



## Virox Technologies Partnership

### 2011 National Education Conference Scholarship

### DEADLINE FOR APPLICATIONS: January 31, 2011

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](http://www.rnfoo.org).

### APPLICATION

APPLICANT NAME (please print) \_\_\_\_\_

ACADEMIC DESIGNATIONS: \_\_\_\_\_

FACILITY/ORGANIZATION: \_\_\_\_\_

Acute Care     Long Term Care     AC/LTC     Community/Public Health

Other \_\_\_\_\_

ADDRESS: \_\_\_\_\_

POSITION: \_\_\_\_\_ PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_ e-mail : \_\_\_\_\_

CHICA-Canada Membership # \_\_\_\_\_

I have been in Infection Prevention and Control for:

Less than 2 years     2-5 years     More than 5 years



**1 GOAL: TO PROVIDE FINANCIAL ASSISTANCE TO ELIGIBLE INFECTION PREVENTION AND CONTROL PRACTITIONERS IN THE FORM OF A SCHOLARSHIP (THE “SCHOLARSHIP”) TO ATTEND THE COMMUNITY & HOSPITAL INFECTION CONTROL ASSOCIATION-CANADA (CHICA-CANADA) ANNUAL NATIONAL CONFERENCE (THE “CONFERENCE”).**

### **1.2 OBJECTIVES:**

- 1) To select from the CHICA-Canada membership, those applicants who:
  - a) Have demonstrated an interest in infection prevention and control education.
  - b) Are eligible for financial assistance based on the criteria set out in Section 1.4 herein.
  - c) Are either Novice (less than 2 years experience), Intermediate (2-5 years experience), and/or Advanced (more than 5 years experience).
  - d) Have participated in the applicable local CHICA-Canada Chapter (the “**Chapter**”)
  - e) Have not received funding from the Virox Scholarship within the past 5 years.

### **1.3 POLICY**

- 1) The amount of two thousand dollars (\$2,000.00) per Virox Technologies Scholarship partner will be set aside for the Scholarship by Virox Technologies Inc.
- 2) The maximum amount granted to each Recipient (as defined below) per award year would be two thousand dollars (\$2000.00).
- 3) The expenses eligible for reimbursement are:
  - a) Hotel (at the Conference rate) – to a maximum of three (3) nights, including all taxes
  - b) Conference registration fee including taxes
  - c) Travel to the Conference (lowest possible airfare, train fare not exceeding the cost of the lowest possible airfare, or .42 cents/km car allowance per car to an amount not exceeding the cost of lowest possible airfare or train fare), plus taxes and agency fees
  - d) Per diem expenses of \$70.00 per day for meals not provided by conference
- 4) Applications will be submitted in writing to the Executive of CHICA-Canada (the “**Executive**”) by the first day of the month, four (4) months prior to the Conference, or on the date published. Applications are to be submitted to the Secretary/Membership Director of CHICA-Canada. Please mail application to CHICA-Canada, PO Box 46125 RPO Westdale, Winnipeg MB, R3R 3S3, or courier to 67 Bergman Crescent, Winnipeg MB R3R 1Y9, or email to [chicacanada@mts.net](mailto:chicacanada@mts.net), or fax to 1-204-895-9595.
- 5) All sections of the application must be completed and all required/supporting documentation must be included. **Incomplete applications will be returned to the applicant. No extension to the application deadline date will be provided.**
- 6) The criteria for eligibility (substantially in the form set out in the section “Criteria for Evaluating Eligibility”) will be applied to requests for funding.
- 7) If an application is approved, 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 Virox Scholarship reimbursement form. Eligible expense receipts must be submitted to the Treasurer of CHICA (the “**Treasurer**”) within 4 weeks after the Conference. Travel may be arranged through the CHICA-Canada Travel Agency and CHICA-Canada will pay the travel agency directly; however, all travel fees and taxes must be clearly noted on the expense form and deducted from the balance owing to the Recipient. Registration fees will not be prepaid by CHICA-Canada. No portion of the Award will be dispensed prior to the conference. **A VIROX SCHOLARSHIP EXPENSE REIMBURSEMENT FORM WILL BE FORWARDED TO RECIPIENTS.** The completed form with receipts should be mailed to CHICA-Canada, PO Box 46125 RPO Westdale, Winnipeg



MB, R3R 3S3, or courier to 67 Bergman Crescent, Winnipeg MB R3R 1Y9, or email to [chicacanada@mts.net](mailto:chicacanada@mts.net), or fax to 1-204-895-9595.

