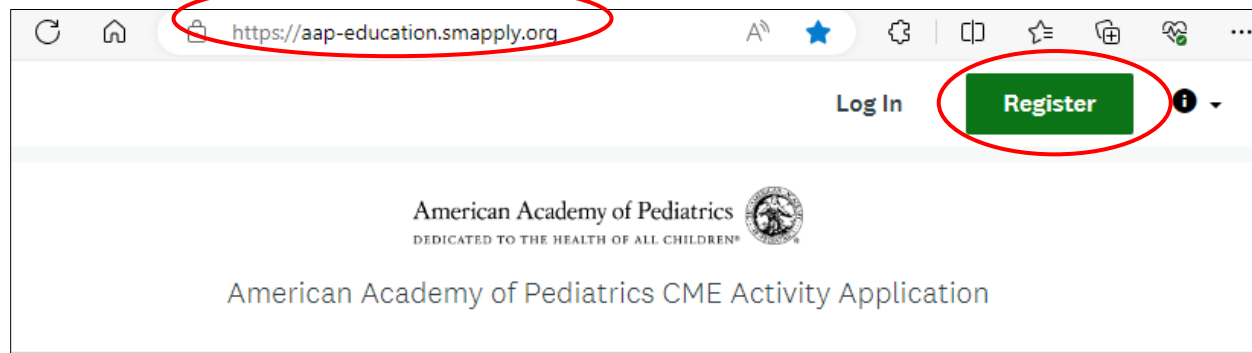


## Using the Online Abstract System

Any activity that offers credit must submit an online abstract form through Accreditation Services' online abstract system, SMApply.

Follow the instructions below to ensure that your abstract application is successfully submitted for review.

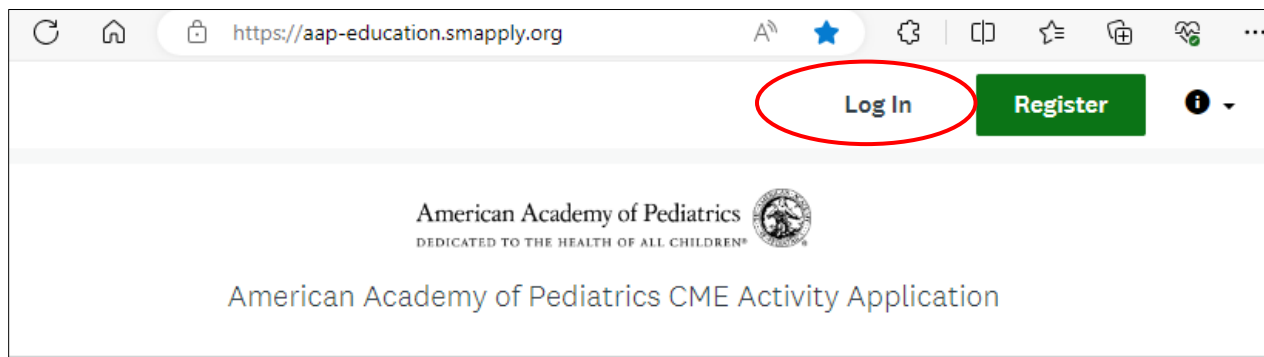
**If you do not have an SMApply account**, you must first register before entering your abstract application information. Go to <https://aap-education.smapply.org> and select **Register**.



