



# HEART CENTRE PROFESSIONAL DEVELOPMENT FUNDING APPLICATION INSTRUCTIONS

## Request Process – PLEASE READ CAREFULLY

The Heart Centre Professional Development Funding Committee requires no less than 3 weeks to process applications. Please take this into consideration when completing the application.

**If applications are received within 3 weeks of the conference/workshop date, we may not be able to approve due to the time constraints. It is recommended you submit your application in early. At least 3 weeks prior to the first Early bird deadline.**

1. The conference registration fee is funded only at the early bird rate.
2. Remember not all applications are successful. If the applicant chooses to pay fees early, they do so at their own risk.
3. Keep in mind that approval does **not** guarantee granting of a LOA. This must be sought via the usual channels.
4. Registration Fees are at Membership rates.
5. Obtain quotes for:
  - a. Cheapest flights (from internet or travel agent)
  - b. Cheapest Accommodation (if colleagues attending, shared accommodation).
    - i. remember that sometimes the accommodation advertised in the program is not the cheapest and a hotel nearby could offer much cheaper accommodation.
6. Keep in mind that a cap will be set for conferences and claims over and above this cap must be met by the applicant.
7. Photocopy or include weblink.
  - a. Conference Program including
    - i. dates
    - ii. venue
    - iii. content
    - iv. costs
8. Answer all questions on Request Form and attach all quotes (listed in item #5). Incomplete applications will not be reviewed and will be returned to the applicant.
9. Submit to Nicki Ordano – Admin Assistant – HC Funding committee Rm B444.
10. Upon approval, pay costs, if another currency is required, it is preferable to use a credit card in order to determine exchange rates accurately. You must be able to show evidence that you paid for the expense **yourself**.
11. When all payments have been made, collect **original** receipts and a **copy** of your credit card statement (if foreign currency was used).
12. Forward all original receipts together with copy of credit card statement (**with card number and other purchases blacked out**) to Nicki Ordano at the address above.
13. Remember.....
  - a. Late registration penalties/submissions will **not** be reimbursed, so put your application in early.
  - b. If receipts have not been received **by 2 months after the conference**, funding will be forfeited.

If you have any questions about this process please contact Annemarie Kaan ([akaan@providencehealth.bc.ca](mailto:akaan@providencehealth.bc.ca)) or Nicki Ordano ([nordano@providencehealth.bc.ca](mailto:nordano@providencehealth.bc.ca)) for clarification.