- 8) Applicants must pursue funding from other sources before applying for the Virox Scholarship. Applicants must present a letter from their respective Chapter, institution and/or organization stating what funding, if any, the Chapter, institution or organization is providing.
- 9) It is hoped that the review of submissions will be complete in time to provide confirmation to applicants in as quick a timeline as possible.
- 10) All records of funding requests and awards will be kept by the Treasurer.
- 11) Each Recipient must attend at least one of their Chapter meetings other than the Conference and provide a report on the conference to their Chapter.
- 12) Any disputes related to financial assistance should be presented in writing to the Executive. The Executive will investigate the dispute and will issue a full and final decision relating to such dispute. The decision of the Executive will be binding on the parties to the dispute.
- 13) Current CHICA-Canada Board members are not eligible for funding. (Note: CHICA-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 CHICA-Canada Policy 15.60/Form 13.)
- 14) 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](http://www.rnfoo.org).

## Criteria for Evaluating Eligibility

1. Applications must be submitted in writing to the CHICA-Canada Executive by the first day of the month, four (4) months prior to the Conference, or on the date published. Applications are to be submitted to the Secretary/Membership Director of CHICA-Canada.
2. Using the established criteria set out below, the CHICA-Canada Executive, in its sole discretion, shall select the candidates for funding 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 applicants as can be reasonably assisted, taking into account the cost of travel and accommodation, given the conference location. The Executive will have final authority in assigning values and has the right to recognize outstanding service by an applicant.
3. The Executive will provide financial assistance to applicants in each of the three categories: Novice (less than 2 years experience), Intermediate (2-5 years experience), or Advanced (more than 5 years experience).
4. The Executive will seek a geographically diverse list of award winners.
5. No member may receive assistance from CHICA-Canada more than once in any five consecutive years.
6. The criteria will be reviewed annually by the CHICA-Canada Executive.



<b>Membership</b>	<b>Complete or Check the applicable answer</b>	
<p><b>APPLICANTS MUST HOLD A CURRENT CHICA-CANADA NATIONAL MEMBERSHIP</b></p> <p>1.1 Current CHICA-Canada national member for at least one year.            1.2 Current CHICA-Canada-Chapter member for at least one year.            1.3 How many years have you practiced as an Infection Prevention and Control Professional?             Choose one:            Less than 2 years?            2 to 5 years?            More than 5 years? If so, how many years? _____</p> <p>Choose one:            1.4 Currently hold Certification in Infection Control (CIC)            1.5 Date of certification or last recertification _____</p>	<input type="checkbox"/> Yes <input type="checkbox"/> Yes  <input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> No  <input type="checkbox"/> No <input type="checkbox"/> No
<b>Attendance at Chapter Meetings</b>	<b>Complete or Check the applicable answer</b>	
<p>2.1 Name of Chapter _____</p> <p>2.2 How many meetings did you attend in 2010?            Choose one:            100% attendance or participation in person or by teleconference            75% attendance or participation in person or by teleconference            50% attendance or participation in person or by teleconference            Occasional attendance            (A template for use by Chapter to confirm this information is included herewith)</p> <p>2.3 If you are not a Chapter member, please state your reason(s) in your covering letter.            2.4 Provide information on infection prevention and control events/projects you have taken part in or organized in your area. Include both chapter and non-chapter activities.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Included	<input type="checkbox"/> No <input type="checkbox"/> No  <input type="checkbox"/> Included <input type="checkbox"/> Included
<b>Participation in CHICA-Canada</b>	<b>Check that the list is attached</b>	
<p>3.1 Provide a list of current and past CHICA-Canada National and Chapter Executive and National and/or Chapter Committee positions held. <b>Also indicate if you are a member of any CHICA-Canada Interest Groups.</b></p> <p>3.2 Attach details of a five-year record of:</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No