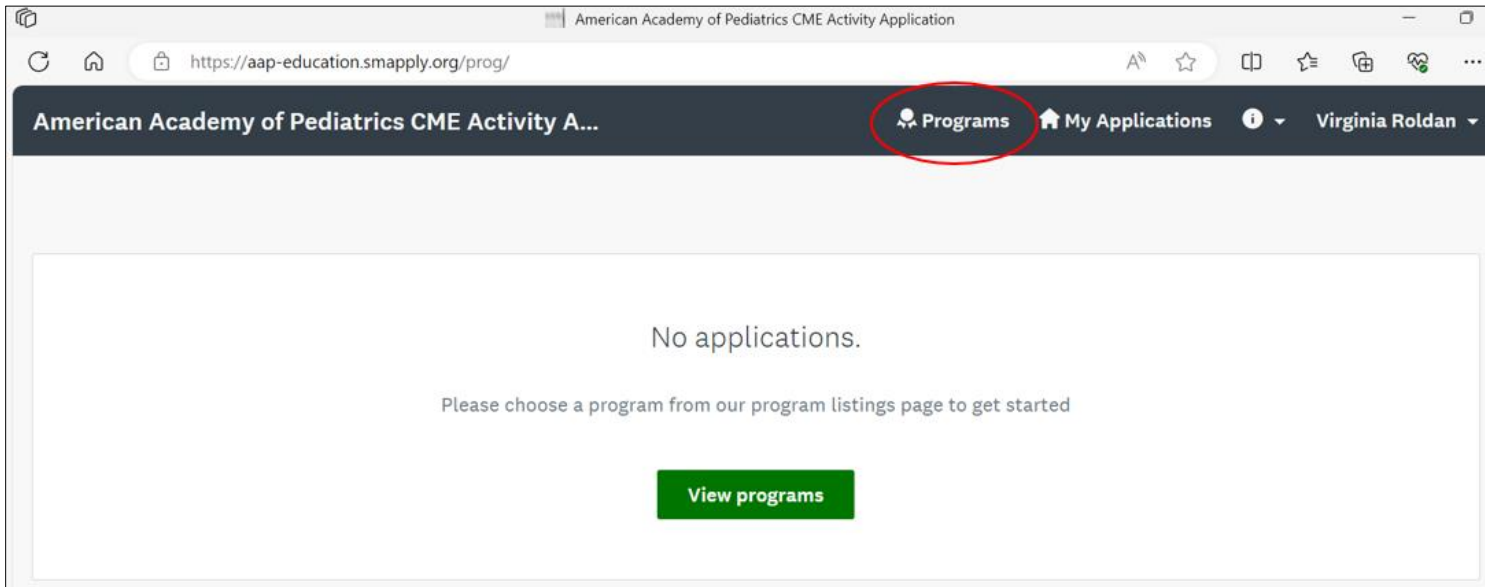
Enter your first name, last name, email address, create a password, and select **CREATE ACCOUNT**.

The screenshot shows a registration form with the following fields: First name, Last name, Email, Password, and Confirm password. A red bracket highlights the entire form area. A green callout box on the left contains the text "Use this option to create an account." with a red arrow pointing to the form. At the bottom of the form is a green "CREATE ACCOUNT" button. Above the form, there is a link to "Return to American Academy of Pediatrics CME Activity Application" and a "LOG IN" button for existing users. A reCAPTCHA "I'm not a robot" checkbox is located below the password fields.

