Office of Continuing Medical Education
Renaissance School of Medicine at
Stony Brook University

POLICY ON HONORARIA AND REIMBURSEMENT

1. Existing SUNY and institutional policy applies:

    A.   SUNY defines an honorarium as:

        (1)   A payment, fee or other compensation received as a gratuity, award or honor, e.g. for delivering a speech, writing or authoring an article or publication; and/or for travel expenses incurred (including lodging).

        (2)   SUNY does not allow SUNY academics or professional employees to charge a fee to (receive an honorarium from) their home campus.

        (3)   The educational mission of the medical school lies in three areas of physician education: medical students, residency training and the continuing education of physicians. A faculty member's teaching efforts in these three areas are considered part of their official duties.

2.   Planners and invited presenters or authors of OCME certified CME activities may be paid honoraria after completion of the CME activity, by the OCME or its designate, e.g. medical school department.

3.   The OCME certified CME activities for which honoraria are paid must be compliant with all ACCME policies for accreditation, including the ACCME Standards for Commercial Support. These include, e.g.:

    a) The provider, the joint provider, or designated educational partner must pay directly any teacher or author honoraria or reimbursement of out-of-pocket expenses in compliance with the provider's written policy and procedures. (S3.8)
    b) No other payment shall be given to the director of the activity, planning committee members, teachers or authors, joint provider, or any others involved with the supported activity. (S3.9)
    c) If teachers or authors are listed on the agenda as facilitating or conducting a presentation or session, but participate in the remainder of an educational event as a learner, their expenses can be reimbursed and honoraria can be paid for their teacher or author role only. (S3.10)
    d) The provider may not use commercial support to pay for travel, lodging, honoraria, or personal expenses for non-teacher or non-author participants of a CME activity. The provider may use commercial support to pay for travel, lodging, honoraria, or personal expenses for bona fide employees and volunteers of the provider, joint provider or educational partner. (S3.12)

4.   The amount of honoraria should be reasonable, as determined by the medical school's CME Advisory Committee* and consistent with relevant institutional policy. Honoraria for invited faculty should be based on:

    a)   Importance of individual to the educational goals and objectives of the program.
    b)   Reputation and CV of proposed planner or faculty member(s).

     c)   Time away required from home institution to participate in the program.

     d)   Funds available from grants and/or institution. However, the amount of honoraria should not be influenced by representatives of industry or other financial contributors to activities.

     e)   Possible effect on honoraria for other faculty.

     f)   Reimbursement to individuals may be made for reasonable out of pocket expenses for travel, lodging and meals on receipt of itemized receipts, consistent with institutional policy, e.g. coach air travel.

5.   Honoraria above the upper amount identified as reasonable by the CME Advisory Committee* should be authorized for departmental programs by the Department Chair or his/her designate, and otherwise by the Associate Dean for CME in consultation with a member of the CME Advisory Committee with expertise in the topic of the activity, or in the absence of such expertise, an independent member of the faculty with expertise in the topic of the activity.

*As a guideline for determining reasonable honoraria, the CME Advisory Committee approved $2,000.00 as the upper limit for CME presentations of approximately 1.5 hours or less. This does not preclude added payment of the speaker for additional time spent on non-CME activities, e.g., for other meetings with residents and/or faculty that are paid by the department.