



IPAC NS Funding Dispersion Guidelines

1. IPAC NS members may apply for financial support from the chapter for the following:
 - a. Short educational programs such as conferences, workshops or events which focus on an aspect of infection prevention and control; University or diploma courses specific to infection prevention and control are not eligible for funding
 - b. Certification in Infection Control and Epidemiology (CIC), a maximum 50% of total cost for the initial certification (one attempt) and for subsequent recertification by computerized-based test or SARE.
2. The amount of annual funding available to each applicant shall be decided by the Executive based on the number of applicants and the annual budget allocated for education.
3. The Executive shall ensure that all members are notified of the process to obtain educational funding.
4. Applicants must be a current member of IPAC NS with a minimum membership of 12 months.
5. Funding requests to attend a national conference (IPAC Canada, APIC, SHEA etc) shall be applied for at least (6) weeks in advance of the educational event's early bird deadline. Funding requests for other educational endeavours should be applied for a minimum of four (4) weeks in advance of the registration deadline.
6. Providing that all of the above criteria have been met, priority for funding will be given to an applicant based on the criteria in the *IPAC NS Financial Assistance Scoring Matrix*.
7. The IPAC NS Executive will review all applications. In the event that the applicant is a member of the Executive, he/she will be excluded from the review. Additional members may be requested in the event to ensure unbiased evaluation of applications.
8. Applications for financial assistance must include a listing of all other funding sources. In the event a member has received funding from several sources, IPAC NS will only provide the additional necessary funds to ensure the total cost is covered (e.g. the maximum funding awarded will not be provided if it exceeds the amount needed to cover costs).
9. Funding shall be allocated to successful applicants following attendance at the educational program, submission of all itemized receipts (refer to the IPAC NS Expense Form) and verification of all receipts by the Treasurer. Approved expenses will be reimbursed by cheque.
10. CIC certification reimbursement will be provided upon confirmation of obtaining certification.
11. Applicants who are successful in receiving funding from IPAC NS for conference/ educational event may be required to:
 - a. Attend an Interest Group meeting or other meeting (IPAC Canada National conference)
 - b. Provide a short post conference presentation or briefing at a regular IPAC NS meeting.

12. IPAC NS will fund the Chapter President to attend the IPAC Canada National Conference. Allowable expenses are outlined under the IPAC NS Expense Information section.
13. These guidelines will be reviewed and approved on a bi-annual basis by the Executive Committee.
14. The Chapter shall maintain a minimum balance (available monies) of \$5000.00 (over the required operating costs) to ensure educational funding is available to members.

IPAC NS Expense Information

In order to receive reimbursement, members approved for funding must submit itemized receipts to the Treasurer. Non-itemized receipts will not be accepted for reimbursement.

The following are expenses that may be claimed:

- a) Registration:** In the currency of hosting country
- b) Transportation and Travel Standards:**
 - a. Air Travel- Economy class. Members are reminded to book in advance or when there is a seat sale in an effort to obtain the lowest possible rate. IPAC NS will not pay costs incurred for excess or overweight luggage or seat selection etc.
 - b. Rail – Coach class
 - c. Bus (i.e. Greyhound)
 - d. Private Vehicle: all mileage paid at a rate of 0.22/km (examples below) plus parking expenses.

100km	\$22
200km	\$44
250km	\$55
600km	\$132

- e. Taxi/Shuttle/Local Transit to/from airport to accommodation address
- c. Accommodations:** Hotel/Bed and Breakfast – every reasonable effort will be considered to reduce accommodation such as double occupancy.
- d. Meal Allowance:**
 - Breakfast: \$10.00
 - Lunch: \$15.00
 - Dinner: \$30.00
 - Daily Maximum: \$55.00

Please note:

- ✓ Meal allowance will not be provided when meals are included in the cost of the conference/educational registration and breakfast included with hotel accommodations.
- ✓ IPAC NS will not reimburse members for the purchase of alcohol or for tips.

IPAC NS Conference/Educational Symposium

1. IPAC NS members on the Education Committee and the Executive shall have their registration waived.