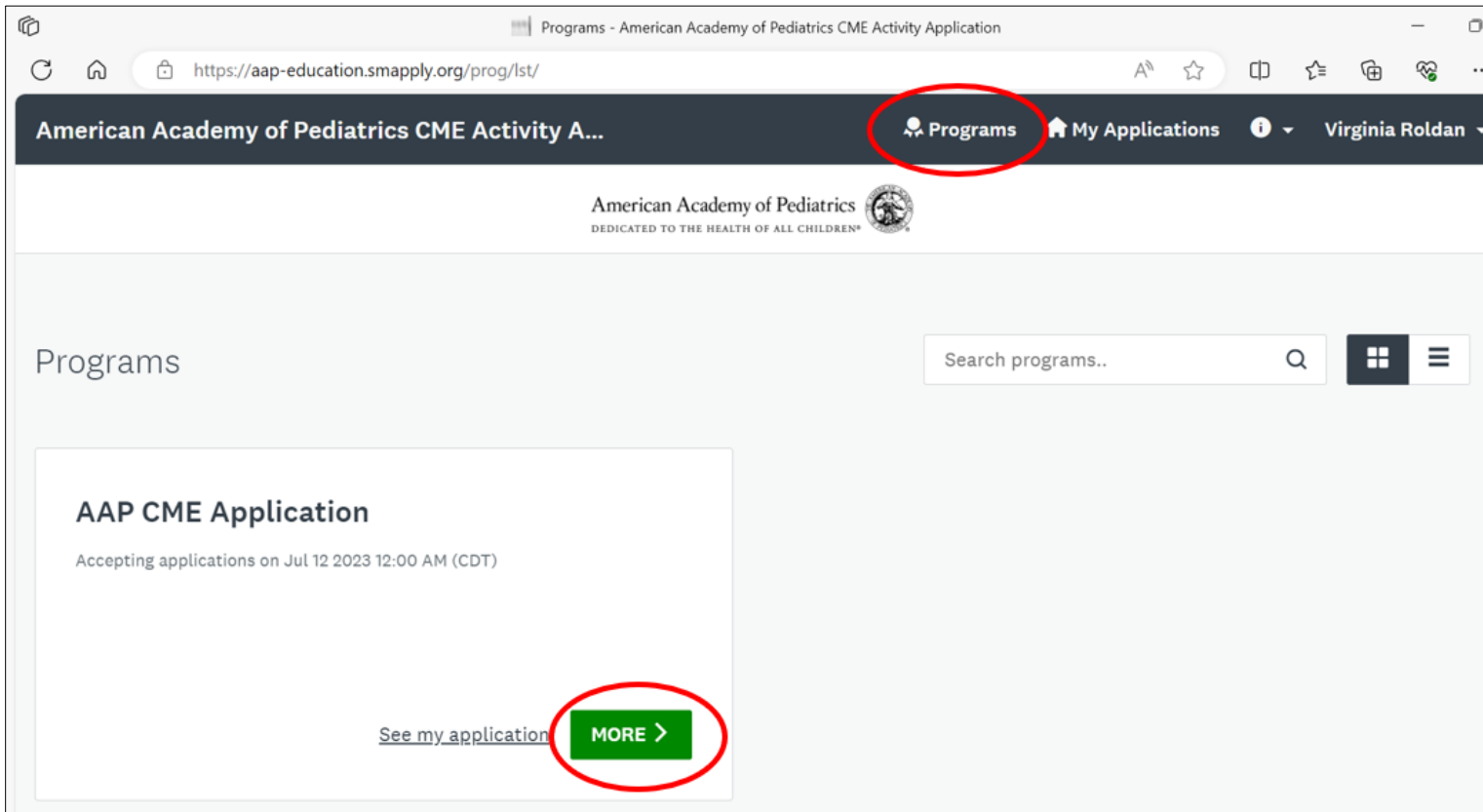
If you already have an SMapply account, select **Log In**. *Note – the SSO (Single Sign On) feature currently does not work with this abstract system.*



Once you are logged in to your account, select **Programs** at the top of the page.



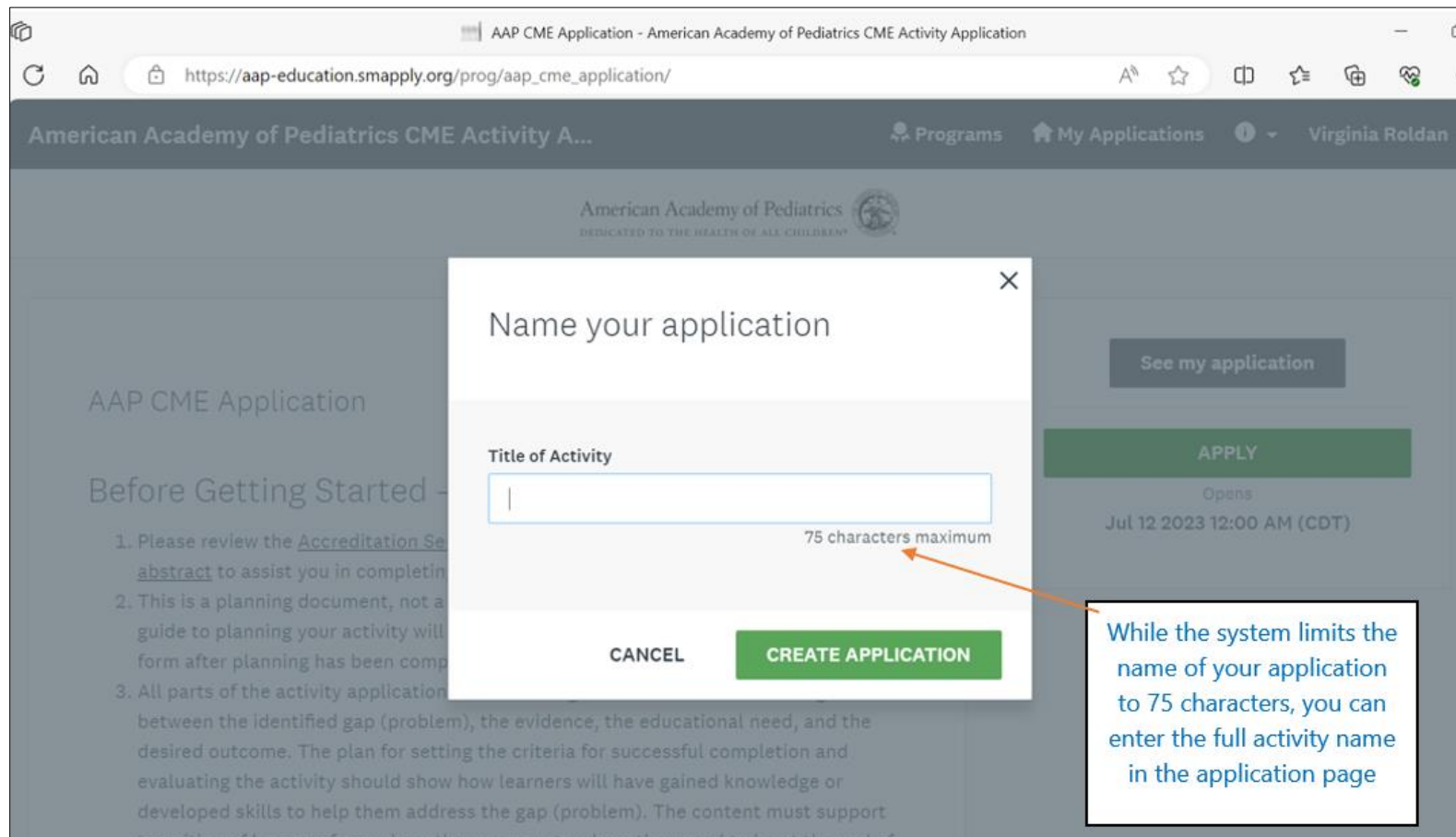
Next select **MORE** under **AAP CME Application**.



