

CIPHI Ontario National Conference Bursary Application Criteria

This bursary is to be used to supplement a CIPHI Ontario Branch member's funds to attend the annual CIPHI National Conference. Two bursaries of \$ 750.00 are provided annually.

Criteria

- a) Applicant must be a member in good standing for the two consecutive years prior to their application.
- b) Priority will be given to applicants with significant contribution to the branch/institute and the applicant's professional profile within the field of environmental public health.
- c) Funds will be remitted upon receipt of conference registration fee. Receipt must be received within 45 days of the date of the conference.
- d) Upon selection, the successful recipient must submit a 500 word report on their conference experience to the Ontario branch Membership Support and Engagement Councillor, for publication in the Ontario Branch News. This report must be received within 30 days following attendance at the conference.
- e) Recipients are not eligible to receive this bursary again for five years.

Application Process:

- a) Complete the attached application form and submit it to the Ontario Branch Membership Support and Engagement Councillor via email, fax or mail.
- b) Provide supplemental information (no more than 1000 words) to address significant contribution to the branch/institute and professional profile in environmental public health. This can also include a recommendation or reference if desired.
- c) The application is due 45 days prior to the beginning of the National conference.
- d) Eligible recipients will be reviewed and selected by the Membership Committee and Ontario Branch Membership Support and Engagement councillor, who will then forward applicants to Ontario Branch Executive Council (OBEC) for final approval.
- e) Successful applicants will be notified within 30 days of the national conference.

Remittance of Bursary:

- a) The bursary will be awarded at the CIPHI Ontario Branch AGM and presented at the Awards luncheon during the Ontario Branch provincial conference.
- b) Prior to bursary remittance, proof of conference registration must be provided within 30 days of attending the conference.
- c) The bursary recipient must submit a 500 word report on their conference experience and proof of payment to Ontario branch Membership Support and Engagement councillor within 30 days of the conference. **Note:** *This report will be published in the Ontario Branch News.*

Note: *Once the report and proof of attendance are received and approved by CIPHI Ontario Branch Executive Council, a cheque will be issued to the award recipient within 30 days.*

CIPHI National Conference Bursary Application Form

Name:

Address:

Phone:

Email:

Health Unit or Place of Employment:

Are you a member in good standing for two years prior to this application?* Yes No

**Note: This will be verified*

Supplemental Information:

In no more than 1000 words, please state your contributions to Environmental Public Health and provide details regarding the achievements you have made that would be considered "above and beyond" your normal course of work. You may provide testimonials or references in addition to your written contribution. *(Please attach to application)*

Remittance of bursary:

If selected as the recipient of this bursary, the following will be required within 30 days of attending the National Conference:

- A 500 word report detailing your experience and learnings at the National Conference that will be included in the Ontario Branch News;
- Proof of conference registration.

I understand the above requirements.

Name of Applicant:

Signature of Applicant:

Date:

Please forward completed application to Lori Collins, Membership Support and Engagement Councillor via email at membership@ciphi.on.ca.