Regularly Scheduled Series (RSS) & Grand Rounds Checklist

Please refer to the Course Admin Resources listed under the Help Center on the Duke CEPD Website to find instructional materials and other required documents.

Prior to Submitting the Application

- **Applications:**
  - RSS/Grand Rounds are approved for by the calendar year (January thru December).
  - Submit all RSS & Grand Rounds Applications for upcoming calendar year by **November 1** every year.
  - Include finalized dates & times for all sessions for **at least** the first 6 months of the year. You may include the entire year’s dates and times if they are known.
  - **Disclosures:**
    - All planning members & presenters must Complete the Duke Continuing Education Disclosure form.
    - Applications will not be approved until disclosures are complete.
    - View completed disclosures on the CE Disclosure Dashboard.
    - We understand speakers for RSS’s often change or are decided the week of the session. Once a speaker is selected, they need to complete a disclosure form and the CE office must be notified if there is any financial relationships prior to the presentation.

- **Grant Funding:** If your event involves grant funding, please submit all grants (without redaction) as soon as possible.

8 Weeks before the First Session

- **Marketing Materials:** including brochures, “save-the-date” flyers, and website announcements. Marketing must be approved and contain the correct accreditation statement(s), logo(s), and Credit Amount.

- **Grant Agreements:** Signed and Co-Signed by Duke CE. (You may not provide grant information on marketing materials/syllabus unless the Duke CE Office has a fully executed the grant agreement).

Before each individual Session

- **Email speaker updates and topics to:** Duke Continuing Education Department - CEPD-JAC@dm.duke.edu.

- **Mitigation:** The Duke CE Office will provide mitigation steps for the Course Admin to relay to the presenters.

- Please make sure that learners know the Duke Continuing Education website address of https://ja.dh.duke.edu/ to be able to log in to their account.

- **Attendance:** If learners request credit, their attendance documentation is required. Please ensure that learners know the **Duke CE text phone number (919) 213-8033** and **RSS Text Code** for each session.

  Requirements must be maintained at all times to prevent credit being revoked.