Then select **APPLY**.

The screenshot shows a web browser window with the URL [https://aap-education.smapply.org/prog/aap\\_cme\\_application/](https://aap-education.smapply.org/prog/aap_cme_application/). The page header includes the American Academy of Pediatrics logo and the text "DEDICATED TO THE HEALTH OF ALL CHILDREN®". The main content area is split into two columns. The left column contains the heading "AAP CME Application" and a sub-heading "Before Getting Started – Tips & Key Points". Below this are two numbered instructions: 1. Please review the [Accreditation Services website](#) for resources and the example of an [abstract](#) to assist you in completing the application. 2. This is a planning document, not a tell-us-what-you-did document – using it as a guide to planning your activity will be significantly easier than trying to fill out the form after planning has been completed. The right column features a dark grey button labeled "See my application" at the top. Below it is a prominent green button labeled "APPLY", which is circled in red. Underneath the "APPLY" button, the text "Opens" is partially visible, followed by the date and time "Jul 12 2023 12:00 AM (CDT)".

## Name your application.



The screenshot shows a web browser window with the URL [https://aap-education.smapply.org/prog/aap\\_cme\\_application/](https://aap-education.smapply.org/prog/aap_cme_application/). The page title is "AAP CME Application - American Academy of Pediatrics CME Activity Application". The user is logged in as "Virginia Roldan".

The main content area is titled "AAP CME Application" and "Before Getting Started". It contains a list of instructions:

1. Please review the [Accreditation Self-study abstract](#) to assist you in completing your application.
2. This is a planning document, not a final document. It is a guide to planning your activity will be used to create your application form after planning has been completed.
3. All parts of the activity application must be completed. The application must include a plan between the identified gap (problem), the evidence, the educational need, and the desired outcome. The plan for setting the criteria for successful completion and evaluating the activity should show how learners will have gained knowledge or developed skills to help them address the gap (problem). The content must support the transition of learners from where they are now to where they need to be at the end of the activity.

A modal dialog box titled "Name your application" is open. It contains a text input field labeled "Title of Activity" with a character count of "75 characters maximum". Below the input field are two buttons: "CANCEL" and "CREATE APPLICATION".

A callout box with a blue border and text explains: "While the system limits the name of your application to 75 characters, you can enter the full activity name in the application page". An orange arrow points from this callout box to the "75 characters maximum" text in the dialog box.

