

RSS & Grand Rounds Checklist

Please submit the applications 8 weeks prior to the first session. 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. If Duke CEPD does not have all requirements on file during the specified timeframes below, Duke CEPD has the right to withdraw credit. If you have any questions, please contact [CEPD](#)

Prior to Submitting the Application

Applications:

- RSS/Grand Rounds are approved for by the calendar year (January thru December)
- Submit all RSS & Grand Rounds Application for the upcoming calendar year by November 1 every year
- Include finalized dates & times for all sessions for the calendar year.
- **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](#).

Grant Funding: If your event involves grant funding, please submit all grants as soon as possible.

Needs Assessment: Evidence-based educational need supporting documentation is required to support the application.

After Approval of Application

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 as soon as possible, prior to the session.

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

Presentation Materials: Speakers should begin submitting their presentations for review 48 hours prior to the activity/program. **The Duke CE Office must approve all presentations.**

Attendance: 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.