

OMeGA Medical Grants Association

Fellowship help guide with links to attachments (10/10/11)

General hints

Start early

If other people are providing information to you for the application, give them deadlines that allow you time to put it all together. If your grants office is an integral part of this process, ensure there is enough time for them to review and approve the application by OMeGA's deadline.

One person at one time

Multiple people working on the same application at the same time may cause system errors and the information may not save correctly.

Judicious uploading

Do not upload brochures, PowerPoint presentations or other pieces that were created for another use.

Answer the question asked

First and foremost, provide the information requested. Be concise: there are character limits in most text fields and an error message will appear if the character limit is exceeded.

Inputting information

You may find it easiest to prepare all information in a separate document, then cut and paste into the boxes once all your information is together.

One contact person per program

If this person will be away for an extended period during the application and review period, go into your profile and change the contact information so we can easily contact your program with any questions that may arise.

2013-2014 academic year schedule

Application period opens – Monday, October 10, 2011

Application period closes – Friday, December 16, 2011, 5pm CST

Fellowship recipients notified – Wednesday, March 7, 2012

Public announcement of grant recipients – Friday, March 23, 2012

Qualified applicants

Programs in the Americas may apply for a grant with OMeGA. Applications, attachments and subsequent reports must be submitted in English. Accredited or non-accredited programs may apply.


Fellows cannot apply for a grant directly

They may assist their programs to accumulate data needed for the grant application.

Apply for all possible grants

We encourage your program to apply for all available grants since there are no guarantees that your program will be awarded a grant from any one organization. However, you may not "double dip": your program must decline the OMeGA grant if all your costs are covered by other sources including another grant.

Help bubbles

While filling out the application online, there are “help” bubbles on the right side of the application that provide helpful information or character limits. Place the cursor over the question mark icons () for a description of that field.

Technical support

Profile changes

Click on the **Profile** button at the top right of the screen to correct your program information. Follow the prompts to make changes. You will not be able to change all screens; contact OMeGA at info@omegamedicalgrants.org to revise sections you cannot change on your own.

Forgotten username/password

If you cannot remember your username, click on “forgot username” to have your username sent to the e-mail address given as the contact. If you forgot your password, click on “forgot password” and the system will automatically send a temporary password to the e-mail address provided. Follow the directions in the e-mail to change the password. If you are still having difficulty, contact OMeGA at info@omegamedicalgrants.org.

Browser issue

If your browser is not functioning, try resetting your privacy and security settings to “medium” or “low” and delete all cookies in your browser.

1. In the browser, click on “Tools” and select “Internet Options.”
2. Select the Security Tab and click on the “Internet” icon.
3. Click on the “Default level” button to set the “Security level for this zone” to “Medium” or “Low.”
4. Click on the Privacy tab.
5. Click on the “Default” button to set privacy to “Medium.”
6. Click on the “Apply” button.
7. Click on the “Okay” button to close the “Internet Options” dialog box.
8. Click on the General tab and click on the “Delete Cookies” button.
9. Click “Okay” on “Delete all cookies in the Temporary Internet Files Folder” pop-up.
10. Repeat above steps to Delete Temporary Internet Files and Clear History.
11. Click on the “Okay” button to close the “Internet Options” dialog box.
12. Close and restart your browser for these changes to take effect.

Unable to register

There are two reasons why you may be unable to register.

1. Some of the information entered as part of your registration was not valid. Please see the error message and re-enter corrected information.
2. You entered an e-mail address or username during your registration that has already been used in the OMeGA Grants Management System. Please choose a different username or e-mail address.
 - If you have registered previously, please request that your username be e-mailed to you (see “Forgotten Username or Password” above for details).
 - If you have not registered previously, please contact OMeGA at info@omegamedicalgrants.org.

Not receiving e-mail notifications

If you are not receiving the e-mail notifications that the OMeGA GMS automatically sends out:

1. Check SPAM and/or Junk e-mail folders – once located, right-click on the e-mail and select the option under “Junk E-mail” to “Add Sender’s Domain to Safe Senders list.”

