Orthopaedic Trauma Association
Research Grant Application
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Grant Application Deadline:
June 16, 2014
Objective
In order to promote the research endeavors and interests of its members, the Orthopaedic Trauma Association offers a research grant funding program. Grants are awarded according to the following guidelines.

Investigators
The principal investigator, or co-principal investigator must be an OTA or AONA member. Research must be conducted in North America.

Grant Awards/Grant Cycles
1) The following grants are available for any research issue related to musculoskeletal trauma, excluding product development.
   - Clinical Research Grants ($40,000/year max, 2-year grant cycle)
   - Basic Research Grants ($50,000 ($25,000/year max), up to a 2-year grant cycle)

2) Directed topic research grants:
   - Directed Topic Clinical Study: ($50,000/year, 3 year funding cycle)

Depending on the year, directed research grants will be given priority evaluation by the research committee. There is no guarantee that these directed grant applications (topics chosen by the OTA Board of Directors) will receive funding, as they will be graded on scientific merit compared to all other grants received that year. These directed topics are reflections of chosen important topics that the BOD has deemed to be important.

Submission Instructions:
Please send the following items to the OTA office by June 16, 2014:

1) Original application.
2) Proposal containing all application materials (Word document only). Any figures, tables, etc. must be part of the single Word document submitted. If a single document is not possible, please be sure to clearly identify all parts of the submission.

E-Mail to: Diane Vetrovec Dobberstein
OTA
vetrovec@aaos.org

Application Deadline: June 16, 2014
**Review Process**
The OTA Research Committee reviews all grants and establishes scientific merit scores and ranking. The OTA Board of Directors makes the final decision about awards at the Annual Meeting in October 2012.

**Funding Start Date**
January 1st

**Reports**
Each principal investigator agrees to submit an annual progress report and a final report 3 years after funding.

**Research Database**
Clinical studies which require a research database should utilize the OTA database. Log-on and passwords for members are available through the OTA office.
A. Fiscal Procedures and Policies:

1. Facilities to be provided by Grantee Institution:
   a. The grantee institution is expected to provide all necessary basic facilities and services. These include those that normally could be expected to exist in any institution qualified to undertake orthopaedic research.
   b. In particular, it is expected that the grantee institution will provide, whether from its own funds or from grant funds other than those of the Association:
      (1) Laboratory space
      (2) Maintenance service, including maintenance, supplies and service contracts
      (3) Telephone services
      (4) Library service, including subscriptions to periodicals and the purchase of books
      (5) Laboratory furniture and office equipment
      (6) Salary of principal investigator, co-principal investigator and of secretarial personnel
      (7) Worker's compensation, public liability or other hazard and special insurance
      (8) Employee group life, disability, medical expense or hospitalization insurance
      (9) Hospital bed expense, nursing or related services, even though used for research studies.
      (10) Indirect Costs
      (11) Tuition expenses of personnel on grant.

2. Association funds may not be used for remodeling or building construction costs.

3. Any equipment purchased under Association grants become the property of the institution, unless otherwise specified by the Association before termination of the grant or its extensions.

B. Budget Policies and Reports:

1. Reports of expenditures must be prepared one year after receiving the award. For grants extending beyond one year, reports must be submitted every October 1st after the award was first issued. The renewal of grant funding for the following year will be contingent on satisfactory progress during the previous funding period. Expenses must be submitted by category, i.e., Salary and Wages, Equipment, Supplies, Animals, Other. Reports should be submitted to the OTA sixty (60) days after the grant has terminated.

2. Research reports must be prepared and submitted with the financial reports.

3. At the expiration of the grant, any unexpended balance of $100 or more must be refunded to the OTA together with the properly submitted report of expenditures and accompanying documentation. Because the OTA uses this information for research donor recruitment, annual reports will be requested until the project is no longer active.

4. Separate accounts must be maintained for each grant. These accounts, with substantiating invoices and payrolls, must be available at all times to representatives of the OTA.
5. The grantee must request permission and receive written approval from the OTA prior to making any changes to the approved budget and moving funds between budget categories.

6. The grantee may terminate a grant prior to normal expiration date by notifying the OTA in writing and stating the reasons for termination. Unexpended funds must be returned to the OTA within sixty (60) days, together with a final report of expenditures. The OTA reserves the right to terminate grants at any time upon three months written notice.

7. If a grantee has not completed the project prior to expiration, and for just reason, grantee may submit to the OTA Research Committee thirty days prior to expiration, a request for a no-cost extension, stating reason and requested period of extension. The committee will refer the request and advise the grantee.

C. Policy on Delinquent Financial/Research Reports

The OTA reserves the right to deny additional grants to any individual or institution where after proper notification, an investigator has not submitted his/her final financial and research reports. This policy will be enforced when reports are one year past the final due date (14 months after the project ends). Upon receipt of these reports, the institution shall again become eligible for OTA grants.

D. Policy on Animals in Research

1. The use of animals and the number of animals requested for a project must be justified by the institution. If applicable the grantee must provide IACUC approval, regarding use of and number of animals requested for a project.

