



2017 Clinical Surgery Fellowship Application Guidelines

These guidelines are applicable to the Clinical Surgery Fellowship Sponsored by OMS Foundation. The guidelines contain directions for both sponsoring facilities and Fellowship candidates. Sponsoring institutions must follow these guidelines in selecting a Fellow to participate in the Fellowship. Guidelines may be revised from year to year, so please read them in their entirety prior to beginning your application.

The OMS Foundation Grant Cycle Opens April 15, 2017

**Application Deadline
July 15, 2017 at 11:59 p.m. CDT**

I. PURPOSE OF THE CLINICAL SURGERY FELLOWSHIP

- A. Provide to promising oral and maxillofacial surgery faculty members the opportunity to develop specialized surgical skills and to broaden their knowledge, experience and judgment in diverse areas of oral and maxillofacial surgical practice.
- B. Encourage through enhanced residency training and continuing education the timely and disciplined development and introduction of new and innovative surgical techniques and technologies to the membership of American Association of Oral & Maxillofacial Surgeons (AAOMS).
- C. Strengthen the relationship between the AAOMS membership and surgical units offering specialized and unique capabilities.
- D. OMS Foundation funding of Fellowships is to assist Sponsoring Institutions while they are securing internal or other external sources of funding. **Sponsoring Institutions are eligible for Fellowship grants for three (3) consecutive years but are ineligible for the three (3) subsequent years.**

II. ELIGIBILITY REQUIREMENTS

A. Sponsoring Facility/Faculty:

1. Each Sponsoring Institution must apply to the OMS Foundation for a Fellowship Grant. Grants will be awarded only to Institutions recognized or in the process of being recognized as Fellowship sites by the Commission on Dental Accreditation of the American Dental Association (“CODA”). Each Applicant Institution must supply a scanned copy of its CODA certification or proof that they are in the accreditation process. ***New!*** Applications will be reviewed for programs that are not accredited by CODA nor in the

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process of being accredited. Such programs must state that the process of being accredited will begin based on funding. No funds will be disbursed, regardless of award until verification of the process of being accredited has been received by the OMS Foundation.

2. The Fellowship Program Director at the Institution must be a donor in good standing of the OMS Foundation and the AAOMS.
3. The Sponsoring Institution must have the staff and support capabilities to provide a balanced academic and clinical program.
4. An Institution may conduct only one (1) OMS Foundation funded Fellowship during any twelve-month award period.
5. The OMS Foundation shall not exercise any control over the sponsoring Institution or Fellow's work.

B. Fellow:

1. Fellows must have successfully completed an oral and maxillofacial surgery residency accredited by CODA or in the process of being accredited.
2. Fellows must be a fellow, candidate or member in good standing of the American Association of Oral and Maxillofacial Surgery (AAOMS) and must be a member level donor or higher of the OMS Foundation.
3. There are no age limitations.
4. Citizenship: A Fellow must be a citizen or non-citizen national of the United States or its possessions and territories -- or, at least one year prior to accepting the fellowship position, must have been lawfully admitted to the United States for permanent residence.

III. CONDITIONS OF THE FELLOWSHIP

A. Sponsoring Institution:

1. **The entire amount of \$70,000 must be used as the Fellowship stipend.** No indirect costs or other institutional fees may be paid from the award.
2. A stipend of \$70,000 will be paid quarterly over a twelve (12) month period to the Sponsoring Institution for disbursement to the Fellow. Four (4) payments of \$17,500 will be issued quarterly for the period of the Fellowship beginning in January of the funding year. The Sponsoring Institution may supplement the OMS Foundation funding.
3. If the Fellow is an employee of the Sponsoring Institution during the award period, the OMS Foundation will provide an additional stipend to offset the cost of the fringe benefits. The stipend will be up to 30% of the award amount and shall not exceed \$21,000.
4. The institution will provide a breakdown of the fringe benefits and proof that the fellow is an employee of the institution prior to receiving the additional funding. The additional funding will be paid at the end of the award period once all necessary documentation and final reports have been submitted.
5. If a fellowship is granted, the Sponsoring Institution must sign a Clinical Surgery Fellowship Sponsoring Facility Agreement that details the terms of the Fellowship for the Institution.
6. The period of the Fellowship may begin in January following notification of selection by the OMS Foundation.
7. Requirements for Clinical Investigation:
 - The Sponsoring Institution must present a description of the clinical investigation that will be performed by the Fellow during the period of the Fellowship.
 - The elements that will be considered by OMS Foundation in its evaluation of the applicant's clinical investigation description are the following:
 - The scientific merit of the proposal.
 - Originality and innovativeness of the proposal.