2. Alternatively, you can manually add info@omegamedicalgrants.org to the safe senders list by taking these steps:
 - Click on Actions, then locate the “Junk E-mail Options”
 - Click on the tab for “Safe Senders”
 - Click “Add,” type in info@omegamedicalgrants.org and click “OK”

Common reasons why you may be unable to log in

1. Your program’s account has been temporarily disabled due to repeated unsuccessful attempts to log in. Please wait 30 minutes before you try to log in again.
2. Your program’s account may have been disabled due to inactivity. Please contact OMeGA at info@omegamedicalgrants.org and request that your account be reactivated. Provide us with:
 - Username
 - First and last name of person using username
 - E-mail address of person using username
 - Your name, if different than above

If you are still having difficulty

E-mail info@omegamedicalgrants.org for assistance. Please state your issue clearly, including screen shots, if helpful, as visual aids. While technical issues are rare and we try to resolve problems as quickly as possible, our response time for technical support is 2 business days. Business hours are Monday through Friday, 8:00am-4:00pm CST.

Registration

New user

Click on the “Register” button to begin.

Compliance

Read the compliance agreement and click “I agree,” then click “Submit.” If your program or institution does not agree with the Compliance Commitment, you will not be able to register and apply for an OMeGA grant. By clicking “Submit,” you will be directed to the Profile Registration page to enter contact information and choose a username and password.

Organization information

Organization legal name – Enter the organization’s legal name as registered with the Internal Revenue Service and as it appears on W9/W8BEN form. Do not use abbreviations or acronyms.

Valid characters:

1. Upper and lower case alphabetic characters (a through z, A through Z)
2. All numeric characters (0 through 9)
3. Comma (,), Period (.), Apostrophe (’), Ampersand (&), Space, Hyphen (-), Colon (:)

Organization type – Choose the appropriate organization type from the drop-down menu. If none are correct, describe in the text box below.

Follow these steps if you are applying from a country other than the U.S.:

1. Add organization name as it is shown on the country’s tax/legal documents.
2. Input 00-0000000 as the tax ID number.
3. Upload the equivalent tax form for the country in the section labeled “W9.”
4. Country codes are included after the state codes. If the country code is not listed, please e-mail OMeGA at info@omegamedicalgrants.org and the code will be added.
5. The zip code line accepts letters as well as numbers to accommodate zip codes from all countries in the Americas.

Tax information – W-9, W8BEN, 501(c)(3)

Tax status – Choose the appropriate Federal tax status of the organization from the dropdown menu.

Tax ID – Enter the Federal Employer Identification Number (FEIN) assigned by the Internal Revenue Service. OMeGA Medical Grants Association does not accept applications from individuals without ties to an organization recognized by the IRS (or the corresponding federal agency from non-US countries).

Upload the organization’s signed form.

Contact information

Complete all fields so we can best communicate with your program. All correspondence will go to this e-mail address. Make certain the account is checked frequently.

The username can include:

1. Upper and lower case alphabetic characters (a through z, A through Z)
2. All numeric characters (0 through 9)

The password must be 8–12 characters and must include at least one upper-case character, one lower-case character and one symbol.

ACGME-accreditation

Indicate whether your program is ACGME-accredited.

If your program is Canadian, check this box if your program is ACGME-accredited or accredited by the Royal College of Physicians & Surgeons. Central and South American programs should check this box if they are accredited by their country-specific accrediting organizations.

Lack of accreditation is not a negative strike for your application; we recognize that programs need funds to get accredited.

Upload and submit

Once all the fields are complete, click the “Upload & Submit” button to complete the registration process. If the registration is accepted, you will be taken to a confirmation page. If the registration is not accepted, you will be directed to contact OMeGA.

Once at the confirmation page, click “Home” to be directed to the program’s Home Page.

Current user

Log in with the username and password used in the past. Click on the links “forgot username” and “forgot password” for the GMS to automatically send them to you.

Please check the program’s profile on the top bar in the top right of the screen. If any of this information is incorrect, click on the profile button to be directed to the profile page to make changes. When complete, click on “My Grants” and return to the welcome page of the GMS.

Paying the application fee

There is a \$25 fee for each application.

Number of fellowship applications a program or institution may submit

An institution or program may apply for one fellowship grant (up to \$75,000) in each of the sub-specialty categories listed below:

- Adult Reconstruction
- Foot and Ankle
- Hand and Upper Extremity
- Orthopaedic Oncology
- Orthopaedic Sports Medicine
- Pediatric Orthopaedics
- Shoulder and Elbow
- Spine (Orthopaedic and combined orthopaedic/neurosurgery programs)
- Trauma

If the program or program director has an AOA ID and password

1. Click on “Pay application fee” to be directed to the AOA Online Store at <http://www.aoassn.org/>.
2. Click on “Store” in the upper right of the page.
3. Click on “OMeGA Grant Application Fees” under the darker blue strip.
4. Enter the quantity of applications. Click “Add to cart”.
5. Log on and enter the username and password.
6. Confirm e-mail is correct.
7. Enter the credit card information.
8. Proceed to payment.

