



NATIONAL BOARD OF EXAMINATIONS IN MEDICAL SCIENCES NEW DELHI

Guidelines for grant of sponsorship/financial assistance to CME/Conferences/Seminars/ Training programme

1. The CME/Workshop/Seminar/Conference/Training Programme (hereinafter referred as CME) being conducted should meet the following criteria for grant of sponsorship / financial assistance from NBEMS:
 - a. *The programme shall be intended for academic benefit of NBEMS/ PG trainees and faculty.*
 - b. *Innovative Practices Workshops in upcoming sub-speciality should be encouraged.*
 - c. *The fee for NBEMS trainees should be subsidised.*
 - d. *It should be a national level event*
 - e. *The organizing body should be a recognised organization/body at the national level.*
 - f. *The participants attending the event should be from pan India.*
 - g. *The event should be conducted for at least one full day. (2 sessions)*
 - h. *At least one hour/day should be devoted to the topic of Ethics, communications and patient safety.*
2. NBEMS shall provide a Financial Assistance as under:

CME day(s)	Maximum Financial assistance upto:
1	1Lakh
2	2 lakh
3 or more	3 lakh

3. NBEMS shall provide Cumulative Financial Assistance of maximum Rs. 25 lakh per Financial year for CMEs/Conferences/Seminars/ Training programme.
4. NBEMS will provide approval of financial assistance for conduct of the CME before the conduct of the program. However, the payment of the financial assistance will be made after the conduct of the CME to the official bank account of CME after submission of the Utilization certificate. Payment will not be made to any individual bank account. The organizers must submit a cancelled cheque to NBEMS along with the application form.
5. The organizing committee will provide CME proceedings and will allow NBEMS to upload them on its website at its own discretion.
6. Preference will be given to the organisations applying for the first time, subject to fulfilment of the criteria. Grant to the same organisation in successive/consecutive years will be avoided.

The financial assistance provided by NBEMS must be utilized for academic activity by the Organization like expenditure on CME publicity material website, venue charges, audio visuals, souvenirs, printing etc. A utilization certificate of the financial assistance provided by NBEMS has to be submitted to NBEMS by the Organizing Committee within 1 month of the conduct of the CME. The utilization certificate should be signed by both the Organizing Secretary and Auditor. The financial assistance should not be utilized for entertainment, food & beverages, lodging, flight tickets and transport.

7. The organizers should acknowledge NBEMS in their brochure, website and in the event proceedings of the CME and display the NBEMS logo accordingly. However, this will not be an endorsement by NBEMS regarding the content of the event.

CME will not be considered for providing financial assistance in following indicative circumstances:

- i. The CME is organized by a pharmaceutical/ equipment manufacturing/ commercial companies for promotion of drugs/ equipment.
- ii. The CME is conducted at a five star or above hotel.
- iii. The CME is organized by nursing homes/hospitals/persons, which directly or indirectly tend to use CME for marketing and promotional purposes.
- iv. The organisers who fail to fulfil the requisite conditions specified by the National Board of Examinations in Medical Sciences as mentioned above.

PROCEDURE OF APPLICATION:

1. The organizers seeking grant of sponsorship from NBEMS will be required to apply to NBEMS on prescribed application form, at least 60 days prior to conducting the event.
2. The duly filled application form must be sent by post addressed to:

Executive Director,
NBEMS,
Medical Enclave, Ansari Nagar, Ring Road,
New Delhi 110029
3. The envelope must be super-scribed as "**Grant of Financial Assistance for CME/ Workshop/Seminar/Conference/Training Programme**".
4. A scanned copy of the letter, brochure and application form must be also sent by email to info1@natboard.edu.in.
5. The application should be accompanied with detailed brochure of the proposed CME.