- Relevance of the proposal to possible advances in oral and maxillofacial surgery.
 - Qualifications of the Fellowship Program Director in relation to the proposed work.
- Evidence of a sufficient level of commitment by the Sponsoring Institution to the training of the Fellow.
 - Adequacy of facilities and support services.
 - **An applicant Sponsoring Institution that has previously received funding from the OMS Foundation for a Fellowship must include a complete 12 month case-list for the most recent OMS Foundation funded Fellow.**
8. The OMS Foundation does not control the conduct of the Fellowship, the supervision of the Fellow during the Fellowship, or the work performed by the Fellow. Nevertheless, any clinical investigation conducted under the auspices of the OMS Foundation-funded Fellowships must comply with the following guidelines regarding use of human subjects:
Use of Human Subjects – A clinical investigation involving the use of human subjects may only be performed after certification of review and approval of a protocol by an Institutional Review Board (IRB), or its equivalent, appropriate to the scientific community of the country in which the Fellowship is taking place.
9. The Sponsoring Institution must select the Fellow to participate in the Fellowship at least 30 days prior to the start of the Fellowship. **The Institution must notify the OMS Foundation of its selection of a Fellow using the “Fellows Agreement” which must be completed and signed by the Institution, the Fellow and the Executive Director of the OMS Foundation.**
10. Sponsorship and Commitment:
- a. The Fellowship Program Director will be responsible for assuring that the Professional Activity Plan can be successfully implemented at the Sponsoring Institution and that a progress report is provided to OMS Foundation on a quarterly basis.
 - b. The Fellowship Program Director will be responsible for selecting an investigation mentor for the Fellow and for assuring completion of the proposed clinical investigation.
 - c. Deviations from the approved Professional Activity Plan will be allowed only if applied for in writing to the OMS Foundation Fellowship Committee. A written response will be provided.
11. Final Report: No later than six (6) months after completion of the Fellowship, the Sponsoring Institution shall provide a final progress report to the OMS Foundation. The Final Progress Report must be submitted online via the OMS Foundation grant management portal. If the OMS Foundation requests additional information, the Institution shall provide such information in a timely manner.

B. Fellow:

1. Fellowship funds may not be used to support the obtaining of another professional degree after completing oral and maxillofacial surgery training. The Fellowship is intended for full-time faculty development to augment residency education and training, and continuing education.
2. Funding for Fellowships is offered for a twelve (12) month period and the entire amount must be disbursed to the fellow in equal quarterly disbursements of \$17,500.
3. A Fellow who has received OMS Foundation funding must fulfill **one** of the following two pay back commitment options for each year that is supported by the OMS Foundation Fellowship funding:
 - a. Immediately following completion of the Fellowship, the Fellow must serve in a full-time established faculty position for a minimum of two years for each year that the Fellow is supported by OMS Foundation funding; **or**

- b. Immediately following completion of the Fellowship, the Fellow must serve in an established part-time (50% salary appointment) faculty position for a minimum of five years for each year that is supported by OMS Foundation funding. The specific responsibilities of the part-time position must be documented by the program director consistent with policies in effect within the Institution.
4. A Fellow who fails to meet one of these two pay back commitment options must repay to the OMS Foundation, the full amount of the funds paid by the OMS Foundation, with interest at 2% over the prime rate. Such payment must be made within one year after completion of the Fellowship if the Fellow has not undertaken one of the two options within that time – or within 60 days after ceasing to fulfill one of the options if the Fellow commences one of the options but fails to complete it.
5. The Fellow's status, title and staff privileges will be determined by the Sponsoring Institution according to the established policies of the Institution. The OMS Foundation shall have no role in this determination.
6. The Fellow must sign a Clinical Surgery Fellowship Fellow's Agreement undertaking to fully meet one of the two pay back commitment options.
7. The Fellow must prepare and submit to the OMS Foundation, within six months after completion of the Fellowship (i.e., July 1st), a manuscript suitable for publication concerning the outcome of the clinical investigation that the Fellow conducted during the period of the Fellowship. It is expected that the manuscript would be submitted to a peer reviewed journal for publication. Failure to timely submit a manuscript that in the reasonable judgment of the OMS Foundation is suitable for publication shall be cause for repayment of the Fellowship funds by the Fellow as specified in subparagraph 4.

