

Budget Guidelines for IME Proposals

Honoraria Guideline

BMS does not compensate faculty for participation in medical education activities; this is the responsibility of the program sponsor. Nevertheless, BMS remains concerned about payments to faculty that are, or may be perceived to be, excessive.

BMS recognizes that honoraria proposed to be paid by grantees should be consistent and of sufficient levels to attract qualified, respected faculty to participate in such programs. While precise amounts have not been established, the following rates may be used as interim guides based on the caliber of the faculty, as well as, the task at hand and the time and commitment involved.

- Single Presentation: \$3,500 maximum for national level faculty
- Chair and Speaker: \$5,000 maximum
- Full Day: \$7,500 maximum

Notwithstanding these levels, no individual should receive in excess of \$20,000 for speaking and other work in connection with any single CME project unless a compelling justification can be made for such honoraria to be paid.

BMS does not support educational programs where the institution sponsoring the program intends to pay its own employee an honorarium or fee over and above his/her salary.

Meals Guideline

The focus of educational activities must be on the instruction, not meals or amenities. Therefore, any meals provided in conjunction with medical education events must be modest in nature. In evaluating whether a meal is modest, include the total cost of the food and/or beverage provided, including tax and tip. A meal must be both modest by local standards and not exceed the upper limits stated below. In many geographical areas, a modest meal may be considerably less than these upper limits which are established per person, all inclusive.

Breakfast: \$50 maximum

Lunch: \$60 maximum

Dinner: \$125 maximum

Breaks: \$50 maximum

BMS funding may not be used towards any food and/or beverages offered at an activity with less than 100 attendees. For activities with more than 100 attendees funding may be used for buffet meals only.

Travel Guideline

- Domestic Airfare: \$650 pp maximum
- International Airfare: \$4000 pp maximum
- Accommodation: \$350/night pp maximum