

Subject: APIC MN INTERNATIONAL GRANT POLICY

Effective Date: 2005

Approved by: APIC MN Board of Directors

Reviewed by: Director at Large #1

Last Review/Revise: 12/2010

PURPOSE:

To provide financial support for Infection Prevention Professionals to advance the practice of Infection Prevention & Control in an international setting.

BACKGROUND:

1. The APIC MN International Committee promotes international infection prevention & control and awareness of international infectious disease epidemiology among APIC MN members.
2. The Committee collaborates with other countries and with other world Infection Prevention & Control organizations to support humanitarian efforts to promote infection prevention practices. Collaboration includes, but is not limited to the following organizations:
 - The American International Health Association
 - The International Federation for Infection Control
 - The National APIC International Committee
3. The APIC MN International Committee develops strategic plans that compliment the APIC MN strategic plan.

POLICY:

1. The Board will determine the availability and dollar amount of APIC MN funds available to support International grants each year during the annual budget process.
2. The maximum amount of individual grants will be \$1000.00 per calendar year. More than one grant may be awarded per calendar year.
3. Grant application requirements:
 - a. Applicant must be an active member of APIC MN.



- b. Applicant must provide identifiable need with measurable outcomes for grant.
- c. Applicant must submit a report summary to include objectives, methods, findings and outcomes to the International Committee and be willing to share learnings with APIC MN membership as appropriate. When appropriate and possible, a letter of invitation from colleague of hosting country should be submitted.
- d. The activity must support the APIC International Committee Strategic Plan and demonstrate an evidence-based activity. Examples of such activities may include, but are not limited to:
 - Surveillance (conduct or develop a surveillance system)
 - Site/needs assessment and recommendations for Infection Prevention practices
 - Development/Implementation of immunization programs
 - Providing Infection Prevention education
 - Course development and/or implementation of course materials
 - Development of guidelines for Infection Prevention practices
 - Assistance with the development of an infection prevention/control/epidemiology infrastructure within a defined setting
 - Attendance at interactive course that focuses on international infection prevention/control issues and strategies for the purpose of gaining experience and allowing applicant to prepare for an international activity
- e. The application form and an anticipated project budget must be received by the International Committee Chair by November 1st.

BOARD OVERSIGHT

APIC MN Director at Large #1 / International Committee

PROCEDURE

1. The applicant will submit the following required forms to the International Committee Chair.
 - International Grant Application (Document A)
 - International Grant Application Proposal (Document B)
 - Curriculum vitae
2. The International Committee will use the established International Grant Criteria for Funding (Document C) to determine recipient(s) of grant funding.
3. Selection Criteria Review Process:
 - In the event of multiple applications of equal weighing and sum of requested funds exceeds the established yearly grant limit, preference will be given to new applicants and/or grant funds will be evenly awarded to selected applicants.



- Grant application solely for International Conference attendance or presentation will not be considered.
- The International Committee Chair will notify member of approved or denied application.
- Approved applications will be submitted to the APIC MN Treasurer with a signed voucher.
- The APIC MN Treasurer will administer the grant to the applicant.

ATTACHMENTS & RELATED FORMS

International Grant Application
International Grant Application Proposal
International Grant Criteria for Selection
APIC MN Expense Voucher