

Fellows Research General Guidelines:

1. The approved grant shall be for \$10,000. If the research project submitted will cost more than the grant amount, no funds will be released from AO Trauma North America until the applicant is able to provide documentation that the additional funding necessary to complete the project has been secured from other sources.
2. The application process is an open call for any clinical and translational trauma-oriented research projects from anyone who has been accepted for a one-year orthopedic trauma fellowship training by an AO TNA-supported program commencing on or about August 1.
 - a. Applications are limited to **one** submission per individual each academic year.
3. The fellowship program director (or a designated faculty member directly engaged in the fellowship program) **must** be involved as a co-investigator.
4. AO Trauma North America will not provide funds for capital equipment, such as computers or laboratory instrumentation. AO NA will not provide funding to support salaries of the principal or co-investigators, or any travel expenses associated with conduct or presentation of the study. Also, please note that no overhead or indirect costs are to be imposed by the recipient institution, and funds may not be used for payment of fringe benefits of participating staff.
5. AO Trauma North America will provide funds to purchase low-cost instruments, such as measurement calipers, etc. In addition, implants needed exclusively for the research project may be funded.
6. Only one grant will be awarded per fellow per academic year. In general, only one grant will be awarded per institution per academic year; however, this restriction may be waived at the discretion of the AO TNARC for institutions having more than one trauma fellow per academic year, if funding allows.
7. The applicant **must** provide a specified itemized budget, which the AO TNARC may adjust using a line item veto, as required. The PI **must** request permission and receive written approval from the AO TNARC prior to making any changes to the approved budget and moving funds between budget categories. This itemized budget is an extremely important part of the application and incomplete budgets may be rejected without further review.
8. The **Materials and Methods** section of the application is the **most important** section of the application. Applicants should provide as much information as possible to maximize the chance of obtaining a favorable review.
9. The funded project is to be completed by **July 31** of the academic funding year, and this funding is non-transferable. If the project is not completed prior to this date, a request for a 6- month, no-cost extension may be submitted to the AO TNARC at least thirty (30) days prior to expiration, stating the reason and requested period of extension. In general, an extension will not be granted without the documentation of substantial extenuating circumstances. Approval of this no-cost extension is at the sole discretion of the AO TNARC.
10. Funding for approved projects will be provided after project approval and commencement of the fellowship year.
11. The applicant must submit an interim, 6-month report or final report using the template provided by the AO TNA Research Committee and **must** also submit a final manuscript within 6 months of completion of the project. The applicant **must** notify AO TNA when the research has been

presented or has been submitted to a journal for publication. In addition, the applicant **must** notify AO TNA when the research has been published. Proof of publication will consist of a copy of a journal-generated pdf.

12. Any grant monies not utilized for this specific funded research project **must** be returned to AO Trauma North America within sixty (60) days of grant termination, and funded projects not completed will result in the fellowship director's program being eliminated from consideration for any subsequent AO TNA research funding opportunities for next two years.
13. Applicants who receive funding from this application process **must** acknowledge AO TNA's support in any resulting publications or presentations. A statement indicating that "*This research was supported by funding from AO Trauma North America*" **must** be included in the acknowledgement section of the manuscript and the lead slide of any presentation.
14. It is **required** that the PI submit a manuscript for publication to the *Journal of Orthopaedic Trauma*, the official Journal of AO TNA, which has the right of first refusal for all funded projects. If the Journal of Orthopaedic Trauma declines to publish the manuscript, it may be submitted to any other journal of the investigators' choosing.

Review Process:

The AO TNARC is responsible for peer review for all submitted projects.

The AO NA office will contact the successful grant applicant to obtain information as to how the initial check should be endorsed and to whom it should be sent. Payments will be made **only** to the Institution and not to individual applicants.

Incomplete applications or those not meeting the above guidelines will **not** be considered.