



## COTA Grant Information and Instructions

- Deadline: January 26, 2026 at 12:00 pm CDT
- Notification of awards will be sent out in late April 2026
- All applications and supplementary uploaded documents **MUST be blinded**; any documents not blinded will not be sent to the COTA BOD for review
  - Exception of page 1 that is not shared with the COTA BOD, but only with COTA staff
  - Blinding refers to 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.
- You may partially complete the application, save it and return to edit it prior to the deadline as long as the application is submitted by the deadline
- COTA staff will separate the identifying portion of the application so that the COTA BOD receives only the blinded portion to review. The full application stays on file in the COTA office.
- The COTA case log report follows the same format as the OTA required case log for accreditation. Programs must submit the core comp report from the preceding fellowship year. If the program completing the COTA application is new, the program must submit the case log report in that format. The template is available on the COTA website.

## Criteria

- Level 1 or 2 trauma center
- Enrollment in SF Match orthopaedic trauma match
- Meets requirements for faculty, trauma admissions and curriculum as outlined in the [OTA Fellowship Guidelines](#)

## Grant Review

- The full COTA Board meets to discuss and review the blinded grant applications. All members are required to read and grade and rank all grant applications unless they are affiliated with an applicant program.
- At the March meeting, Board members are asked to disclose any conflicts/participation with grant applications programs and required to recuse himself/herself during any discussion of the specific grant applicant program.
- Grant awards are determined based on the grades and rank received, with consideration of the COTA BOD'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.

#### Grant Agreement & Grant Usage

- Once programs are notified of grant awards, they will be sent an agreement to complete. It must be completed and signed prior to payments being issued.
  - Please note: If other awards are received for the fellow named on the grant, the program **MUST** disclose the award amount.
- Any unexpended portion of the grant at the end of the year shall be returned to the Grantor; or letter of request for grant extension must be submitted to the COTA BOD within 6 months of completion of the academic year
- The funds may be expended only for charitable or educational purposes and **may not fund indirect costs.**