2. All animals used in research supported by OTA grants must be acquired lawfully and be transported, cared for, treated and used in accordance with existing laws, regulations and guidelines. Decisions as to the kind and sources of animals that are most appropriate for particular studies must be made by scientists and institutions. OTA policy requires that such decisions be subject to institutional and peer review for scientific merit and ethical concerns and that appropriate assurances be given that NIH principles governing the use of animals are followed.

E. Policy on Human Subjects in Research

1. The use of human subjects and sample size must be justified. If applicable, IRB statements from the institution's human subjects committee must be provided. IRB approval is required for patients' retrospective reviews and the review of medical records, including radiographic studies.

2. OTA grantees are entrusted to assure adequate protection of human subjects. NIH regulations regarding human subjects should be followed.

F. Policy on Transfer of Grant

3. If the Grant has not started at the first institution and the principal investigator moves to a new institution, the principal investigator can request a transfer of funding to the new institution.
4. If the principal investigator is an orthopaedic surgeon and moves during the course of the grant, the request to take the grant to the new institution will be referred to the Research Committee. The investigator also must submit a letter enclosing resources, personnel and curriculum vitae of investigators at the new institution.

G. Policy on Changing Aims of Grant

If the principal investigator and collaborators find that the original aims of the grant cannot be accomplished, and that to continue the project substantial changes in aims or methodology must be considered, the principal investigator must write to OTA, requesting permission to change the procedure and state the reasons for the change. The Grants Board will respond to the principal investigator.

H. Publication

The Association encourages free publication of research findings by grantees but requires that the following acknowledgment be used as a footnote on the first page of the text:

\textit{AIDED BY A GRANT FROM THE ORTHOPAEDIC TRAUMA ASSOCIATION. FUNDS FOR THIS GRANT WERE PROVIDED TO THE OTA FOR RESEARCH SUPPORT IN AN UNRESTRICTED FASHION BY (Name of Corporate Sponsor if/when applicable)}

Also, when a grantee presents a paper at a professional scientific meeting, the above credit line must be included.

The OTA imposes no restrictions on copyrighting publication by grantees.
Fonts smaller than 10 should not be used.

If the page and/or word limits are exceeded the grant will NOT be reviewed in any way.

If the grant is unreadable due to formatting the grant will NOT be reviewed in any way.

PAGE 1: Line 1: Enter total amount requested for the research project.

Line 2: Enter the period of time for which you are requesting funds.

Signatures are required for the principal investigator or co-principal investigators and other investigators associated with the project. Principal or co-principal investigator must be an OTA member or a member of AO North America.

PAGE 2: Salaries and Wages: Enter name, percentage of time on project and salary requested as well as fringe benefits charged to the grant. Please also state what each person will be doing. Grant funds may not be used for salary support for the investigators.

Permanent Equipment: Justification to be appended.

Consumable Supplies: Excludes animals and animal care.

Animals and Animal Care: Justify all requests where need is not apparent.

All Other Expenses: Charges for overhead are not covered by OTA Grants. No indirect costs will be funded.

PAGE 3: Biographical sketches should be submitted for all investigators, but should not exceed two pages for each person. Limit the information to experience relative to the project.

PAGE 4: Research Support: Any investigator associated with the project who has received research support relative to this project over the past 5 years from OTA, or from other agencies. Any research support you have received for other research projects.

Submissions: Identify agencies to which this, or a similar project, has or will be submitted.
Abstract of the Research Plan (250 words)

Research Plan as outlined below

A) SCIENTIFIC AIMS. Provide a concise statement of the aims of the proposed research. (Not to exceed 400 words) This section should include the research question, the hypothesis and scientific aims.

B) BACKGROUND & SIGNIFICANCE. Discuss pertinent previous publications on research topic. Explain what is known and unknown and how proposed work will make an impact. Also, explain why the results of the proposed work may be important and how it may lead to future investigation. Provide a statement as to the relevance of the project to OTA’s Mission Statement. (Not to exceed 400 words)

C) PREVIOUS WORK DONE ON THE PROJECT. Describe thoroughly preliminary studies performed by members of the research team relative to the topic of this proposal. These preliminary studies should be provided chronologically. Pertinent publications should have a short summary of the publication to distill the project for the reviewer. (Not to exceed 400 words and/or one page)

E) METHOD. Give details of your research plan, including how the results will be analyzed. For each specific aim mentioned in "A" show how your plan is expected to fulfill the aim. Please include a timeline for completion of this study as well as a justification for number of specimens proposed. (Not to exceed 1200 words and 4 pages)

Inclusion of the subjects below requires an explanation of the numbers in your cohort and attachment of the necessary institutional review board documentation.

1) VERTEBRATE ANIMALS. All animals used in research supported by OTA grants must be acquired lawfully and be transported, cared for, treated and used in accordance with existing laws, regulations and guidelines. Decisions as to the kind and source of animals that are most appropriate for particular studies must be made by scientists and institutions. OTA policy requires that such decisions be subject to institutional and peer review for scientific merit and ethical concerns. NIH principles governing the use of animals must be followed. Attach a statement from your institution's animal care committee.