If the program or program director does not have an AOA ID and password

1. E-mail info@omegamedicalgrants.org with
 - a. Program director’s name
 - b. Title
 - c. Company
 - d. Address
 - e. Phone and fax
 - f. E-mail address

The username and password will be e-mailed to you within 2 business days.

2. Click on the “Pay application fee” to be directed to the AOA Online Store at <http://www.aoassn.org/>.
3. Click on “Store” in the upper right of the page.
4. Click on “OMeGA Grant Application Fees” under the darker blue strip.
5. Enter the quantity of applications. Click “Add to cart”.
6. Log on and enter the AOA ID and password.
7. Confirm e-mail is correct.
8. Enter the credit card information.
9. Proceed to payment.

Fellowship application process

This information is provided to help you complete the application. The following section lists the application questions as you will see them.

Organization

This section has been populated from the profile information. Ensure all information is correct. If it is not correct, click on the profile link in the upper right of the page and update. (See *Current user* above.)

Program overview

Sub-specialty – choose from the nine sub-specialty options in the dropdown box.

Fellowship title – the title of the institution’s program (if you receive a grant, this title will be used for publication).

Program start and end date – these are the dates of your program (08/01/2013 – 07/31/2014). All grant requests are based on the academic calendar, starting in August and ending in July of the following year.

Budget overview

What is the amount needed for your program? – This is the total amount that it will take for the program to support the fellow; you are not limited to \$75,000 in this question. Please be accurate: the answers to this question will help us set grant amount maximums in the future and speak to donors about the continuing need for donations.

What amount are you requesting from OMeGA? The maximum amount currently is \$75,000.

Are you applying or will you apply for other grants to support this program? Yes/No This information can support the need for future donations.

Milestone payment 1 (Upon signing the Grant Recipient Agreement (GRA), but not before 8/01/13) – 50% of the total amount requested (up to \$75,000) and description of how funds will be used.

Milestone payment 2 – date 2/15/14, 40% of the total amount and description of how funds will be used.

Milestone payment 3 – date 8/31/14, 10% of the total amount, description of how funds will be used and receipt of the final report.

Click “save” (You will not be able to advance without saving this section.)

Program details

Briefly describe your organization. 1500 character limit.

Is your fellowship accredited? Yes/No Bubble indicates that accreditation is not required to apply for an OMeGA grant.

If so, what is the accrediting organization and how many years of accreditation was your program granted? List the accrediting body (ACGME, Royal College of Surgeons, American Osteopathic Association) and how many years you received at your last accreditation.

Will your fellowship program participate in the program match process? Yes/No.

Provide name of your program director. Provide the fellowship director’s name and upload a one-page CV. [Program Director CV](#)

In which location does your fellowship program occur? Indicate location, city and state.

Briefly describe the resources and facilities that will be used by your fellow(s) that are unique to sub-specialty needs. 1500 character limit.

How many orthopaedic sub-specialist FTEs teach in the fellowship? Indicate the number of full time faculty and upload a one-page CV. [Faculty CV](#)

How many fellows do you anticipate appointing to your program in the sub-specialty selected in the upcoming academic year? Provide the total number of fellows you will have in your program in the upcoming year (this might be the NRMP/San Francisco Match quota).

How many fellows in the sub-specialty selected have been in your program in the past three years? Provide a total number and use the attached form to list your former fellows. [Former fellows](#)

Patient population associated with fellowship program (please provide percent of population in each category). Provide percentage in each category, ensuring the numbers add up to 100%. You might get this information from the clinic where the fellow works or from the physician's office.

How many women fellows have been in your program in the past 5 years? Indicate number.

How many under-represented minority fellows have been in your program in the past 5 years? Indicate number.

Highlight the criteria you will use to measure the success of the fellowship program. 1500 character limit.

Describe how your program maintains an environment of inquiry as evidenced by recent publications, presentations and research. Fill out the forms below and attach. The case log form is included in this area. **These forms MUST be used and MUST be uploaded as pdfs or saved as Microsoft Office 1997-2003 versions before uploading.**

[National presentations](#)

[Publications](#)

[Program presentations](#)

[Research list](#)

[Case log](#) (Note: If your program is awarded an OMeGA grant, you must provide case log data for the supported fellow using the OMeGA form.)

Describe the expertise of the faculty and other criteria that distinguishes the program at your organization in the sub-specialty selected. 1500 character limit.

Has your fellowship program been funded over the past 5 years? – Yes/No.

If so, by whom? – List the companies that have funded your program. 250 character limit.

