



## Center for Orthopaedic Trauma Advancement

- The grant applications for fellowships, research, and resident education will be posted on the COTA website several months prior to the deadline, and include all instructions and criteria:

**Instructions: DEADLINE February 13, 2014 – 10:00 pm Central Standard Time**

Complete the application and send it in both word and PDF Format via e-mail to [office@cotagrants.org](mailto:office@cotagrants.org) and cc: [Hopkins@aaos.org](mailto:Hopkins@aaos.org)

The PDF will be kept in a confidential file as submitted. If you are unable to save the word document as a PDF the COTA grants office will do that for you and the same confidential number will be assigned to both to assure that there is no tampering with the submitted application.

The word document will enable COTA staff to separate the identifying portion of the application so that the committee receives only the blinded portion to review. The full application stays on file in the COTA office.

The number of cases supplied in the application should refer to orthopaedic trauma admissions – not to total emergency room visits.

The CPT case log follows the same format as the OTA required case log for accreditation so that you may submit the same information as is required by OTA.

Estimated budgets should be submitted as indicated on the application with a final total \$ amount. Please NOTE that no indirect costs can be supported by the COTA grant.

### CRITERIA for Application Evaluation

- 501 c 3
  - Level 1 or 2 Trauma Center
  - Enrollment in Orthopaedic Trauma Match
  - Meets requirement for OTA member director
  - Defined Goals and Objectives of the Program
  - Ratio Faculty to Fellow
  - Faculty and Fellow Actively Taking Call
  - Volume of trauma admissions meets the OTA or ACGME required CPT select trauma codes of complex trauma cases
  - Demonstrated exercise of education via overall curriculum and organized conferences, non-operative care and clinical follow-up
  - Organized daily schedule as outlined in the application
-

**Process for review:**

- Following the deadline, the COTA staff will review the applications and remove any references to the author or institution location or region prior to the distribution of the link for on-line grading. All applications are to be reviewed blinded.
- After the full committee has reviewed, graded, ranked and submitted scores the grant, the grades are summarized by COTA staff. The blinded grade summary is reviewed by the Committee at the annual board meeting.
- Disclosure: Prior to the meeting, the Board members are asked to disclose any conflicts. This is done in writing, verbally at the meeting and on the AAOS website for member disclosure.
- Committee members are asked to disclose any conflicts/participation with grant applications programs. While at the meeting, any committee member who is involved in a program/study being reviewed is required to recuse himself/herself during discussion of the grant application and they are asked to leave the room.
- The full committee then meets in person to discuss and review the still blinded grants. All committee members are asked to read all grants, and all have the opportunity to comment at this meeting.
- Grant awards are determined based on the grades and rank received with consideration of the committee's review at the meeting and the grant funds available.
- The information provided in the grant application is confidential. There should be no dissemination of information regarding the applications.
- The COTA President of the Board will call programs which have received a grant the prior year but were not awarded a grant for the new fellowship educational year.

Grant assignments for industry acknowledgment are randomly made by COTA staff, and reviewed by the committee chair.

##

*Revised: October 2013*