

GOALS

Provide monetary assistance to Puget Sound (PS) APIC members and colleagues to:

1. Enhance the professional growth of PS APIC members,
2. Increase the Infection Preventionist's contribution to their health care agency and community,
3. Enhance leadership in the PS APIC chapter,
4. Foster partnership with international infection control colleagues.

GENERAL INFORMATION

- The number and amount of scholarships may vary year to year depending on the availability of funds and the number of needs represented.
- In November of each year, the PS APIC Board will review the annual budget and determine how much of the budget will be allocated for scholarship awards.

TYPES OF SCHOLARSHIPS

- I. [National APIC Scholarship \(Up to \\$2000 available in budget\):](#)
 - Up to 5 scholarships can be awarded to be put toward tuition or other National APIC conference or seminar costs. *Note: One of the awarded scholarships includes the Chapter President for the current year.*
 - The award amount will be equivalent to "EARLY BIRD" type registration fees up to \$400.

DEADLINE: Applications must be submitted by March 31 of the conference year. The Board will announce scholarship recipients by April 30.

- II. [Non-National Infection Control Conferences \(Up to \\$1600 available in budget\):](#)
 - Up to 4 scholarships can be awarded to be put toward tuition or other conference costs: 2 during the first 6 months of the year and 2 during the last 6 months of the year.
 - The award amount will be equivalent to "EARLY BIRD" type registration fees up to \$400.
 - Examples of conferences in this category include: EPI courses (sponsored by APIC), Chapter conferences, International Federation of Infection Control (IFIC) annual conference), Society for Healthcare Epidemiology of America (SHEA) annual conference.

DEADLINE FOR 1ST 6 MONTHS (Feb 1-June 30): Applicants should apply by December 31 of the year prior to the conference. The Board will announce scholarship winners by January 31.

DEADLINE FOR 2ND 6 MONTHS (July 1-Jan 31): Applicants should apply by May 31 of the conference year. The Board will announce scholarship winners by June 30.

**If there are no applicants during first 6 months of the year, the Board may use its discretion on approving additional applications later in the year.*

ANNOUNCING SCHOLARSHIP AVAILABILITY

- Communication of scholarship availability will be done via in-person meetings and the PS APIC listserv.
- An application period of at least 2 weeks will be provided so all interested members have an opportunity to apply.

METHOD OF SELECTING SCHOLARSHIP WINNERS

- All applications will be reviewed by the PS APIC Board.
- The Board majority must agree on scholarship recipients.
- Following application review, the Board will then select the scholarship recipients.

METHOD OF COMMUNICATING SCHOLARSHIP AWARDS

- Winners will be notified of the scholarship award via an email from a PS APIC Board Member.
- Winners will also be announced at the monthly business meeting and via the PS APIC listserv.
- Those that did not receive the scholarship will be notified via an email from a PS APIC Board Member.

CRITERIA FOR SCHOLARSHIP SUBMISSION

1. Applicant must be a current Puget Sound APIC Chapter member.
 - a. Scholarships are approved on a first come / first serve basis, pending approval by the Board.
 - b. Applications will be submitted to the PS APIC Board via hard copy or completion of this web based email application form.
2. Those that have received a scholarship in the past 2 years are not eligible to receive a new scholarship.
3. Applications must be written to meet the following guidelines:
 - a. Define the educational experience in detail by submitting a brochure directly to the Chapter Board or by emailing a web-link to the conference "Main Page" to the PS APIC Board. **For the National APIC Conference, this requirement will be waived.*
 - b. Summarize how the experience will help meet your professional development goals.
 - c. You must present a 15-30 minute presentation at the local APIC meeting regarding what you learned at the conference. The topic can be about a specific talk you attended or general topic from several talks that you attended.
 - d. Define how you will contribute to the PS APIC chapter in one of the following ways.
 - Facilitate an interest group or panel discussion.
 - Serve in a leadership role as chairperson of a committee.
 - Agree to apply for an officer position for an upcoming election. If the member runs for office but is not elected, the PS APIC Board will assign the chair or task.
 - Serve as an educational speaker at a chapter meeting within the next year and share your resources.
4. Once awarded, scholarships must be used for the purpose they were intended. If a scholarship recipient is unable to use their scholarship, the monies must be returned to the chapter treasurer.

PUGET SOUND APIC CHAPTER SCHOLARSHIP APPLICATION

I would like to apply for the following scholarship:

- National APIC Non-National Conference

Name:

Title:

Organization:

Active Member of Puget Sound APIC for how many years?

Have you received a scholarship from the chapter in the past?

Year:

Define the educational offering:

Discuss how the experience will help you meet your professional development goals:

Do you anticipate full funding from your organization?

Do you anticipate partial funding from your organization?

Please describe your contributions to the Chapter, include offices held, committees, projects etc. as well as the benefit to the Chapter and/or yourself if this scholarship/funding request is approved:

I understand:

- Scholarships are approved on a first come/first served basis, pending board approval.
- It is expected all applicants provide brief report of their educational experience to the membership at a chapter business meeting.
- Scholarship funds must be submitted and used during the current calendar year.
- I will be paid back after registration confirmation is provided to the Board.
- Applications are to be submitted to PS APIC Board.

Signature: _____

Date: _____

PS APIC Board Only

- Date submitted to Board for Approval Date: / /0
- Approved by Board as submitted Date: / /0
- Board requests additional information before submission is approved. Date: / /0
- Date check was submitted to scholarship recipient Date: / /0