



The Clorox Company of Canada
2020 National Education Conference Scholarship
Applications must be made online through
www.ipac-canada.org

DEADLINE FOR APPLICATIONS: February 17, 2020

Applicants are reminded that funding for educational events are often available from their professional bodies, employer professional development funds, and other sources.

1. GOAL

To provide financial assistance to eligible IPAC Canada members in the form of a scholarship to attend the Infection Prevention and Control Canada (IPAC Canada)/Prévention et Contrôle des Infections Canada (PCI Canada) annual national conference (the ‘conference’).

1.2 OBJECTIVES

- 1) To select from the IPAC Canada membership, those applicants who:
 - a) **Have demonstrated their dedication to cleaning and disinfection education.**
 - b) Are eligible for financial assistance based on the criteria set out in Section 1.4 herein.
 - c) Have not received an award, scholarship or bursary through IPAC Canada within the past 5 years at the time of the application deadline.
 - d) Have been members of IPAC Canada for a minimum of 1 year at the time of the application deadline.

1.3 POLICY

- 1) The amount of six thousand dollars (\$6,000) will be set aside for the Scholarship by the Clorox Company of Canada (the “Clorox Scholarship”)
- 2) The maximum amount granted to each Recipient (as defined below) per award year would be one thousand and five hundred dollars (\$1,500.00). **Applicants will not necessarily receive the full amount.**
- 3) The expenses eligible for reimbursement are:
 - a) Hotel (at the Conference rate) – to a maximum of three (3) nights, including all taxes (see conference rate at <https://ipac-canada.org/ipac-canada-annual-conference.php>)
 - b) Conference registration fee including taxes, not including special events (see registration fees at <https://ipac-canada.org/ipac-canada-annual-conference.php>)
 - c) Travel to the Conference (lowest possible airfare, train fare not exceeding the cost of the lowest possible airfare, or .52 cents/km car allowance per car to an amount not exceeding the cost of lowest possible airfare or train fare), plus taxes. Taxi or Shuttle to/from airport to venue. Agency fees, seat selection fees, change fees, and excess baggage charges are not reimbursed.
 - d) Meals, snacks and liquor will not be reimbursed.
- 4) Applications must be submitted by February 17, 2020. Applications are to be submitted online via a link through www.ipac-canada.org. No other format will be accepted. **No extension to the deadline date will be provided.**
- 5) All sections of the online application must be completed and all required/supporting documentation must be attached. PDF documents are preferred. Applicants must ensure that all documents are attached to the application. **Completeness of applications will be a consideration. If there are any issues with the online submission, please contact IPAC Canada at info@ipac-canada.org or 1-866-999-7111.**
- 6) The criteria for eligibility, as set out in the section “Criteria for Evaluating Eligibility”, will be applied to requests for funding.
- 7) Reimbursement (not to exceed \$1,500.00) will be made to each successful applicant (the “Recipient”) upon receipt of statement of expenses incurred by each Recipient. Requests for reimbursement must be on the official 2020 Clorox Scholarship Expense Form (IPAC Canada Form 45). Form 45 will be forwarded to Award recipients. Eligible expense receipts must be submitted to IPAC Canada within 30 days after the

- Conference. All fees, including taxes must be clearly detailed on the expense form in the appropriate column. IPAC Canada does not reimburse travel agency fees, seat selection fees, excess baggage fees, change fees, meals, snacks or liquor. Registration fees will not be prepaid by IPAC Canada. No portion of the Award will be dispensed prior to the conference. The completed form with receipts should be mailed to IPAC Canada, PO Box 46125 RPO Westdale, Winnipeg MB, R3R 3S3, or couriered to 67 Bergman Crescent, Winnipeg MB, R3R 1Y9, or emailed to info@ipac-canada.org or faxed to 1-204-895-9595. The original receipts that were faxed or emailed must be sent to IPAC Canada by mail.
- 8) Applicants should pursue funding from other sources before applying for the Clorox Scholarship. Award recipients are to advise IPAC Canada if funding has been received subsequent to the award being announced. The review of submissions will be completed as soon as possible. It is anticipated that applicants will be notified of the results of the review by the end of March.
 - 9) Applications which are merely duplications of submissions to other IPAC Canada scholarships will not be accepted. **Applicants must take time to carefully detail their role in cleaning and disinfection education in their facility.**
 - 10) All records of funding requests and awards will be kept by the Membership Services Office for a period of seven (7) years.
 - 11) Any disputes related to financial assistance should be presented in writing to the Executive Director of IPAC Canada. The Executive Director will investigate the dispute and will issue a decision relating to such dispute. A second appeal may be made to the Executive of IPAC Canada through the Executive Director. The decision of the Executive will be binding on the parties to the dispute.
 - 12) Current IPAC Canada Board members are not eligible for funding. (Note: IPAC Canada Chapter Executive members are eligible for funding. It is noted that a Chapter Presidents Fund exists to assist the Chapter President to attend the annual Chapter Presidents Meeting held in conjunction with the conference. The application for the Chapter Presidents Fund is IPAC Canada Policy 15.60/Form 13.)
 - 13) Applicants from the Province of Ontario are reminded that funding for educational events is available from the Registered Nurses Foundation of Ontario. See www.rnfoo.org.