## Select **Application Form**.

The screenshot shows a web browser window with the URL <https://aap-education.smapply.org/sub/29957490/>. The page title is "AAP CME Application: email test". The navigation bar includes "American Academy of Pediatrics CME Activity A...", "Programs", "My Applications", and a user profile for "Virginia Roldan".

On the left side, there is a progress indicator showing "0 of 1 tasks complete" and a "Last edited: Nov 8 2023 02:22 PM (CST)" timestamp. Below this are "REVIEW" and "SUBMIT" buttons. A user profile for "Virginia Roldan (Owner)" with email "voldan@aap.org" is shown, along with an "Add collaborator" button.

The main content area displays the "AAP CME Application" details for "email test" (ID: 23-0000000092, Status: In Progress - Not Submitted). It has tabs for "APPLICATION" and "ACTIVITY". Under the "Your tasks" section, a task labeled "Application Form" is highlighted with a red circle. A callout box with a blue border and the text "Click Application Form" has a green arrow pointing to the "Application Form" task.

### Required documents to submit abstract:

- Agenda or activity outline
  - Required for accreditation to determine credit hours
    - Credits are determined in 15-minute increments of content.
      - 1 hour of content = 1 AMA credit hour
      - Content hours are rounded down, example – 55 minutes of content = 0.75 AMA credit hour (45 minutes)
- Roster of planners/staff
  - Activity planners and staff should already be identified at this point. Faculty is not required to be confirmed when initially submitting abstract.
- Gaps/Needs

### Best Practices and Guidelines for completing your abstract

- All required questions must be answered; do not enter “TBD” or “NA.” Abstracts using “TBD” will be returned without being reviewed.
- You may download a PDF copy of the application before you submit it in SMAApply to review the questions ahead of time.
- Be sure to select the correct providership selection based on what group you are submitting from:

#### This activity is

- Direct Provided (AAP National Itasca or DC)
- Direct Provided (AAP Department of Education)
- Joint Provided (AAP Chapters, ABP, other non-profits)

- EDI questions cannot have answers such as TBD or NA. They must have actual responses.
- Ensure you consider the 30-day deadline for abstract submission. The online abstract system does allow for submission of abstracts under the 30-day deadline. Accreditation will do its best to provide approval, however it is not guaranteed. If you need to market your activity, submit it with additional lead time to obtain accreditation marketing statements.
- **Activities CANNOT use credit statements without approval.**



## Additional abstract information

- Abstract Status
- Collaborators

American Academy of Pediatrics CME Activity A...

Programs My Applications Virginia Roldan

0 of 1 tasks complete

Last edited: Jan 3 2024 03:32 PM (CST)

REVIEW SUBMIT

VR Virginia Roldan (Owner)  
vrolan@aap.org

**Add collaborator**

AAP CME Application [Preview](#)

Sample  
ID: 23-0000000130 Status: In Progress - Not Submitted

APPLICATION ACTIVITY

Your tasks

Application Form

FYI, the status indicates if abstract is in progress or submitted. You can Save your Abstract and Come back to it at another time

Working on this abstract with a colleague? Feel free to add them as a collaborator. Collaborators are assigned by you, with permissions to view and edit or just view the specific abstract that is shared with them. Collaborators cannot submit abstracts. The owner of the activity is the only one that can submit an abstract.

Enter **Collaborators** in this box and select **SEND INVITE**, you can also include a message to the collaborator telling them what they are being requested to do.

The screenshot shows a web browser window with the URL <https://aap-education.smapply.org/sub/30301857/>. The page title is "AAP CME Application: Sample Abstract 2 Asthma". The main content area is titled "Collaborators" and contains the following elements:

- A header "Collaborators" with a close button (X).
- A sub-header "Add collaborators to view or contribute to your application."
- A text input field labeled "Email address of collaborators" with the instruction "Separate addresses by commas".
- A "Type of access" section with two radio buttons: "View & edit" (selected) and "View only".
- A text input field labeled "Message (optional)".
- A green "SEND INVITE" button at the bottom right.

Annotations in the image include a green oval around the "View & edit" radio button, a double-headed arrow pointing from this oval to a callout box containing the text "Select Access type to provide your collaborator", and a red oval around the "SEND INVITE" button.

