Fellowship
2022-2023 Grant application FAQs
(9/7/21)

1. When is the application period for 2022-2023 fellowship grants?
Application period opens – Tuesday, September 7, 2021
Application period closes – Tuesday, November 16, 2021, 5pm CST

2. Who qualifies for OMeGA grants?
All orthopaedic teaching programs in the United States may apply for an OMeGA grant. Accredited or non-accredited programs may apply. Applications, attachments, and subsequent reports must be submitted in English. All budgets (including receipts and reconciliations if a grant is awarded) must be submitted in US dollars. OMeGA is not awarding grants to Canadian programs for the 2022-2023 academic year.

3. Is there an application fee to apply for an OMeGA grant?
Yes. A $35 fee must be paid before starting the application process. Each application fee must be paid separately to receive a unique 5-character order number for each application. The 5-character order number is found on the receipt sent to the email address associated with the AOA ID used to pay the application fee. This order number can be used for only one LOI/application, is unique to the application, and will be used throughout the process. Click on AOA Store to pay the application fee. Programs are strongly encouraged to pay the application fee before October 31, 2021.

4. Do I need an AOA account? What if I can't locate or don't have an AOA account and password?
Log in to your AOA account to pay the application fee. Do not pay the fee as a guest. If you have forgotten your password, use the forgot password function to have a password reset email sent to your account's email address. If you don't have an AOA account, you'll be given the option to create an account when checking out. Use your email address as your "Username."

Do not attempt to pay the application fee without an AOA account. See page 7 of the Help Guide for more information. Programs are strongly encouraged to pay the application fee before October 31, 2021.

5. Can I see the application questions before I begin the LOI (Letter of Inquiry) and application?
Yes. LOI and application questions can be seen starting on page 8 of the Help Guide.

6.   I paid the application fee and logged into the GLM. Why don't I see the LOI or application?

After the application fee is paid and you've registered/logged into the GLM, click on "Apply" at the top of your "Applicant Dashboard." Then scroll the page that populates to locate the subspecialty in which you would like to apply. Once you find the subspecialty in which you would like to apply, click on the blue and white "Apply" link to populate the LOI/application for that subspecialty.

7.   When do I complete the LOI (Letter of Inquiry)?

Once the application fee has been paid, a 5-character order number will be emailed to the address associated with the AOA account used to pay the application fee. Login to the *fellowship* GLM to complete the LOI. The LOI must be reviewed and approved by OMeGA before you have access to the application. Allow 3-4 business days. See page 3 of the Help Guide for more information.

8.   Can fellows apply?

Fellows cannot apply for a grant directly and cannot be the applicant. They may assist their program to gather data needed for the grant application. OMeGA grants are awarded to the fellowship program, not individuals.

9.   What are the grant categories?

OMeGA awards educational grants to orthopaedic fellowship programs in all nine subspecialties. Link to the online fellowship Grant Lifecycle Manager (GLM) process: OMeGA *fellowship* GLM. Bookmark for future use.

10. Can our fellowship program submit more than one application? What are the grant amounts?

Each US institution may apply once in each of the nine subspecialties they have programs: Adult reconstruction, Foot & ankle, Hand & upper extremity, Oncology, Pediatrics, Shoulder & elbow, Spine, Sports, Trauma). Grant amount is up to $75,000.00.

11. Why does OMeGA want to know by February 1 if all award funds will be used before the end of the academic year?

Several of OMeGA's donor agreements for the 2022-2023 academic year state unused funds must be returned to the donor. Returning funds is counter-productive to OMeGA's mission. If your program is awarded a grant but will not utilize all funding provided, we will offer any excess funds to support another meritorious program in the same subspecialty during the same academic year. By doing this, OMeGA can provide funding to more programs that need support. Grant recipients must notify OMeGA by February 1 and in the Midyear report if all award funds will not be used for allowed expenses by July 31, the end of the awarded academic year.

We have had several situations where the program confirmed funds were expended and/or the program confirmed their ability to use additional funds, only to have the organization's accounting/financial department reverse this confirmation later. Ensure your organization's accounting/financial department is in complete agreement with your program's financial assessment by the required dates so OMeGA can distribute funds most effectively.

12. Why is an alternate contact required?

This person will be contacted if the primary contact cannot be reached. *The alternate contact (name, title, email, and phone) must be someone other than the primary applicant.* This person does not have access to grant information unless the primary contact provides him or her with login information.

13. I am having difficulty viewing all my text online. Is there something I can do to view all text?

Some application questions are answered in a textbox. To view all text entered as well as formatting/spacing, click and drag the three small diagonal lines at the bottom right corner of the textbox.

14. Can I save or print my LOI and Application?

Yes. Click on "LOI Packet" or "Application Packet" (depending on the step you're working on) found at the top of the form and a PDF of the document and attachments will be generated. You can view, print and/or save the PDF to your computer.

15. Can two people complete the LOI/application at the same time?

Only one person can work on the application at a time. Opening more than one tab or window at a time to the software will cause you to be unexpectedly logged off and your unsaved data will be lost. This includes being logged in to two separate accounts in the same browser. Also, the system times out and you are automatically logged out after 90 minutes of inactivity. Unsaved information will be lost. *Remember to save often!*

It is recommended, and you may find it easier, to prepare all information in a separate Word document, then copy and paste the text into the response boxes once all your information is together.

We strongly encourage you to have someone else read your completed application for accuracy and typographical errors.

16. What expenses are covered by an OMeGA grant?

Email OMeGA at info@omegamedicalgrants.org during the application process to request preapproval of other direct educational expenses, including dollar amount, if salary and benefit support is not possible. If approved, you will be asked to upload a copy of your educational expense request and OMeGA's approval email to your application prior to submitting. The approval for other direct educational expense support may be rescinded if you do not attach a copy of your request and OMeGA's approval email to your application.

17. What expenses are not covered by an OMeGA grant?

Non-covered expenses include capital improvement (such as, but not limited to, addition of a permanent structural improvement or restoration of some aspect of a property that will enhance the property's overall value or increase its useful life); capital equipment purchases (including, but not limited to, items with an acquisition cost of $5,000 or more, are not disposable or consumable, are stand

alone, have a useful life of one year or more); malpractice insurance coverage; endowment funding; cellular telephone payments; parking fees; computer hardware or software; travel, meals, and housing for events/meetings/courses; research; license registration; license renewal; overhead (including indirect costs from shared services including facilities, utilities, libraries, physical plant operation/maintenance, administration, student services, and building/equipment depreciation); or other expenses prohibited by the Agreement.

18. Who can I contact if I have questions?
Email info@omegamedicalgrants.org or visit www.omegamedicalgrants.org for more information.