IV. APPLICATION PROCEDURES

A. Application Forms and Format:

1. All applications must be submitted online via our grant management software. Click on the application link to start the application.
2. Attachments must be uploaded only in the formats specified in the application.
3. Please insert page numbers in any attachment that is more than one page.
4. Conformity to the prescribed format will be taken into account in the review process. Copies of applications that have been previously submitted to other funding sources in other formats will not be considered.
5. The Director/Chief of the unit (e.g., department, division or service, laboratory) at the Sponsoring Institution must endorse the proposal in writing and express support for both the unit and the Institution for the proposed work.
6. Applications must include a Professional Activity Plan that presents a balanced, structured schedule delineating the percentage of time to be committed to clinical investigation.

B. Timing of the Application:

1. Applications must be submitted online to the OMS Foundation by **July 15, 2017** and received by **11:59 p.m. CDT**.
2. **ONLY applications submitted following the OMS Foundation application guidelines will be accepted.**
3. The Fellowship program director will be notified of selection by December 31, 2017.

C. Review Procedures:

The awarding of OMS Foundation clinical fellowships are made entirely on the basis of merit after a rigorous review by the Committee on Fellowships.

1. The Clinical Surgery Fellowship will only be awarded to Institutions recognized or in the process of being recognized as Fellowship sites by the Commission on Dental Accreditation of the American Dental Association ("CODA"). Each Applicant Institution must supply a scanned copy of its CODA certification or proof that they are in the process of accreditation. **New!** Applications will be reviewed for programs that are not accredited by CODA nor in the process of being accredited. Such programs must state that the process of being accredited will begin based on funding. No funds will be disbursed, regardless of award until verification of the process of being accredited has been received by the OMS Foundation.
2. Sponsoring Institutions must submit an OMS Foundation Clinical Surgery Fellowship Facility Application as described in these guidelines. The OMS Foundation Fellowship Committee will review applications from respective recognized sites and make recommendations to the Foundation Board. The Board will select those Institutions to be supported.

V. FINAL PROGRESS REPORT AND PUBLICATIONS

A. Final Progress Report:

1. The Fellow must provide a Final Progress Report of Fellowship activities within sixty (60) days of completing the Fellowship. The Fellow must also prepare and submit to the OMS Foundation, within six months after completion of the Fellowship, a manuscript suitable for publication concerning the outcome of the clinical investigation that the Fellow conducted during the period of the Fellowship. It is expected that the manuscript would be submitted to a peer reviewed journal for publication. In addition to the principal text, the manuscript must include a formal abstract that includes the elements of the prescribed investigation outline, plus a results and conclusion section. The Final Progress Report must be submitted online via the OMS Foundation grant management portal. When the final report is received, the Foundation will release the additional stipend to offset the cost of the fringe benefits, i.e. up to 30% of the award amount and shall not exceed \$21,000.
2. Failure of the Fellow to submit a progress report will disqualify the Fellow and the Sponsoring Institution from all OMS Foundation funding until the report has been received.
3. Failure to timely submit a manuscript that in the reasonable judgment of the OMS Foundation is suitable for publication shall be cause for repayment of the Fellowship funds by the Fellow.

B. Publications:

1. Fellows and Sponsoring Institutions are encouraged to publish the results of their investigations in a clinical/scientific journal appropriate to the work and are free to disseminate such results through public communication media. When there is a publication, authors must acknowledge OMS Foundation support by attaching the following footnote:

"This investigation was supported (in part) by a Clinical Surgery Fellowship awarded by the Oral and Maxillofacial Surgery Foundation"
2. Fellows and Sponsoring Institutions must submit to the OMS Foundation a copy of all publications resulting from the work of the Fellowship to complete the permanent project file. This requirement extends until two (2) years after completion of the Fellowship.

[Access the Grant Portal Here](#)