



THE GEORGE  
WASHINGTON  
UNIVERSITY  
MEDICAL CENTER  
WASHINGTON DC

## MEMORANDUM

**TO:** Deans, Chairpersons, Department Heads

**FROM:** Dr. Jeffrey Akman  
Interim Dean School of Medicine and Health Sciences and  
Vice Provost for Health Affairs

**RE:** Guidelines for use of Endowment Funds for Educational  
Activities

**DATE:** August 15, 2011

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The purpose of this memorandum is to provide written guidance for the use of endowment funds for endowment funds, lectureships, and other similar educational activities. We are committed to providing the highest quality educational activities for all of our students, residents and faculty. These guidelines will help keep our endowed educational activities consistent with national trends in medical education and conflict of interest management as well as provide unique opportunities for lectureship participation for our students and residents.

The endowment payout rate is projected to be \$3.00 per unit for FY12. With respect to lectureships, if you are fortunate enough to be the recipient of a lectureship that provides generous payout, it is quite permissible to organize and conduct more than one lecture. I would expect that this would occur given the guidelines.

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AND  
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# Guidelines for use of Endowment Funds for Educational Activities

## Background

Educational events supported by endowments that fall under these guidelines must:

- Be an approved continuing education activity either falling under the purview of an existing grand rounds activity or certified as a single activity. These require adherence to GWUMC policies and procedures for continuing education certification ([www.gwumc.edu/cehp](http://www.gwumc.edu/cehp))

Or

- In the absence of application as a certified educational activity, have clearly identified learner needs, measurable educational objectives and a process for evaluating the effectiveness of the activity. Educational objectives should address a knowledge gap or a potential patient outcome.

If you are fortunate enough to be the recipient of a lectureship that provides a generous payout, it is permissible to organize and conduct more than one lecture. It is expected that this would occur given these guidelines.

## Guidelines:

### Travel

Guests can travel with tickets purchased at least 30 days in advance at the lowest available economy rate. Reimbursement for coach tickets will be done at coach cost minus lowest available economy fare.

### Lodging

Guests for endowed lectures should be lodged in accommodations that received the GWU corporate rates. Current GSA rates for DC are \$229 per night excluding taxes.

### Food & Entertainment

Meals for visiting faculty and business guests are limited to \$12 a person for breakfast (not to exceed \$48), \$25 per person for lunch (not to exceed \$100), and dinner is limited to \$50 per person (not to exceed \$200). Exceptions must be approved in advance by the Provost and Vice President for Health Affairs. At least two medical students or residents must attend. Names of those in attendance must be submitted for reimbursement.

### Honorarium

Honoraria for guest faculty participating in both didactic and training CME activities may be awarded based on the scale of \$750 per hour of didactic lecture or \$1500 per hour of intensive training (i.e. surgical or other manipulative skills). Honoraria are based on the length of the presentation and are intended as compensation for preparation of instructional materials (i.e. syllabi, slides, etc.). Honoraria fees may be prorated accordingly for instruction time which exceeds or falls short of the parameters described. To enable a program chair to recruit the participation of a highly sought expert, the honoraria formula may be exceeded provided the expense is included in the activity budget and with the permission of the Provost and Vice President for Health Affairs.