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Guidelines for CSHP Newfoundland and Labrador Branch Travel Grants +
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Part I Travel Grant

(A) Maximum funding per person is one travel grant per membership year (where “membership year” is considered to be CSHP membership year, from July 1 to June 30).

(B) Successful applicants will be chosen by a lottery draw system, whereby all applicants names are entered and drawn randomly.

(C) Successful applicants will be notified by phone and /or in writing. Names of successful applicants will be published in the upcoming issue of our newsletter, Branch Out.

(D) Upon return from the conference, the member will be required to write an article on some aspect of the event(s) attended, which will be published in a future issue of Branch Out. The intent is to maximize the educational value to all members of the Branch.

(E) Upon request, partial funding may be provided in advance to offset costs of portions of the attendance that are required to be paid in advance of travel. Eg: airline tickets, registration fees. To receive monies from the grant the recipient is required to submit a completed travel claim form with original receipts for all costs incurred attached. All expenses paid out must be in accordance with the guidelines set forth in our CSHP Branch manual. Please note that 25% of the total grant amount will be retained until the article for Branch Out has been submitted as outlined in (D).

Part II: Eligibility

(A) All pharmacist members of CSHP Newfoundland and Labrador Branch, including Awards Committee members, are eligible to apply for travel grants, book awards, and other awards as they become available.

(B) A pharmacist applicant is considered eligible only if he/she is a CSHP member by September 1st of the given membership year.

Part III: Guidelines for Applying

(A) To apply for any travel grant, the applicant must notify the contact person directly of his/her intent either by e-mail, written letter or phone on or before the application deadline and include their name, address, phone number and fax number of place of employment.

(B) Members may submit one application for each grant.

(C) The successful applicant must confirm their attendance within one week of being notified of their selection.