

## Conference Bursary

Conference bursaries valued up to \$1000 are available to RNs attending conferences/workshops relevant to their nursing practice.

### NOTE: THIS IS NOT AN APPLICATION FORM

You will be required to provide the following information on your application:

#### A. Personal Information

- Contact Information (Name, Address, Phone, E-mail)
- ARNNL Registration Number **\*REQUIRED**
- Social Insurance Number (required for [income tax purposes](#))
- Length of time living in NL
- Previous Trust scholarships or bursaries and year received

#### B. Employment Details

Employment details are used to demonstrate the relevance of the conference/workshop to your nursing practice.

- Employer (e.g., Eastern RHA, Educational Institution, Private/Self Employed, etc.)
- Site (e.g., St. Clare's Mercy Hospital)
- Primary Area of Responsibility/Specialty **\*REQUIRED**

#### C. Event Details

- Indicate how the conference applies to your nursing practice (checkboxes)
- Conference Title
- Conference organizers/sponsors
- Conference location (city/town and province or state/country if conference is international)
- Dates **\*REQUIRED**

#### D. Budget

- Costs – eligible expenses include:
  - (a) *Registration*
    - Conference registration and pre-conference workshop (if applicable)
    - Expenses related to socials, fun nights, and/or banquets **are not to be included** in registration expenses
  - (b) *Travel*
    - Air fare
    - Expenses related to car rental or use of personal vehicle (mileage reimbursed at current government rate).
  - (c) *Accommodation*
    - Hotel accommodations (including bed & breakfast)
    - If you are sharing a room you can only include your portion of the accommodation expenses

Please **do not** include incidental expenses or meals in your conference expenses calculations.

☐ **Other sources of funding**

Indicate the source and amount of any funding you have applied for or received to date whether or not the funding application/request has been approved.

**Important Notes:**

- If your application is successful the Trust will *reimburse* you for the amount of your bursary after you have submitted **proof of conference attendance, confirmation of expenditures form and *copies of your receipts***.
- The Trust reserves the right to [adjust the amount of your bursary](#) based on your confirmation of expenditures.
- If you are successful in achieving **full funding** from other sources you will be asked to accept the other funding. If you receive notification that you have received full funding after you have received your bursary from the Trust, you are ***required to notify the Trust and return the Trust funds***.
- As of January 2010 you are no longer required to submit supporting documentation (including references) *to apply* for this bursary. Supporting documentation (as specified in the first bullet) will be required to **claim** your bursary should your application be successful.