

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:

- Please submit all 2023 RSS Applications and Grand Rounds Applications by **November 1, 2022**
- Your application must include finalized dates, times, for all sessions scheduled for 1/1/23-6/30/23
- After 11/1/22, you will not be able to change any dates and times for sessions scheduled for 1/1/23-6/30/23
- During the month of June 2023, you can contact [CEPD](#) to make additions & edits to the remaining 2023 sessions scheduled for 7/1/23-12/31/23
- If you missed the 11/1/22 deadline, you can submit new applications during the month of June 2023 for events scheduled for 7/1/23-12/31/23
- **Please remember that all applications received after 11/1/22 will not be approved, and you will need to wait to resubmit again in June 2023.**

Activity Agenda: Please specify the schedule for an RSS or the “Frequency” of which it takes place: Weekly, Monthly, Quarterly Etc. This must be decided prior to submitting the application.

Grant Funding: If your event involves grant funding, please submit all grants 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

Disclosure Forms: We understand that speakers for RSS’s often change or is decided the week of the session. Once a speaker is selected, they need to complete a disclosure form, and you need to notify the CE Representative of their confirmation a week in advance.

Mitigation: The Duke CE Office will provide mitigation steps for the Course Admin to relay to the presenters. This can include Mandatory edits to the presentation material, required peer review, or even asking the presenter to recuse themselves from the program altogether.

Attendance: It is the responsibility of the Course Admin to [locate the RSS text code](#) from the DUKE CE Website and provide the code to the attendees & learners. Please ensure that each presentation has the **Duke CE text phone number (919) 213-8033** and **RSS Text Code** on the final slide; or provide the information clearly in some way.

If Duke CEPD does not have all requirements on file during the specified timeframes above, Duke CEPD has the right to withdraw credit and/or cancel the event. If you have any questions, please contact [CEPD](#)