



## Continuing Education Travel Grant

Sponsored by Fresenius Kabi Canada

### Objective

The Continuing Education Travel Grant program provides supplementary funding that helps CSHP members in each branch who receive the grant to attend conferences and educational events of relevance to their pharmacy practice.

### Criteria

To be eligible, each candidate must:

- Be a current Member or Student Pharmacist Supporter of CSHP; and
- Attend an educational event relevant to his or her pharmacy practice and for which the costs incurred to attend are not fully paid by his or her employer or by other means.

### Award

The Continuing Education Travel Grant program consists of a **\$22,000 grant**, which is divided among each of CSHP branches according to an established schedule:

Branch	Total Grant
British Columbia	\$2,000
Alberta	\$2,000
Saskatchewan	\$2,000
Manitoba	\$2,000
Ontario	\$6,000
New Brunswick	\$2,000
Nova Scotia	\$2,000
Newfoundland & Labrador	\$2,000
Prince Edward Island	\$2,000

## Procedure

1. **By April 1** of each year, Fresenius Kabi confirms its commitment to the Continuing Education Travel Grant Program.
2. CSHP distributes the grant money to the branch accounts and notifies the branches.
3. All branches advertise and administer the Continuing Education Travel Grant program annually within their respective branches.
4. Each branch determines the specific criteria for awarding the grant funds to members and the value of each grant awarded.
5. Grant funds are paid to the winners upon submission of receipts for registration and/or other costs incurred by the member to attend a pharmacy-related education event.
6. **By November 1** of each year, all branches forward the following information for the current year's Continuing Education Travel Grant program to the CSHP Awards Administrator ([awards@cshp.pharmacy](mailto:awards@cshp.pharmacy)):
  - Name(s) of the winner(s)
  - Dollar amount of the grant awarded to each winner
  - The conference or educational event attended or planned to attend
7. **By November 30** of each year, the CSHP Awards Administrator compiles this information into a report to be forwarded to Fresenius Kabi.
8. Each branch treasurer forwards all receipts and reimbursement requests to the CSHP Finance Administrator ([finance@cshp.pharmacy](mailto:finance@cshp.pharmacy)) so that a cheque can be issued to the grant recipient(s) from the branch's account.
9. **By December 31** of the following year, all grant money should be claimed.
10. CSHP and its branches recognize Fresenius Kabi's support of this grant program in the following ways:
  - All branches acknowledge the Continuing Education Travel Grant and its recipients in their respective newsletters.
  - CSHP includes the total value of this grant in determining Fresenius Kabi's sponsorship level.
  - CSHP recognizes this year's grant recipients in next April's eBulletin.