<p>- articles submitted to the Canadian Journal of Infection Control, or other related journals,          - presentation at an education session at a CHICA-Canada conference or other related conferences,          - abstracts submitted to the annual CHICA-Canada conference or other related conferences,          - presentation of oral or poster presentations at a CHICA-Canada conference or other related conferences,          - submission(s) to Ecolab Poster Contest,          - participation in CHICA-Canada projects, e.g. volunteered at a conference, is a member of an Interest Group, is a CHICA representative to an External Committee, participated in CHICA-Canada National projects, etc.</p> <p>3.3 If you plan on submitting an abstract to the 2011 conference, please provide the working title and an abbreviated outline of the abstract.</p> <p>3.4 All applicants must submit a 200 word essay on why they would like to attend the conference and what they hope to gain from attendance.</p>	<p><input type="checkbox"/>Yes    <input type="checkbox"/>No</p> <p><input type="checkbox"/>Yes    <input type="checkbox"/>No</p> <p><input type="checkbox"/>Yes    <input type="checkbox"/>No</p>
<p><b>Financial Need for 2011</b></p>	<p><b>Check that it is included</b></p>
<p>4. In your covering letter, indicate to where you have applied for funding for the 2011 conference. Provide a list of potential sponsors and the status of the funding request(s) Provide letters of verification from each of your potential sponsors as to the status of the funding..</p>	<p><input type="checkbox"/>Yes    <input type="checkbox"/>No</p>
<p><b>Previous Funding/Conference Attendance</b></p>	<p><b>Check one</b></p>
<p>5.1 I have never attended a CHICA-Canada National Conference.</p> <p>The reason is:          New to the profession          New to the association          Lack of funding          Other (explain in cover letter)</p>	<p><input type="checkbox"/>Yes    <input type="checkbox"/>No</p> <p><input type="checkbox"/>Yes    <input type="checkbox"/>No  <input type="checkbox"/>Yes    <input type="checkbox"/>No  <input type="checkbox"/>Yes    <input type="checkbox"/>No  <input type="checkbox"/>Yes    <input type="checkbox"/>No</p>
<p>5.2 The last CHICA-Canada National Conference I attended was in (year) _____</p>	
<p>5.3 List other Infection Prevention and Control Conferences attended in the past 5 years.</p>	<p><input type="checkbox"/>Yes    <input type="checkbox"/>No</p>
<p>5.4 I received funding from chapter, institution or another organization to attend the CHICA-Canada National Conference in (indicate last 5 applicable years)          _____</p>	
<p>5.5 I received funding from the Virox Scholarship in _____ (Year(s))</p>	<p><input type="checkbox"/>Yes    <input type="checkbox"/>No</p>



Funding Requested	Funds Required (CDN\$)
6.1 Travel to conference site and return (including all fees and taxes)	\$
6.2 Registration (including taxes)	\$
6.3 Hotel (conference rate) x _____ nights (including taxes) (Maximum 3)	\$
6.4 Meals (maximum \$70 per day*) x _____ days (for meals not provided by conference) Breakfast - \$15 Lunch - \$20 Dinner - \$35	\$
<b>6.5 TOTAL FUNDING REQUESTED (maximum \$2,000)</b>	\$

**7.0 RELEASE**

All applicants and Recipients must comply with the rules and requirements set by the Executive. Each applicant and Recipient agrees that Virox Technologies Inc. and its affiliates, CHICA-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.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



DOCUMENT FOR CHAPTER PRESIDENTS OR CHAPTER TREASURERS TO PROVIDE FUNDING INFORMATION.

Chapter Name: \_\_\_\_\_

Name of person completing this document: \_\_\_\_\_

2010 and/or 2011 Chapter Position held by above person: \_\_\_\_\_

This is to certify that \_\_\_\_\_ has attended Chapter meetings for an estimated\*  
Name of applicant

- 100% of meetings
  - 75% of meetings
  - 50% of meetings
  - Occasionally
- \*in person or by teleconference for 2010 meetings

The Chapter will provide funding for the applicant to attend the CHICA-Canada 2011 National Education Conference in Toronto, Ontario

- Yes In what amount? \$ \_\_\_\_\_
- No

Signature of Chapter Representative: \_\_\_\_\_

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



## CHECK LIST OF DOCUMENTS/INFORMATION TO BE INCLUDED IN APPLICATION

Fill out applicant information on first page.

Fill out every section of the application

### INCLUDE WITH APPLICATION:

Covering letter, including:

- 200 words on what you would gain from attending the conference and why you should be chosen for a scholarship (3.3)
- If you are not a Chapter member, state your reason(s) in your covering letter (2.3)
- Information on infection prevention and control events/projects you have taken part in or organized in your area. Include both chapter and non-chapter activities (2.4)
- A list of current and past CHICA-Canada National and Chapter Executive and Committee Chair positions held (3.1)
- A five-year record of submissions to CHICA-Canada and participation in projects (3.2)
- Potential sources of funding and status of applications (4.)
- Other information that will guide the Committee in choosing scholarship winners.

Chapter confirmation of attendance

### SUBMIT APPLICATION AND SUPPORTING DOCUMENTS TO:

CHICA-CANADA  
PO BOX 46125 RPO WESTDALE  
WINNIPEG MB R3R 3S3

OR BY FAX TO 1-204-895-9595

OR BY EMAIL TO [chicacanada@mts.net](mailto:chicacanada@mts.net)

**DEADLINE DATE FOR RECEIPT OF APPLICATIONS: January 31, 2011**