



Virox Technologies Inc.

2012 National Education Conference Scholarship



**APPLICATIONS MUST BE MADE ONLINE THROUGH
www.chica.org**

DEADLINE FOR APPLICATIONS: January 31, 2012

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 GOAL: To provide financial assistance to eligible infection prevention and control practitioners in the form of a scholarship (the “Scholarship”) to attend the Community and 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) 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, not including special events
 - 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
- 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.chica.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. **Incomplete applications will not be considered.**



- 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 CHICA-Canada within 4 weeks after the Conference or by the published deadline date. All travel fees and taxes must be clearly noted on the expense form in the appropriate column. CHICA-Canada does not reimburse travel agency fees, seat selection fees, excess baggage fees, or change fees as a result of personal travel change. 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, or fax to 1-204-895-9595. The original receipts that were faxed or emailed must be sent to CHICA-Canada by mail.
- 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. Template provided at the end of these guidelines.
- 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 Director of CHICA-Canada. The Executive of CHICA-Canada 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.

1.4 CRITERIA FOR EVALUATING ELIGIBILITY

1. Applications must be submitted online by January 31st of each year or on the alternate date published. by the first day of the month, four (4) months prior to the Conference, or on the date published. **No extensions to the deadline date will be provided.**
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.



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 CHICA-Canada. They are for your assistance in completing the online application. CHICA-Canada will only accept online submissions.

Applicant Information	
Applicant Name Academic Designations Department Facility/Organization - Acute Care, Long Term Care, AC/LTC, Community/Public Health, PreHospital/EMS, Other Address Telephone Fax Email Length of time in Infection Prevention and Control Less than 2 years 2-5 years More than 5 years (indicate number of years)	

Membership	Complete or Check the applicable answer	
APPLICANTS MUST HOLD A CURRENT CHICA-CANADA NATIONAL MEMBERSHIP 1.1 Indicate length of time in Infection Prevention and Control Less than 2 years 2-5 years More than 5 years 1.2 Current CHICA-Canada national member for at least one year. 1.3 CHICA-Canada Membership Number 1.4 Current CHICA-Canada-Chapter member for at least one year. 1.5 Currently hold Certification in Infection Control (CIC) 1.6 Year of certification or last recertification	<input type="checkbox"/> Yes <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> No



Attendance at Chapter Meetings	Complete or Check the applicable answer
<p>2.1 Name of Chapter _____</p> <p>2.2 Attach completed Chapter Attendance Form (see template below)</p> <p>2.3 If you are not a Chapter member, please state your reason(s) in your covering letter (see below).</p> <p>2</p>	
Participation in CHICA-Canada	
<p>3.1 Attach covering letter that includes the following:</p> <ul style="list-style-type: none"> • 200 words on what you would gain from attending the conference and why you should be chosen for a scholarship • If you are not a Chapter member, state your reason(s) in your covering letter • 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 • A list of current and past CHICA-Canada National and Chapter Executive and Committee Chair positions held • Indicate to where you have applied for funding for the 2012 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. • Other information that will guide the Committee in choosing scholarship winners. <p>3.2 Include in your covering letter a five-year record of:</p> <ul style="list-style-type: none"> - 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. - If you plan on submitting an abstract to the 2012 conference, please provide the working title and an abbreviated outline of the abstract. 	



Previous Funding/Conference Attendance	Check one
5.1 This would be my first CHICA-Canada National Conference. If yes, briefly explain why, for example: New to the profession, new to CHICA-Canada, lack of funding, other (explain).	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.2 The last CHICA-Canada National Conference I attended was in (year) _____	
5.3 Are you going to another national or international IP&C conference in 2012? Briefly describe.	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.4 I received funding from the Virox Scholarship in year 20_____.	
Funding Requested	Funds Required (CDN\$)
Each of the sections must be completed.	
6.1 Travel to conference site and return (including all fees and taxes). Describe method of travel.	\$
6.2 Conference Registration (including 5% GST)	\$
6.3 Hotel (conference rate) x _____ nights (including taxes) (Maximum 3)	\$
6.4 TOTAL FUNDING REQUESTED (maximum \$2,000)	\$

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., 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 PRESIDENT OR CHAPTER TREASURER TO PROVIDE FUNDING INFORMATION

Chapter Name: _____

Name of Chapter Executive completing this document: _____

Chapter Position held by above person: _____

This is to certify that _____ has attended 2011 Chapter meetings for an estimated*
Name of applicant

- 100% of meetings
 - 75% of meetings
 - 50% of meetings
 - Occasionally
- *in person or by teleconference for 2011 meetings

The Chapter will provide funding for the applicant to attend the CHICA-Canada 2012 National Education Conference.

- Yes In what amount? \$ _____
- No

Signature of Chapter Representative: _____

Date: _____