

2020 AOA CO*RE REMS Grant Application Instructions

Please complete every item on the application form.

Organization name	Provide applicant organization's name. In the case of co-applicants, the application should be submitted by the lead organization.
Program contact (name, title, phone, email address)	Provide complete contact information for the person who will facilitate the course logistics, including answering questions, and working with course presenters.
Partnering Organizations	If you plan to partner with another organization, list the name of the organization(s).
Will the CO*RE REMS course be offered during a larger meeting or conference?	Indicate if the course will be a standalone workshop, or if it will be included in a larger meeting or conference.
If the course will be offered as part of a conference or larger meeting, provide meeting title.	Provide the event title.
Registration URL (web address)	Provide the web address that participants will use to learn about and register for the CO*RE REMS course or the overall conference.
Course location	Please provide the name of the venue (e.g., hotel or conference center) and the city, state, zip code where the course will be held.
Proposed date and time of CO*RE REMS course	Provide the date and time you plan to host the CO*RE REMS course. Applications cannot be submitted without this information. Date and time can be revised after selection if necessary.
Complete address to send payment (including to whose attention)	Provide the complete name, address, city, state, and zip code where payment should be mailed. If the parcel should be addressed to the attention of a particular person or department include the name here.
Do you prefer attendees complete paper or electronic learner's assessments?	Hosts may administer paper or online Learner Assessments. If paper is selected, AOA will supply the host with the paper assessment form that the host will copy and distribute to attendees. NOTE: If administering paper Learner Assessments, the

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	<p>host will be required to enter paper forms into Survey Monkey and submit the paper forms to the AOA. AOA will supply the data entry link.</p> <p>If electronic format is selected, AOA will provide a link that can be given to attendees.</p> <p>The host may also post the assessment questions directly into their online CME system and return the responses to AOA in a spreadsheet.</p> <p>Hosts should choose the method that will best enable them to obtain the projected number of completed assessments.</p>
<p>Projected number of attendees for your entire conference or meeting</p>	<p>Provide the total number of attendees that you estimate will attend the conference or meeting.</p> <p>Note New for 2020:</p> <ul style="list-style-type: none"> • \$1,500 bonus will be awarded in addition to the base award if the actual number of attendees is within 60% of the projected number
<p>Projected number of Learners (attendees) for the CO*RE REMS Course</p>	<p>Provide the number of learners that you estimate will attend the CO*RE REMS course.</p>
<p>Projected number of learners who complete a Learner Assessment</p>	<p>Provide the estimated number of attendees who will complete the Learner Assessment. Please note that the final grant award will be based on the actual number of completed assessments the AOA receives from the host organization.</p>
<p>Base grant award tier</p>	<p>Select the anticipated award tier from the drop down list. Grants will be awarded based on the actual number of completed assessments the AOA receives from the host organization.</p> <ul style="list-style-type: none"> • \$4,000 - 200 or more completed assessments • \$3,000 - 101-199 completed assessments • \$2,000 - 51-100 completed assessments • \$1,000 - 50 or fewer completed assessments

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<p>Credit Type:</p> <ul style="list-style-type: none"> • AOA • AMA (ACCME) • AAFP • AANP • AAPA • ACPE • ANCC • Other 	<p>Please indicate all anticipated CME credit types. It is the responsibility of the host organization to apply for CME with all appropriate accreditors.</p>
<p>Marketing plan description</p>	<p>Upload a 250-500 word document that summarizes your plan for marketing the CO*RE REMS course. Plans need not be elaborate, but must include a description of the conference or event and an outline for how the course will be advertised to maximize participation. Plans should include: 1) a description of the event, 2) target audience, 3) how the course will be marketed to the target audience (e.g., print ads, mailings, emails, website, etc.), and 4) how many people your advertisement will reach. AOA will provide the CO*RE REMS logo and sample language for marketing the course.</p>

NOTE: Once you submit your application, you cannot access it. If you need to make changes after application submission, please contact **Stephanie Townsell at 312-202-8175 or stownsell@osteopathic.org.**

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