



## Center for Orthopaedic Trauma Advancement

### Instructions:

**DEADLINE** will be January 27, 2020 – 12:00 PM Central Standard Time  
**NOTIFICATION of AWARDS** will be sent April, 2020

**CRITERIA for Application Evaluation** – Please blind all information in attachments submitted or application will be sent back to complete the blinding.

- 501 C3
- Level 1 or 2 Trauma Center
- Enrollment in Orthopaedic Trauma Fellowship Match
- Meets requirement for OTA member faculty/ratio (minimum of 2 Core faculty for first fellow and 1 faculty per fellow thereafter)
- Faculty and fellow actively taking orthopaedic trauma calls
- Volume of trauma admissions meets the OTA or ACGME required CPT select trauma codes of complex trauma cases
- Defined goals and objectives of the program
- Demonstrated exercise of education via overall curriculum, organized conferences, leadership role of fellow, non-operative care and clinical follow-up
- Organized daily schedule as outlined in the application

**Complete the application entirely and submit it.**

- You will receive a confirmation that it has been received
- COTA staff will 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.
- **NOTE a portion of the application MUST BE BLINDED or IT WILL BE RETURNED TO YOU TO REMOVE IDENTIFIERS:** references to region of the country, medical center, and university or faculty names. Please note that using program or institution letterhead is NOT considered blinded.
- Please note the sample of one of the top awarded grant applications submitted from the past—link available on COTA website
- You may partially complete the application, save it and edit it with final details prior to the 2020 deadline.
- No one else will have access to your application.

If you have questions, please contact [oconnell@ota.org](mailto:connell@ota.org)

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

The COTA CPT case log requirement follows the same format as the OTA required case log for accreditation; Programs must fill out the Case Log information in the required formatted spreadsheet that is provided by COTA staff.

Estimated budgets should be submitted as indicated on the application with a final total \$ amount. Budgets should include Salary, Benefits, Education, Travel and Research with a total \$ amount and a requested \$ amount from COTA. Please NOTE that NO INDIRECT COSTS can be supported by the COTA grant.

If other grants/support have been received, please indicate the \$ amount for each.

Process for review:

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- Following the deadline, the COTA staff will review the applications and **APPLICATIONS WILL BE RETURNED FOR YOU TO REMOVE ALL REFERENCES: INSTITUTION, LOCATION, REGION or FACULTY** prior to the distribution of the link for on-line grading. **All applications are to be reviewed blinded.**
- The full Board meets in person to discuss and review the blinded grant applications. All Committee members are required to read and grade and rank all grant applications unless they are affiliated with an applicant program. .
- **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.
- At the March meeting, Board members are asked to disclose any conflicts/participation with grant applications programs. While at the meeting any Board member serving as faculty on a program/study being reviewed is required to recuse himself/herself during any discussion of the specific grant applicant program and are asked to leave the room.
- After the full Board has reviewed, graded, ranked, and submitted scores, the BLINDED grade summary is assigned the top, middle and lower tiers awards. Total Donor Dollars available are compared and with numbers of applications and awards are assigned to the BLINDED Awardee list.
- 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 will be no dissemination of information regarding the applications.