More **Status** information:

American Academy of Pediatrics CME Activity A... Programs My Applications Virginia Roldan

All Applications ▾

AAP CME Application  
**Sample Abstract**  
23-0000000131

STATUS: Submitted - Under Revi...

✓ SUBMITTED

VIEW

AAP CME Application  
**Sample Abstract 2 Asthma**  
23-0000000132

STATUS: In Progress - Not Submit...

0 of 1 tasks complete

CONTINUE

**NOTE:** My Applications Page will provide the Status of each of your applications/abstracts.

Abstract #131 has been submitted and Accreditation Services is reviewing.

Abstract #132 is In Progress, which means that it has NOT been submitted.

To view In Progress-Not Submitted abstracts click on the Continue button.

Once your abstract is completed, select **MARK AS COMPLETE**.

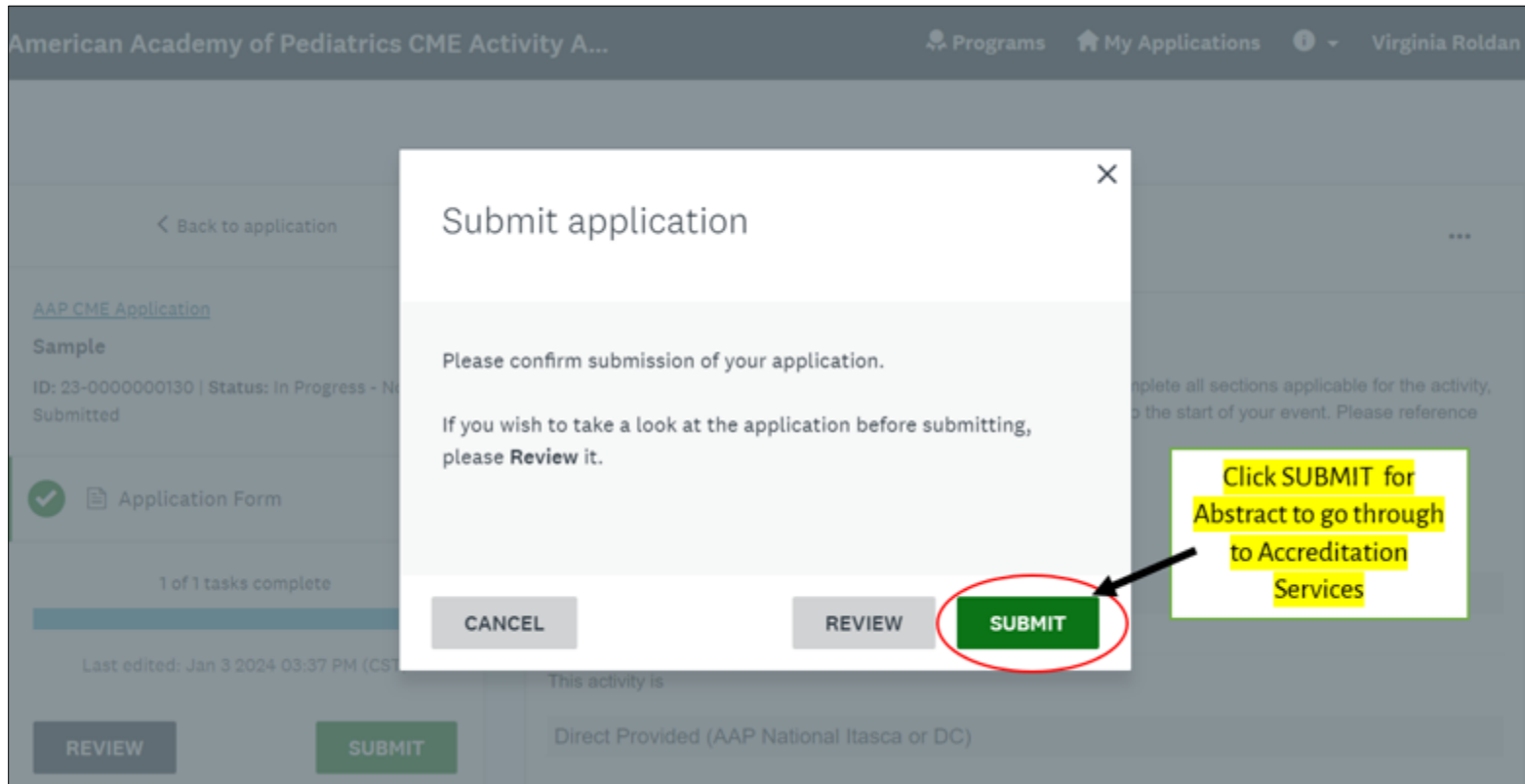
**YOU ARE NOT DONE YET!**

The screenshot displays the 'AAP CME Activity Application' form. On the left sidebar, there is a 'Back to application' link, the application title 'AAP CME Application', a 'Sample' ID '23-0000000130', and a status 'In Progress - Not Submitted'. Below this is a navigation menu with 'Application Form' selected. A progress indicator