2) HUMAN SUBJECTS. Provide a detailed description of proposed involvement of human subjects. Describe the characteristics of the subject population, including their anticipated number, age, ranges, sex, ethnic background, and health status. Identify the criteria for inclusion or exclusion. Briefly, describe plans for the recruitment of subjects and the consent procedures to be followed, including the circumstances under which consent will be sought and obtained, who will seek it, the nature of the information to be provided to prospective subjects, and the method of documenting consent.

Enclose the approval of your institutional review board (IRB) or document that a modification or waiver of the elements of consent have been granted. If a test article is involved, name the test article and state whether the 30 day interval has elapsed or has been waived and/or whether use of the test article has been withheld or restricted by the Food and Drug Administration.

E) References. Not to exceed 2 pages

F) Figures If figures are added outside of the text pages – not to exceed 1 page.
APPLICATION FOR RESEARCH GRANT

Total Amount Requested $ ___________________ FUNDING CYCLE: 2015

DATE: ______________________

For the period beginning ________ January 1, 2015 - December 31, 2015

TITLE OF PROJECT:

This request is made by the undersigned who also agrees to comply with the following:

(1) that funds granted as a result of the request are to be expended for the purposes set forth herein; (2) that all reports or original investigations supported by any grant made as a result of this request shall acknowledge support provided by the Orthopaedic Trauma Association; (3) that reports will be made as required and necessary records and accounts, including financial and property controls, will be maintained and made available to the Orthopaedic Trauma Association.

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<thead>
<tr>
<th>NAME</th>
<th>TITLE</th>
<th>DEPARTMENT</th>
<th>SIGNATURE</th>
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<tbody>
<tr>
<td>Principal Investigator:</td>
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<td>E-mail:</td>
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<tr>
<td>Co-Principal Investigator:</td>
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OTHER INVESTIGATORS ASSOCIATED WITH PROJECT:

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| | | |

Name and Address of Institution:

Was the Research conducted in North America (requirement for funding): ☐ Yes ☐ No

Deadline: June 16, 2014
### SALARIES AND WAGES
(List all personnel for whom money is requested)

<table>
<thead>
<tr>
<th>% Of Time on this project</th>
<th>Requested from OTA Funds (Omit Cents)</th>
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Fringe Benefits ______ % of Salaries and Wages
Salaries and Wages plus Fringe Benefits TOTAL

### PERMANENT EQUIPMENT (Justification to be appended)

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### CONSUMABLE SUPPLIES (Exclude animals and animal care)

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### ANIMALS AND ANIMAL CARE

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### ALL OTHER EXPENSES

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TOTAL DIRECT COSTS

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<tr>
<th>NAME</th>
<th>TITLE</th>
<th>BIRTHDATE (Mo., Day, Yr.)</th>
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<tbody>
<tr>
<td>PLACE OF BIRTH (City, State. Country)</td>
<td>NATIONALITY (If non-US citizen indicate visa status)</td>
<td>SEX □ Male □ Female</td>
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<tr>
<td>EDUCATION (Begin with baccalaureate training and include postdoctoral.)</td>
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<td>INSTITUTION AND LOCATION</td>
<td>CITY &amp; STATE</td>
<td>DEGREE</td>
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<td>HONORS</td>
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<tr>
<td>MAJOR RESEARCH INTEREST</td>
<td>RELATIONSHIP TO PROPOSED PROJECT</td>
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<tr>
<td>OTHER RESEARCH SUPPORT</td>
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<tr>
<td>RESEARCH AND/OR PROFESSIONAL EXPERIENCE</td>
<td>(Start with present position: list ALL experience relevant to project. Include publications.)</td>
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</tbody>
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Page 3
FACILITIES

LABORATORY SPACE AND MAJOR EQUIPMENT AVAILABLE:

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RESEARCH SUPPORT, SUBMISSIONS

PRIOR OTA FUNDING TO PRINCIPAL INVESTIGATOR OR CO-P.I.:

<table>
<thead>
<tr>
<th>SOURCE</th>
<th>TITLE OF PROJECT</th>
<th>AMOUNT</th>
<th>PERIOD OF SUPPORT</th>
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RESEARCH SUPPORT TO PRINCIPAL INVESTIGATOR OR CO-PI RELEVANT TO THIS PROJECT PAST 5 YEARS (INCLUDE THAT FROM OWN INSTITUTION):

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SUPPORT TO PRINCIPAL INVESTIGATOR OR CO-PI FOR OTHER RESEARCH PROJECTS:

PREVIOUS RESEARCH:

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CURRENT RESEARCH

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<th>AMOUNT</th>
<th>PERIOD OF SUPPORT</th>
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SUBMISSIONS OF THIS OR SIMILAR PROJECT TO OTHER AGENCIES:

SUBMITTED:

PLANNED:
Abstract of research plan: Please provide a 250 word abstract with 5 underlined phrases for project summary, to fit in the box below. Avoid summaries of past accomplishments and the use of the first person. The abstract is meant to serve as a succinct and accurate description of the proposed work when separated from the application.