



**GOJO Industries Inc.**

**2020 National Education Conference Scholarship**

**Applications must be made online through**

**[www.ipac-canada.org](http://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 leadership in the development and implementation of a project related to hand hygiene within the past two years.
  - 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 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 GOJO Industries Inc. (the "GOJO 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/conference-hotel-information.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.
- 4) Applications must be submitted by the published deadline date (see heading). Applications are to be submitted online via a link through [www.ipac-canada.org](http://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](mailto: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 GOJO Industries Scholarship Expense Form (IPAC Canada Form 44). Form 44 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 meals, travel agency fees, seat selection fees, excess baggage fees, change fees, meals, snacks and 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](mailto: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) Award recipients are to advise IPAC Canada if funding from another source (e.g. employer) 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 mid- March.
  - 9) All records of funding requests and awards will be kept by IPAC Canada 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.)

#### **1.4 CRITERIA FOR EVALUATING ELIGIBILITY**

- 1) Applications must be submitted online by the published deadline date (see heading). Using the established criteria set out below, the IPAC Canada Board, in its sole discretion, shall select the award recipients from applications. The Board will allocate the scholarship funds as per article 1.3.2. Successful candidates may not receive the entire \$1,500 award.
- 2) Applicants must complete the entire application as per the guidelines in the template below. Incomplete applications will not be reviewed.
- 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) Applications which are merely duplications of submissions to other IPAC Canada scholarships will not be accepted. Applicants must take time to carefully details their role in hand hygiene projects in their facility.
- 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.

<b>1. Applicant Information</b>	
<p>Applicant Name Academic Credentials Department Facility/Organization Address Telephone Email</p> <p>IPAC Canada Membership Number</p> <p>Number of years in infection prevention and control: Novice (2 years or less) Intermediate (2-5 years) Advanced (over 5 years)</p>	
<b>2. Membership</b>	
<p>2.1 Current IPAC Canada member for at least one year by the application deadline</p> <p>2.2 Current Certification Board of Infection Control &amp; Epidemiology, Inc. (CBIC) Certification in Infection Control (CIC®) is preferred but not mandatory.</p>	
<b>3. Essays</b>	
<p>Your application contains the information that will assist the Board in determining which applicants are to be granted an award. All sections must be completed.</p> <ol style="list-style-type: none"> <li>1. A maximum 250 word essay on what you would gain from attending the conference and why you should be chosen for a scholarship;</li> <li>2. A maximum 300 word essay that describes the hand hygiene project which you lead and/or implemented within the last two years. Content must include:               <ul style="list-style-type: none"> <li>Project Objective</li> <li>Setting and Participants</li> <li>Methodology</li> <li>Evaluation Plan</li> <li>A description of your specific role in the project</li> </ul> </li> <li>3. A two year record of IPAC Canada involvement, which might include:               <ol style="list-style-type: none"> <li>a. Articles submitted to the Canadian Journal of Infection Control, or other related journals;</li> <li>b. Presentation of an education session at an IPAC Canada conference or other related conferences;</li> <li>c. Presentation of oral or poster presentation at an IPAC Canada conference or other related conferences;</li> <li>d. Abstracts submitted to the annual IPAC Canada conference;</li> <li>e. Participation in IPAC Canada projects, e.g. volunteered at a conference, are a member of an interest group, are an IPAC Canada representative to an external committee, participated in</li> </ol> </li> </ol>	

<p style="text-align: center;">IPAC Canada national projects, etc.;</p> <p>f. Nominated for or received an award(s) related to infection prevention and control.</p> <p>4. A two year record of infection prevention and control related activities outside IPAC Canada including:</p> <p style="margin-left: 20px;">a. Projects;</p> <p style="margin-left: 20px;">b. Working groups/committee memberships;</p> <p style="margin-left: 20px;">c. Abstracts submitted to related conferences;</p> <p style="margin-left: 20px;">d. Nomination/receipt of related award(s).</p> <p>5. If you plan on submitting an abstract to this year's IPAC Canada conference, please provide the both working title AND a brief outline of the abstract;</p>	
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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"> <li>• This is my first conference</li> <li>• I attended a conference in the past 1 to 5 years</li> <li>• It has been 6 or more years since I last attended a conference</li> </ul> <p>5.2 I received an IPAC Canada award, scholarship or bursary in year(s) 20_____.</p> <p>5.3 I have never received an IPAC Canada award, scholarship or bursary.</p>	

6. Funding Requested	Funds Required (CDN\$)
Each of the sections must be completed.	
6.1 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.	
6.2 Travel to conference site and return (including all fees and taxes). Describe method of travel.	\$
6.3 Conference Registration (including GST)	\$
6.4 Hotel (conference rate) x _____ nights (including 18.25% fees and taxes) (Maximum 3 nights)	\$
<b>6.5 TOTAL FUNDING REQUESTED (maximum \$1,500*)</b>	<b>\$</b>

\*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 GOJO Industries 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.

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

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

Date: \_\_\_\_\_