

SAOT/COTF Continuing Education Bursary

1. PURPOSE

The SAOT Continuing Education Bursary provides funding to support the occupational therapy community in Alberta to further enhance evidence-informed practice in client care by supporting engagement in education and skill development.

2. OVERVIEW

The SAOT Continuing Education Bursary is an annual grant of up to \$500 to support SAOT paid members to participate in continuing education that will enable them to gain skills, knowledge, and competence to deliver excellence in direct client care. This grant can be used toward registration fees and related travel expenses for a course, workshop, or other educational session that is relevant to the applicant's area of practice. Conferences are not eligible.

Up to six (6) grants may be awarded each calendar year. Applications are accepted annually between January 1 and March 31.

3. ELIGIBILITY

Applicants must be:

- A current paid member of SAOT
- An ACOT registrant in good standing
- Currently providing direct client care as an occupational therapist in Alberta

4. APPLICATION REQUIREMENTS

Applicants for the SAOT Continuing Education Bursary are required to submit:

- a) One (1) completed **Application Form**
- b) One (1) **Letter of Intent** that briefly describes the chosen continuing education opportunity and how participation will support the applicant in providing excellence in direct client care in their current practice. The Letter of Intent should be between 200 and 250 words and should clearly outline the intended and anticipated impact on the applicant's practice, such as creative implementation of new ideas, solutions, equipment or products to improve client care.
- c) Successful applicants will be required to:
 - Submit proof of registration fee payment in the form of itemized receipts; and
 - Share how this continuing education has helped them to improve client care (brief written report approximately 250 words).

5. APPLICATION PROCESS

Applicants must submit all documentation via the online application form no later than March 31 of the award year.

Successful applicants will be notified by SAOT staff no later than May 15 of the award year.

Bursary funds will be issued approximately 6 to 8 weeks after receiving itemized receipts for registration fee and/or travel/accommodation expenses. Continuing education must be completed and receipts submitted within 12 months from the date of approval.

6. SELECTION PROCESS

Successful applicants must meet all eligibility criteria and submit the application requirements before the application deadline. Submissions will be reviewed by the SAOT Awards Committee to select up to six (6) recipients of the grant. ***The number of awards is based on the number of completed applications received and up to six will be awarded using the Google Random Number Generator.***

Preference will be given to applicants who:

1. Have an expense estimate of \$500 or more;
2. Have no other source of funding; and
3. Have not received an SAOT Continuing Education Bursary within the last 5 years.

7. GENERAL POLICIES

- a) Only one application per applicant will be accepted per year.
- b) Applications for related courses (i.e., courses within a series) can be combined in one form.
- c) Applicants are required to declare other sources of funding on the application form. Grant money may be used for the remaining balance of registration fees and/or travel expenses, after payment from other funding sources.
- d) Funds are awarded on a reimbursement basis, up to a maximum of \$500.
- e) Funds may also be used for travel or accommodation (see eligible expenses).
- f) Continuing education opportunities must be upcoming; retroactive applications will not be considered.
- g) Applications to attend conferences will not be considered.

8. ELIGIBLE EXPENSES

Appropriate expenses may include: the cost of registration, accommodation, and transportation. This grant is a reimbursement initiative; therefore, successful applicants must first incur the costs of attending the continuing education opportunity and then submit receipt(s) for reimbursement. Grant funding must be supported by appropriate receipt(s). Costs must be incurred within 12 months following approval.

Travel

Eligible travel expenses include airfare (economy rates only), car rental costs, bus/ train costs. Fuel and mileage costs are not eligible.

- Airfare costs must be accompanied by the itinerary/receipt.
- Car rental costs include rental of an economy/compact vehicle. The grant does not cover vehicle insurance costs.

Accommodation

Eligible accommodation costs for one (1) occupant for the dates that align with the duration of the continuing education event. Costs for extended stays will not be approved.