shows '0 of 1 tasks complete' and a timestamp 'Last edited: Jan 3 2024 03:35 PM (CST)'. At the bottom of the sidebar are 'REVIEW' and 'SUBMIT' buttons. The main content area shows the application title 'AAP CME Activity Application' with an 88% progress bar. Below the title is a description: 'Complete this form for each activity that you wish to award credits. Complete all sections applicable for the activity, assemble attachments, and submit all materials at least 30 days prior to the start of your event. Please reference additional AAP CME information on our website.' A note asks to 'Please upload a copy of the CME evaluation that will be used.' with an 'Upload a file' button. At the bottom, there are three buttons: 'PREVIOUS', 'SAVE & CONTINUE EDITING', and 'MARK AS COMPLETE'. The 'MARK AS COMPLETE' button is circled in red. A callout box with a yellow background and black border contains the text 'Click Mark As Complete, to move to Submit Area...you are not done yet...' with an arrow pointing to the 'MARK AS COMPLETE' button.

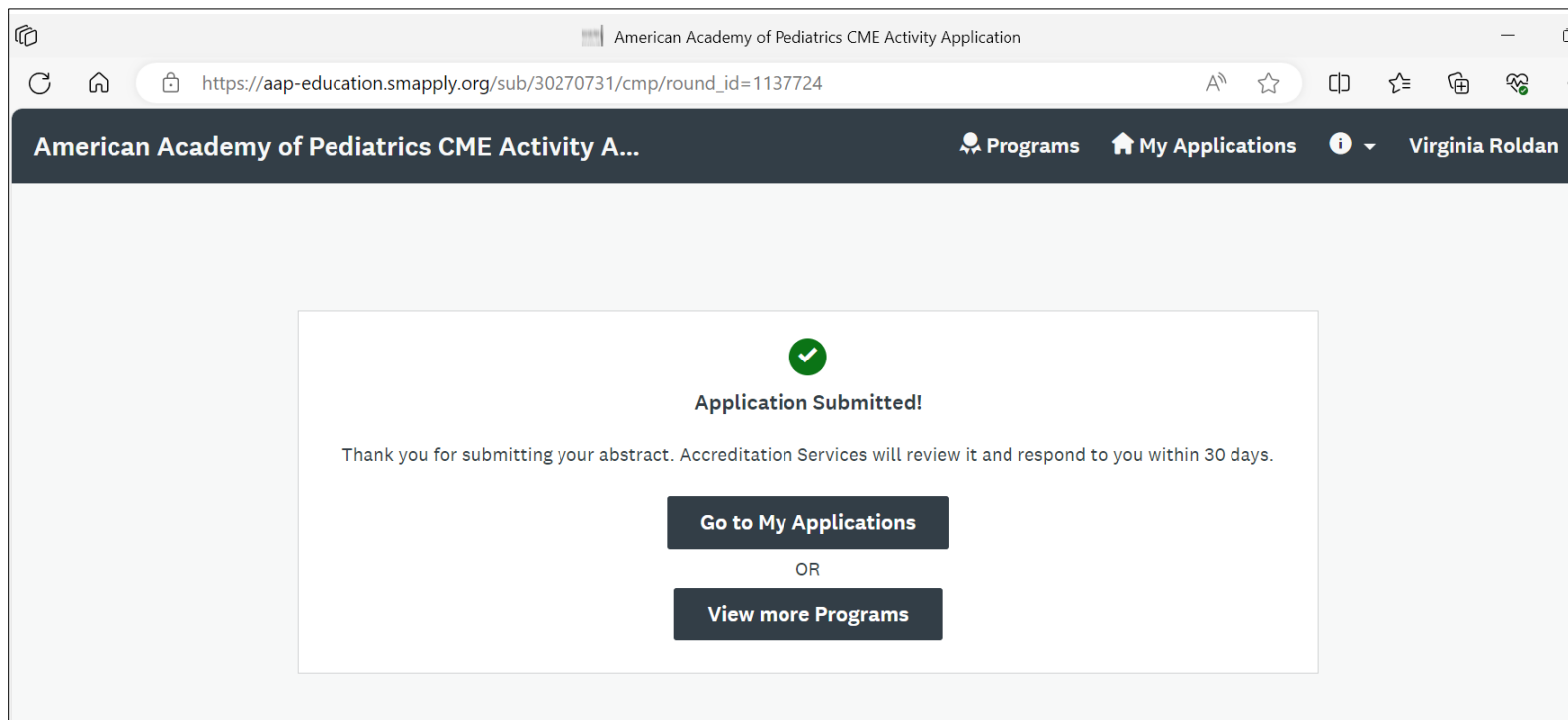
Select **SUBMIT** to officially submit your abstract submission to Accreditation Services.

