

**CSHP FOUNDATION 2017 EDUCATION GRANT COMPETITION
CRITERIA AND SUBMISSION CHECKLIST**

Please review the following questions carefully before submitting your education grant application. Your submission will not be considered if these criteria are not met. If you need clarification of any criteria, please contact Janet Lett at the CSHP National office by email, jlett@cshp.ca or by phone, (613) 736-9733, Ext. 7.

	Criteria
<input type="checkbox"/>	I/we understand that the application will be reviewed by the Education Grant Committee of the CSHP Foundation. An education grant program description is posted on the CSHP Foundation website. Grant decisions will be announced in January 2017. The Education Grant Committee reserves the right to revise the funding amount requested by the Principal Applicant.
<input type="checkbox"/>	The Principal Applicant is a CSHP Member, Member-in-Training, or Student Supporter and has been a member for at least 12 months at the time of the grant application. A single Principal Applicant must be specified, and their CSHP Membership Number must be provided.
<input type="checkbox"/>	This is the sole application to this grant competition for the Principal Applicant (Note, only one grant application can be awarded every second year).
<input type="checkbox"/>	This application is not being submitted on behalf of a CSHP group (committee, task force, or affiliated board). Please contact Janet Lett (jlett@cshp.ca) if you are uncertain about this criteria.
<input type="checkbox"/>	The application describes a short sabbatical or traineeship for pharmacists, a thematic conference development, or development of educational programs or materials for pharmacists.
<input type="checkbox"/>	This application does not duplicate funding already held for this project or a portion of the project. If an additional funding source is being solicited, please declare the funding source and decision date for that funding source.
<input type="checkbox"/>	<p>The education grant requested in this application will not fund conference attendance or travel to attend a conference, residency or fellowship programs, enrollment in an accredited academic degree programs, or research projects.</p> <p><i>The purpose of the grant competition is not to fund educational opportunities for learners that would be undertaken within their training program regardless of external funding. However, if a portion of learner education is novel and includes an educational initiative that requires external funding, this should be explicitly stated and justified in the rationale and budget of the project, including an explanation of in-kind contributions from the sponsoring institution.</i></p>
<input type="checkbox"/>	<p>The complete submission contains the following as 5 (or 6) distinct documents:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Completed checklist <input type="checkbox"/> Title page that contains the name and contact information of the Principal Applicant, CSHP number, grant type, program title, and co-applicant names with contact information <input type="checkbox"/> Written proposal (See Education Grant Program Description for required elements of each grant type. These should be clearly defined to enhance the quality of your submission.) <input type="checkbox"/> Budget (justification for each item is required) <input type="checkbox"/> Letter(s) of support from applicant's employer and mentor (if a required grant submission element), <u>collated</u> into one document. <input type="checkbox"/> Curriculum vitae of the Principal Applicant
<p>Your complete application must be submitted electronically at https://cshpfoundationgrants.msubmit.net. Please note that all files submitted must be in PDF format. DUE DATE: October 13, 2017.</p>	