1.4 CRITERIA FOR EVALUATING ELIGIBILITY

- 1) Applications must be submitted online by February 17, 2020. . Using the established criteria set out below, the IPAC Canada Board, in its sole discretion, shall select the award recipients from the applicants, and will, at its discretion, determine the amount of funding to be made available. The funding will be distributed among as many recipients as can be reasonably assisted, taking into account the cost of travel and accommodation, given the conference location. The Board will have final authority in assigning values. Successful candidates may not receive the entire \$1,500 award.
- 2) The Board will seek a geographically diverse list of award winners.
- 3) No member may receive any award, scholarship or bursary from IPAC Canada more than once in any five consecutive years at the time of the application deadline.
- 4) The criteria will be reviewed annually by the IPAC Canada Board.

The following information will be required by the online application process. This is for your information only in order to prepare your application. Do not send these pages to IPAC Canada. They are for your assistance in completing the online application. IPAC Canada will only accept online submissions.

1. Applicant Information	
<p>Applicant Name Credentials Department Facility/Organization Address Telephone Email</p> <p>IPAC Canada Membership Number Membership expiry date</p> <p>Provide a list of potential sponsors to whom you have applied for conference funding and the status of the funding request(s). Alternatively, provide an explanation for the lack of funding.</p>	

2. Membership	
<p>2.1 Indicate length of employment in Infection Prevention and Control</p> <p>2.2 Current IPAC Canada national member for at least one membership year by the application deadline</p> <p>2.3 Current IPAC Canada Chapter member for at least one membership year by the application deadline</p> <p>2.4 Current Certification Board of Infection Control & Epidemiology, Inc. (CBIC) Certification in Infection Control (CIC®) is considered.</p> <p>2.5 Year of certification or last recertification</p>	

4. Participation in IPAC Canada	
<p>4.1 List role(s) on IPAC Canada Board</p> <p>4.2 List role(s) on IPAC Canada Internal Committees or Workshops (max. 5 years)</p> <p>4.3 List role(s) as an IPAC Canada representative on External Committees or Workgroups (max 5 years)</p> <p>4.4. List Interest Group Executive role(s), e.g. Chair, Co-Chair, Secretary</p> <p>4.5 List current Interest Group membership(s)</p> <p>4.6 List participation in IPAC Canada projects (e.g. volunteered at a conference; participated in IPAC Canada national projects, etc.) (max. 5 years)</p> <p>4.7 List nominations or awards received from IPAC Canada.</p> <p>4.8 List presentations delivered at IPAC Canada education sessions (max 5 years)</p> <p>4.9 List articles submitted to the Canadian Journal of Infection Control (CJIC) (max 5 years)</p> <p>4.10 List abstracts submitted to past IPAC Canada conferences (max 5 years)</p> <p>4.11 List past oral and poster presentations delivered at IPAC Canada conferences (max. 5 years)</p>	

<p>4.12 If submitting an abstract to the 2020 conference, state the working title of the abstract and a brief outline of the abstract to be submitted.</p> <p>4A – List participation in infection prevention and control projects/working groups/committees, outside of IPAC Canada</p> <p>4B - Your covering letter contains the information that will assist the Executive in determining which applicants are to be granted an award.</p> <p>Attach a covering letter that includes the following information. The information must be listed in the following order. Where there is no information to be provided, state “Not applicable.”</p> <ol style="list-style-type: none"> 1. A maximum 250 word essay on what you would gain from attending the conference and why you should be chosen for a scholarship; and 2. A maximum 250 word essay which includes a description of cleaning and disinfection education you initiated along with the results. 	
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5. Previous Funding/Conference Attendance	
<p>5.1 Indicate previous IPAC Canada National Conference attendance:</p> <ul style="list-style-type: none"> • This is my first conference • I attended a conference in the past 1 to 5 years • It has been 6 or more years since I last attended a conference <p>5.2 I received an IPAC Canada award, scholarship or bursary in year(s) 20_____.</p> <p>5.3 Name of previous award, scholarship or bursary _____</p>	

6. Funding Requested	Funds Required (CDN\$)
6.1 Travel to conference site and return (including all fees and taxes). Describe method of travel. Include taxi/shuttle to/from airport to venue.	\$
6.2 Conference Registration (including 5% GST)	\$
6.3 Hotel (conference rate) x _____ nights (including 18.2 5% fees and taxes) (Maximum 3 nights)	\$
6.4 TOTAL FUNDING REQUESTED (maximum \$1,500*)	\$

*Award recipients will not necessarily receive the maximum allocation.

7.0 RELEASE

All applicants and Recipients must comply with the rules and requirements set by the Board. Each applicant and Recipient agrees that the Clorox Company of Canada, its affiliates, IPAC Canada and their respective directors, officers, employees, agents and assigns are released from any claims, damages, costs or expenses relating to the awarding of the Scholarship or the Scholarship itself.

If I am selected to be a Recipient, I irrevocably consent to have my name and photograph(s) published by IPAC Canada in any medium for the purposes of announcement of recipient(s) of the Scholarship and images of their participation in the 2020 conference, all without further notice or approval by me. IPAC Canada will only award scholarships to applicants who provide this consent.

Signature of Applicant
(Insertion of a full name is accepted as an online signature.)



Date: _____