

Diversey Inc.

National Education Conference Scholarship – FORM 1

Applications must be made online through

www.ipac-canada.org

DEADLINE FOR APPLICATIONS: January 31, 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 leadership in projects/initiatives that improve infection prevention and control in their locale.**

b) Are eligible for financial assistance based on the criteria set out in Section 1.4 herein.

c) Have participated in the applicable local IPAC Canada Chapter (the “Chapter”).

d) Have not received an award, scholarship or bursary through IPAC Canada within the past 5 years at the time of the application deadline.

e) Have been members of IPAC Canada for 1 year at the time of the application deadline.

1.3 POLICY

1) The amount of twenty thousand dollars (\$25,000) will be set aside annually for the Scholarship by Diversey Inc. (the “Diversey Scholarship”)

2) The maximum amount granted to each Recipient (as defined below) per award year would be two thousand dollars (\$2000.00). **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. Agency fees, seat selection fees, change fees, and excess baggage charges are not reimbursed.

d) Meals, snacks and liquor will not be reimbursed.

e) No portion of the award will be dispensed until the end of the conference (see #1.3.7)

4) Applications must be submitted by January 31st of each year, or on an alternate published date.

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 \$2000.00) 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 IPAC Canada Expense Form (Form 32). Form 32 will be forwarded to Award recipients. Eligible expense receipts must be submitted to IPAC Canada within 4 weeks after the Conference. All travel fees and taxes must be clearly detailed on the expense form in the appropriate column. GST/HST must be clearly and separately identified. 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 Diversey 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 February.
- 9) All records of funding requests and awards will be kept by the Membership Services Office for a period of seven (7) years.
- 10) 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.
- 11) Current IPAC Canada Board members are not eligible for funding. (Note: IPAC Canada Chapter Executive members are eligible for funding. However, 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.)
- 12) 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.
- 13) Completion of the application online is evidence that the applicant agrees to have their name and a summary of the project/initiative published in a format to be decided at a later time.

1.4 CRITERIA FOR EVALUATING ELIGIBILITY

- 1) Applications must be submitted online by January 31st of each year or on the alternate date published. 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 \$2,000 award.
- 2) The Board will provide financial assistance to applicants in each of three categories: Novice (less than 2 years of experience), Intermediate (2-5 years of experience), or Advanced (more than 5 years of experience).
- 3) The Board will seek a geographically diverse list of award winners.
- 4) 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.
- 5) 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 Novice - Less than 2 years Intermediate - 2-5 years Advanced - More than 5 years</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®)</p> <p>2.5 Year of certification or last recertification</p>	
3. Attendance at Chapter Meetings	
<p>3.1 Name of Chapter _____</p> <p>3.2 Attach completed Form 2, Chapter Activity Report. If you are not a Chapter member, please state your reason(s) in your covering letter (see below).</p>	
4. Participation in IPAC Canada	
<p>Your covering letters and application contains the information that will assist the Executive in determining which applicants are to be granted an award.</p> <ol style="list-style-type: none"> A maximum 250 word essay on what you would gain from attending the conference and why you should be chosen for a scholarship; A maximum of 250 word essay demonstrating your leadership in a project/initiative to improve infection prevention and control in your locale. 	

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| <ol style="list-style-type: none">3. Completion of the application Form 1 (provided in the online application process. See the application included with this criteria to be used to prepare the online information. This form is not the one to be submitted with the online application.4. Completion of the Chapter Activity Report (Form 2) which is then uploaded to the online application. | |
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7.0 RELEASE

All applicants and Recipients must comply with the rules and requirements set by the Board. Each applicant and Recipient agrees that Diversey Inc., 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. Applicants and Recipients are aware that award recipients will not necessarily receive the maximum funding allocation.

Submission of this application indicates the applicant's approval to have their name and photograph(s) published. Submission of this application indicates the applicant's approval to have their name and description of the project/initiative published.