

Guidelines for In-Kind Donations to the School of Dentistry

The University Of Maryland School Of Dentistry welcomes corporate support for research programs, clinical education, and other activities. In accordance with ADEA Guidelines for Academia-Industry Interactions and in an effort to promote transparency, ethical behavior, and a strategic approach that leverages the school's corporate relationships, the following recommendations have been implemented

Category I: Education Grants and Trainee Scholarships

School of Dentistry standards:

1. Corporate funding should be provided directly to the educational institution, not to individual faculty, staff or students
2. The grant or scholarship should not be tied in any way to past, present or anticipated business generated with the School of Dentistry.
3. Grants are awarded through a fair, open selection process based on clear criteria established by the School.
4. The actual selection of awardees are independent of the industry funding the award.
5. The recipient of support must have a genuine, institutionally approved purpose and funds should be used for legitimate expenses consistent with institutional guidelines.

Category II: Consulting and Speaking Arrangements

School of Dentistry standards:

1. The School has adopted procedures or protocols for approving consulting and speaking arrangements and the sharing of intellectual property
2. A signed contract shall exist between industry and the academic oral health care professional outlining and disclosing the scope of the individual's responsibilities, duration of arrangement, terms of compensation, and required documentation upon completion of work
3. Expenses incurred by the consultant to provide contracted services shall be within travel-related expense guidelines
4. Compensation should not be paid for "time spent" attending a conference nor for attendance at consulting assignments or meetings by spouses, children or guests (unless qualified in their own right)

Category III: Authorship and Attribution of Joint Articles, Publications and Presentations

School of Dentistry standards:

1. Attribution must be accepted only for work actually performed and must accurately reflect the person's actual contribution (in order to avoid "selling" one's opinion and leading readers to believe that the opinion is independent)
2. In the case of joint authorship of articles and presentations, the authors' contribution to content and their affiliations should be clear to the reader

3. Articles and presentations should not include either an actual or implied endorsement of a specific product, technology or technique without appropriate acknowledgments, approvals and disclosures

Category IV: Attendance at Industry Conferences

School of Dentistry standards:

1. Industry-sponsored educational meetings, lectures and conferences should be conducted only in settings that are appropriate for the communication of information, such as clinical, educational or conference facilities that are either commercially available or at an academic institution
2. Presentations by training staff should be drawn from evidence-based scientific research rather than from a specific industry provider or manufacturer
3. School of Dentistry faculty, staff and students who present at industry conferences, if receiving sponsored travel, honoraria, or other support, should disclose that support publicly to attendees prior to their presentation
4. Reimbursement for travel expenses should comply with existing School policies for reasonable and moderate travel, meals, and meeting registration costs
5. Any “gifts” offered to faculty should be appropriate for use with patients or for an educational purpose
6. There should be no specific or implied quid pro quo for attendance at the conference

Category V: Complimentary Samples and/or Educational Items

School of Dentistry standards:

1. Product samples should be nominal in cost, limited in quantity, and of no commercial value outside of professional responsibility and use; they should be used only to promote faculty, staff and student learning about new technologies and products that further the mission of the School
2. No actual or implied quid pro quo should exist when accepting or providing complimentary samples
3. Patients receiving samples should be clearly informed that the provision of samples does not imply endorsement of the product by the School, faculty, staff or students

Category VI: Industry Support for Educational and Awards Conferences and Meetings

School of Dentistry standards:

1. Industry may provide financial assistance to support specific continuing dental education programs for faculty, staff, students or alumni to gain knowledge about technologies, techniques and products
2. Support by industry should be fully disclosed and should not be related to past, present, or anticipated volume or value of purchases made by the School. No quid pro quo should exist for future interactions with the School.

