

December 2019

## HSP Professional Development Fund Eligibility and Funding Guidelines

### Eligibility:

1. The applicant must be an HSA member covered by the Health Science Professionals Bargaining Association contract.
2. Courses being applied for must be taken between April 1, 2019 and March 31, 2020.
3. The course must relate to professional development in a health science discipline being practiced in the public health care system.
4. Applications must be received by March 31, 2020

### Funding Guidelines:

1. Subject to availability and once an application is approved, the fund will reimburse the cost of tuition/course fees, books, and related travel expenses to a maximum of \$1,000. Must be on application in Canadian Funds.
2. Wage replacement is not covered
3. Travel and accommodation expenses must be reasonable and fall within the HSA travel policy.
4. Meals will be covered up to per diem rates (\$20 per breakfast, \$25 per lunch & \$30 per dinner) as long as receipt is provided.
5. The applicant must disclose funding they have or will receive towards the course or program from any other source.
6. Successful applicants will be advised through their personal email when their application has been approved and the amount that has been awarded.
7. Successful applicants must provide receipts for all expenses. Payment will be made by electronic transfer from HSA once satisfactory receipting has been received.
8. Applications and related correspondence may be sent to [HSPDFund@hsabc.org](mailto:HSPDFund@hsabc.org).  
**Phone calls will not be accepted.**