What percentage of the cost of your fellowship program is funded by external sources? Ensure that the four categories add up to 100%.

Payee information

- **Checks payable to** – organization name (OMeGA asks that you give 30 character limit shortened version of the organization name).
- **Address** – where the check should be sent. Include the name of the person to whom it should be directed.

Program budget

Covered expenses

- Salary and benefits
- Meeting registration
- Licensing
- Books
- Research

Non-covered expenses

- Capital improvement
- Capital equipment purchases
- Malpractice insurance coverage
- Endowment funding

- Meals for meetings
- Travel for meetings
- Housing for meetings
- Overhead (including indirect costs from shared services including facilities, utilities, libraries, physical plant operation and maintenance, administration, student services, and depreciation for buildings and equipment) or other expenses prohibited by OMeGA's grant recipient agreement, and/or applicable industry standards.

How to enter information in the form

Total costs need to match the amount from the previous page in the budget and milestone section. Make sure you click "Save."

Supporting documents

This page will allow you to upload your supporting documents electronically.

Certifying [W-9/W8BEN/501\(c\)3](#) or any other tax forms

Click on the links to make sure that the tax form you have submitted earlier in registration is correct. If so, click Yes. If it is incorrect, click No and you will be asked to resubmit the forms.

Uploads

Documents **must** be uploaded in **PDF** format.

[Program director](#) and [Faculty CVs](#)

[Former fellows](#)

[Publications](#)

[National presentations](#)

[Program presentations](#)

[Research list](#)

[Case log](#)

After you have submitted your application

Your application will be reviewed for completion by OMeGA. We will request additional information via e-mail from you if your request is incomplete. Programs have 5 business days to provide the necessary information before the application request is closed. When the application deadline gets closer or if OMeGA contacts you after the deadline date, you will have 2 business days to return your information. (This will be noted in the email that is sent.)

Once all information has been received, the application will be sent to the Review Committee for that sub-specialty to review. They will recommend or deny the application and send this information to the Grants Board for final decision.

Grants – after the decision

All OMeGA grant recipients must sign the Grant Recipient Agreement issued by OMeGA Medical Grants Association. There will be no changes to the [Grant Recipient Agreement](#): please ensure that you and your grants office can agree to this document before submitting. If an OMeGA grant is offered and the Grant Recipient Agreement as written cannot be accepted, your program must decline the grant. OMeGA will offer the grant to another deserving program that can accept the terms of the Grant Recipient Agreement. If you have any questions on the agreement terms, please contact OMeGA at info@omegamedicalgrants.org. A copy of the Grant Recipient Agreement can be found by clicking on the link "[Fellowship Grant Recipient Agreement for 2013-2014 academic years](#)."

Governing law issue

Governing Law. This Grant Agreement shall be governed by the law of the State of Illinois without regard to conflict of law rules and venue for resolution of dispute will reside with the state and federal courts located in Cook County, Illinois.

A few programs have asked OMeGA to alter our policy on governing law, either changing to the laws of another state or country or remaining silent. While OMeGA does not anticipate any issues, this section ensures that OMeGA would consistently use one law for all problems regardless of the institution location with which the problem arose--nor need to travel to any location throughout the Americas to which OMeGA provides grants.

Milestone Reports

Milestone reports must be submitted to OMeGA Medical Grants Association on October 15, January 15, and April 15 throughout the term of the grant. Complete the forms that are provided in Milestone Report e-mail reminders.

OMeGA forms **MUST** be used. Information to be included on OMeGA's forms as part of quarterly Milestone Reports include, Presentations, Publications, Research List, Case logs and copy of receipts.

NOTE: Case logs must be reported quarterly to OMeGA with the Q2, Q3 and Q4 Milestone Reports, even if an awarded institution does not require tracking. Case logs **MUST** be reported on OMeGA's form that will be provided in Milestone Report e-mail reminders.

At the conclusion of the funded activity (July 31), recipients must submit information detailing use of funds and other information to verify the grant award was used as intended. You will receive an e-mail notification on the end date of your activity. If you do not submit reconciliation within 30 calendar days of the activity end date, you may not submit additional grant requests until reconciliation is completed. In addition to completing forms provided in the Milestone Report e-mail reminder, a copy of all receipts for funds spent and an expense summary are to be submitted within 45 calendar days of the activity end date. The final check will not be mailed until all reports and receipts have been deemed acceptable.

Don't delay – It will take time to complete required application data. Email info@omegamedicalgrants.org or call 847-318-7482 with any questions. Good luck!