3. The industry sponsor can help establish guidelines for the selection criteria but should not vote or have any influence on the selection of awardees.
4. Professionals participating on award committees and in the planning process and recipients of awards may accept honoraria and reimbursement for reasonable travel expenses
5. The conference should be independent, free of commercial bias, and beyond the control of industry sponsors.
6. The School should have the responsibility and control over selection of content, faculty, educational materials, and venues
7. If specific products or materials are discussed, the discussion must be done in a non-biased manner and should include comparable product and materials options from which a professional chooses.
8. Speakers should be required to disclose associations that they have with industry
9. All educational programs should comply with the standards and criteria of a nationally recognized accrediting organization (such as ADA CERP)

Category VII: Social Events

School of Dentistry standards:

1. In order to avoid any actual or perceived quid pro quo, a sponsorship of complimentary or discounted meals, recreational events, and entertainment for social purposes is not acceptable, except if the sponsorship is through the School and follows its guidelines
2. Meals and/or social interaction is encouraged, but the expense should be incurred by the individual and should not be reimbursable
3. Industry should not provide noneducational or nonpatient-related gifts or branded promotional items to oral health care professionals e.g., pens, iPads, wine, gift baskets, gift certificates, etc.)
4. Recreational events at academic meetings that are held in recreational areas should be clearly designed and identified as separate from the meeting and costs should be incurred by the individual or the School.

Category VIII: Site Access by Industry Representatives

School of Dentistry standards:

1. The School should establish procedures and protocols for visits from industry officials and access to areas on School grounds, affiliated sites, and patient care areas that comply with local and institutional regulations; include privacy protections for patients, faculty and students; and address professional and state credentialing requirements
2. Basic information about the purpose of the industry visit should be provided in advance to faculty, staff and students

Category IX: Industry-Led Training and Education

School of Dentistry standards:

1. The School should establish policies and procedures for attendance at trainings sessions and meetings that ensure that there is no quid pro quo for attendance at the sessions
2. Attendees at such meetings should have a mission that is valuable to the school, such as assessing the scientific evidence supporting the product's usefulness, safety, directions for use, and claims of results.
3. The meeting or session should be clearly identified as commercial in nature and those leading or teaching the programs should disclose relevant financial relations to the provide and/or host
4. Attendees should be monitored for reporting back to the School or for continuing education credit
5. Industry may provide only the quantity of single-use products at no charge that is reasonably necessary for the adequate evaluation of the product
6. With regard to testing or evaluation of capital equipment and other multiple use products, provision by the industry shall not assume the transfer of title and ownership, or an implicit agreement on the part of the recipient to purchase the product.
7. It is appropriate to reimburse for reasonable travel, modest meals and expenses for training.

Category X: All Other Industry Support or Contributions

School of Dentistry standards:

1. Grants or donations provided by industry to the School should be fully disclosed and should not be related to past, present or anticipated volume or value of purchases made or to be made by the School. No quid pro quo should exist for future academic interactions.
2. Industries may make charitable donations or unrestricted grants for charitable or other philanthropic purposes as permitted by law. The donor may not have any control over how the funds are used.
3. Grants or donations should be designated for educational, scientific, research or community service value and consistent with the mission of the School
4. Procedures and practices that promote equal access to and opportunity for funding for all who declare their intent to apply for trainee scholarships should be in place; public posting of the application process regarding funding opportunities, review process, and outcomes should occur.
5. A written agreement should exist to document an industry grant to the School
6. Process for Securing Approval for In-Kind Donations to the School of Dentistry
7. Prior to approaching a vendor for a donation (or after a vendor has made an approach about a potential in-kind gift), faculty or staff should notify the Assistant Dean for Development and Alumni Relations
8. Depending on the nature of the in-kind gift offered or requested, the Assistant Dean will call a meeting as needed with the Dean, the Assistant Dean for Clinical Affairs, and the Executive Director of IT and Facilities Management and any other Deans and faculty necessary to review the gift proposal. The goal is to determine whether the proposed gift is consistent with existing equipment, technologies, and with the overarching vision and plans for the school.

9. Once approval is secured to approach the vendor and agreements are proposed, the Dean's approval is required before a gift contract is drafted. All gift contracts must be reviewed and approved by the Dean and by the campus legal department. Only the Dean has the authority to sign off on any gift agreements or contracts.
10. Once a gift is received, the department or faculty accepting delivery of the gift must contact the Assistant Dean for Development and Alumni Relations. Documentation should be provided to the Assistant Dean for Development that includes a description of the item donated, a unit price and the number of units donated so that the gift can be appropriately recorded, acknowledged and stewarded.
11. Documentation should also be provided to the Executive Director of IT and Facilities Management so that the items received can be added to the school's master inventory and included in any future maintenance, enhancement or replacement plans