

**Title: Educational Grants for IPS Members Undertaking Specialist Courses in IPC**

**Document No: OD2172**

**Version 1**

## **1.0 Purpose**

The aim of this document is to set out the process by which members can apply for an educational grant to undertake higher education programmes leading to a Pg. Certificate, Diploma or Master's degree in Infection Prevention and Control or other IPC related validated courses.

## **2.0 Scope**

This process is only open to full IPS members with a minimum of 13 months membership and must remain as a member for a further 3 years following the award of the grant.

The applicant's employer should agree to support the applicant through the programme of study with the allocation of a minimum of 5 paid study days during the grant period.

Grant funding must be 'matched' by the employer/ member with an agreement that the programme of study is supported by the member's employer. Grants will be available for up to two years of the identified programme; grant holders should apply for funding on an annual basis and produce evidence of successful completion of each year of the programme. Recurrent funding is not guaranteed.

Members may apply for a maximum of two years funding up to £1,500 p.a. This must be matched by the same amount from the employer and/ or member.

Members applying for a further year of funding may apply for a maximum of £1000. This must be matched by the same amount from the employer and/ or member.

Up to 5 grants will be made per year. Branches may choose to add to the number of grants being offered centrally by allocating branch funding to one or more additional grants for members in their branch. This must be identified in the branch business plan and financial forecast.

When established the maximum annual cost to the Society (EPDC) would be no more than £25,000

Grants Applications will be yearly and will be advertised through the digest. These will be in Jan/Feb each year. Decisions on the amount of the grant will be made by the EPDC in May and September annually.

### **3.0 Responsibilities**

It is the responsibility of the applicant to ensure that they meet the criteria and use the application form which can be obtained on the EPDC web page of the IPS website. Applications should be submitted with in the time frames set out in an electronic format to [jpspa@fitwise.co.uk](mailto:jpspa@fitwise.co.uk)

### **4.0 Procedure**

Applications will go out Jan/Feb each year. On receipt of the application an email of acknowledgement will be sent to the applicant. All applications will be reviewed by the EPDC in April and the applicants will be notified May/June.

Grants will be paid to the applicant. The applicant must produce an invoice from the HEI prior to the payment being made and a receipt will be required to confirm that the HEI has been paid.

The study that the award was granted for must be completed and evidenced as such. Non completion of the study may require the student to reimburse the IPS with funds this will be managed on an individual basis according to circumstances.