The screenshot shows the 'AAP CME Activity Application' form. On the left sidebar, there is a 'Back to application' link, the application title 'AAP CME Application', a 'Sample' ID '23-000000130' with a status of 'In Progress - Not Submitted', and a progress bar showing '1 of 1 tasks complete'. Below the progress bar is a 'REVIEW' button and a 'SUBMIT' button, which is circled in red. An arrow points from the 'SUBMIT' button to a yellow callout box containing the text 'Click SUBMIT Here to Finalize Submission of Abstract'. The main content area shows the 'Application Form' as completed on Jan 3 2024 at 03:37 PM (CST). The form title is 'AAP CME Activity Application' with instructions to complete the form for each activity. Under 'Basic Info', the 'Activity Title' is 'Sample'. The 'This activity is' section shows 'Direct Provided (AAP National Itasca or DC)'. A green callout box on the right contains the text: 'Don't see the SUBMIT button? ONLY the OWNER of the application can SUBMIT. Collaborators can edit application, but NOT submit.'

**SUBMIT** (continued):



Once submitted, you will see this confirmation page:



You will receive an email from AAP Accreditation Services <noreply@mail.smapply.net>

The email will provide you with an activity ID – see sample below. Accreditation Services will refer to your activity by this ID in our communications to you. The below ID is highlighted in yellow, Activity ID #131.

Your abstract has been submitted



AAP Accreditation Services <noreply@mail.smapply.net>  
To: Roldan, Virginia



Mon 1/8/2024 10:50 AM

[If there are problems with how this message is displayed, click here to view it in a web browser.](#)

# American Academy of Pediatrics



DEDICATED TO THE HEALTH OF ALL CHILDREN®

Dear Virginia,

Thank you for submitting your CME abstract # 23-0000000131 **Sample Abstract** for consideration for credit. The Accreditation Services team application and respond within 30 days.

**Disclosure:** All individuals in a position to control the content of this activity must disclose. All activities should have a minimum of 1 of each of the your roster and disclose for the following:

Staff  
& Moderator (if applicable)

Planner  
Content reviewer (if applicable)

Faculty/Presenter/Author  
COI reviewer/mitigator

**Activity ID** will be the last 3 numbers of the abstract #, the email shows the ID followed by your Activity Title for easier reference.

The email shows the ID followed by your **Activity Title** for easier reference.



The Accreditation Services team member assigned to your activity will be notified by email regarding your submission, so that we can start our review. Below is an example of what we receive.



At this point, Accreditation Services will review/approve/communicate about your abstract application in SMaply. If you need to make changes to your abstract once it has been submitted (for example, date change, content hours, contact your Accreditation Services member working with you. You may upload additional required documents to your abstract once it has been approved.

If you have questions, feel free to send an email to [accreditation@aap.org](mailto:accreditation@aap.org) or set up a meeting with Virginia Roldan [vroldan@aap.org](mailto:vroldan@aap.org) & Amanda Mirus [amirus@aap.org](mailto:amirus@aap.org).

Updated January 2024