

IPAC EASTERN ONTARIO
A Chapter of Infection Prevention and Control (IPAC) Canada

SECTION:	Financial	ORIGINATED:	1991 March 19
TITLE:	FINANCIAL ASSISTANCE/SPONSORSHIP FOR EDUCATION	REVISED:	12Sep, 17Apr
NUMBER:	4.3	PAGES:	5

PURPOSE

1. To provide financial assistance to member(s) in good standing with IPAC EO for tuition and/or expenses related to participation in an educational event in order to enhance their IPAC knowledge.
2. To outline the criteria, policies and procedure required to apply for educational assistance.

REVIEW COMMITTEE

1. The Chapter President, Treasurer and Education Director will review and approve applications for funds.
2. The Review Committee will review all applications and complete the scoring sheet for each applicant (see Appendix B - page 3). Funds are awarded based on the final score achieved.

POLICY

1. Financial assistance for an educational event may only be given to a member in good standing of IPAC Eastern Ontario who:
 - a. has been a member of IPAC EO for at least one (1) year; and
 - b. has attended a minimum of three (3) chapter meetings per year.
2. An educational event is defined as a conference, seminar, workshop, or course where the content of such event is IPAC-related or will provide IPAC skills. This does not include the IPAC Canada annual conference (see policy 4.2 IPAC Canada Annual Conference).
3. The funding must be used in the calendar year it is awarded. If not used it must be returned to the Chapter via an Executive member.
4. Advance funding, if required and requested, will be considered for approval by the Executive. The applicant will be notified in a timely manner if advance funding has been approved.
5. The successful candidate(s) will provide either a written or a verbal report at a Chapter meeting, the date of which will be coordinated with the President's agenda.
6. It is expected that candidates will also apply to other granting bodies for funding.

PROCEDURE

1. The Treasurer will identify the funds available for Financial Assistance as part of the annual Budget proposal.
2. Applications for funding are submitted to the chapter President either before or after the educational event. Applicants complete an application form (see Appendix A) and attach supporting documentation.
3. The President will distribute copies of the application to the Review Committee.
4. The Review Committee will review all applications and complete the scoring sheet for each applicant within 30 days (see Appendix B).
5. The President will notify all applicants of results.
6. The President will notify the Treasurer of the successful applicant(s) in writing as soon as possible.
7. Applicant will submit an expense claim with supporting receipts as soon as possible following the event. See policy 4.1 Expense Claims.
8. The Treasurer will issue a cheque to the successful applicant(s) immediately following receipt and approval of expenses.

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REFERENCES

1. IPAC EO Policy 4.1 Expense Claims (<https://eo.ipac-canada.org/policy-manual.php>)
2. IPAC EO Policy 4.2 IPAC Canada Annual Conference (<https://eo.ipac-canada.org/policy-manual.php>)

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APPENDIX A: APPLICATION TO BE COMPLETED BY MEMBERS REQUESTING FUNDING TO ATTEND AN EDUCATIONAL EVENT OTHER THAN THE ANNUAL IPAC CANADA CONFERENCE
(POLICY # 4.3 Revised April 2017)

PART I: PERSONAL INFORMATION

DATE: _____ **APPLICANT:** _____

FACILITY/ORGANIZATION: _____

POSITION/TITLE: _____

PHONE: _____ **EMAIL:** _____

PART II: ELIGIBILITY REQUIREMENTS

- a) I have been a member of IPAC EO since: _____ # years: _____
- b) I have been a member of IPAC Canada since: _____ # years: _____
- c) I have attended a minimum of 3 chapter meetings in the last 12 months (YES NO UNSURE)

PART III: SERVICE TO THE ASSOCIATION

- a) I have served IPAC Canada and/or IPAC EO in the following positions in the past 10 years:

IPAC Canada Board or other position > 1 year: NO YES Dates: _____

IPAC Canada Conference Planning Committee: NO YES Dates: _____

IPAC EO Executive: NO YES Dates: _____

Chapter Education Day Chair/Vice-Chair: NO YES Dates: _____

PART III: PRESENTATION OR MANUSCRIPT

If you have provided an education session which relates to an aspect of infection prevention and control at a Chapter meeting or to a community group within the past two years, describe the session or attach handouts or a copy of overheads/*PowerPoint* used.

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If you have submitted a manuscript accepted for publication in the Canadian Journal of Infection Control or in other medical journals, provide details of acceptance and a copy of the manuscript. Manuscript will be returned to author *if requested*.

PART IV: EDUCATIONAL EVENT

Describe event and relevance to infection prevention and control. Attach a brochure, if available.

PART V: ADDITIONAL FUNDING

I have applied for funding from the following agencies:

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APPENDIX B: SCORING SHEET TO BE USED BY THE REVIEW COMMITTEE FOR EACH APPLICANT

(POLICY # 4.3 Revised April 2017)

CRITERIA	MAXIMUM POINT VALUE	POINTS AWARDED
1. Applicant is a current active member of IPAC Eastern Ontario	4	
2. Education request is related to the practice of infection prevention and control.	4	
3. Applicant has paid membership dues to IPAC Canada: <ul style="list-style-type: none"> • for 1 year • for 2 consecutive years • for 3 consecutive years 	1 2 3	
4. Applicant has been actively involved in the last 10 years (select all that apply): <ul style="list-style-type: none"> • IPAC Canada Board or other IPAC Canada position > 1 year • Provincial or National Committees in an IPAC capacity • IPAC Canada Conference Planning Committee • IPAC EO Executive (not currently a voting member) • Chapter Education Day Chairs and Vice-chairs • Chapter Education Day Planning Committee • Other IPAC Canada committees • Corresponding member of an IPAC Canada committee or interest group 	5 5 3 4 4 3 1 1	
5. Provided an education session, which relates to an aspect of infection control, at a Chapter meeting or to a community group within the past two years.	2	
6. Submitted a manuscript accepted for publication in the Canadian Journal of Infection Control or in other medical journals that are peer reviewed.	4	
7. Presenting at the conference or meeting to which applicant is applying for funding	3	
TOTAL:	MAX: 46	

AWARD SCALE

Points	To a Maximum of
9	\$200
10 - 15	\$300
16 - 20	\$400
21 - 25	\$500
26 - 30	\$600
31 - 35	\$700
36 - 46	\$800

REVIEWED BY:

1. _____ Date: _____
2. _____ Date: _____
3. _____ Date: _____