



## North American HIV/AIDS and Housing Research Summit, June 2 - 4, 2010 Canadian Scholarship Guidelines

The North American Housing and HIV/AIDS Research Summit is an innovative knowledge exchange forum where service providers, researchers, policy makers, community members and people with HIV/AIDS come together to share and discuss research and issues related to HIV, housing and health with the aim of informing HIV/AIDS housing policy.

To support attendance and participation of all stakeholder groups, assistance is available for Canadian residents who have financial limitations that would otherwise exclude them from attending the Summit. The Ontario Ministry of Health and Long-Term Care has provided scholarship funds to support a limited number of Ontario residents to attend the Summit. Organizers have also secured other scholarship funds to support a limited number of Canadian residents who live outside of Ontario to attend the event. Please note that scholarships cannot be guaranteed for all individuals who apply.

Levels of scholarship support include:

- **Full scholarships:** Summit registration plus full travel expenses for residents outside of the Greater Toronto Area
- **Partial scholarships:** Summit registration plus partial travel expenses for residents outside of the Greater Toronto Area
- **Registration scholarships:** Summit registration only
- **Childcare scholarships:** Child care fee subsidy

### 1. Who can apply for a Summit Scholarship?

- Residents of Canada
- People living with HIV and AIDS
- Consumers of supportive housing services
- Frontline volunteers or staff members in community based HIV/AIDS or housing service provider organizations
- University students enrolled in studies/courses/fields related to HIV/AIDS and housing
- Community based researchers working on projects related to HIV/AIDS and housing

### 2. What costs are covered by a Summit Scholarship?

Summit registration, travel, accommodation and meal costs which are directly associated with Summit attendance are eligible to be covered, with some limitations:

#### Eligible Expenses

- Lowest available economy air/bus/rail fare
- Local travel to/from airport/train/bus station (via taxi/city bus/subway)
- Car mileage (restrictions may apply)
- Meals not provided at the Summit (eligible meals will be determined based on individual travel itineraries)

- Accommodation at host hotel (number of nights will be specified upon awarding of Scholarship)
- Child care (Reimbursement will be given at a maximum of \$65 per day, upon presentation of a receipt)

### **Ineligible Expenses**

- Business class and first class travel
- Meals provided during the Summit
- Poster design and printing
- Hotel Incidentals (i.e. internet use)
- Alcohol

### **3. How do I apply?**

Requests for financial support must be made by completing one of the following forms:

[FORM A: Summit Scholarship Application for Consumers and Providers of HIV/Housing Services](#)

[FORM B: Summit Scholarship Application for Students and Researchers](#)

Please submit your completed form with your updated resume attached by fax at 416-640-4245 (Attention: Summit Coordinator) or by email to [summit@ohfn.on.ca](mailto:summit@ohfn.on.ca) by 9 am EST on Tuesday, April 6, 2010. The subject line of your email should include your full name and *Scholarship Application 2010 Summit*.

### **4. When is the deadline date to apply?**

Applications must be received no later than 9 am EST on Tuesday, April 6, 2010.

### **5. When will I find out if my application has been approved?**

All applicants will be notified of the outcome by Friday, April 16, 2010.

### **6. I applied to be a presenting author at the conference. If my abstract is accepted to present, are my expenses automatically covered?**

No. Only the registration fee for presenting authors will be waived. The travel and accommodation costs related to attending the Summit is not automatically covered for presenting authors. All abstract applicants are asked to complete a scholarship application form if they will need financial assistance to travel to attend the event.

### **7. If I am awarded a Scholarship, what do I do next?**

Email the Summit Coordinator at [summit@ohfn.on.ca](mailto:summit@ohfn.on.ca) to accept or decline the Scholarship award. Scholarship acceptances must be received no later than Friday, April 23, 2010, or the award will be given to another applicant.

### **8. What are my responsibilities if I am selected as a Scholarship recipient?**

#### ***Cancellations***

Applicants who are granted a scholarship must notify the Summit Coordinator in writing at least 2 weeks in advance of the Summit (no later than Wednesday, May 19, 2010) if they are not going to use the Scholarship or are unable to attend the event.

Scholarship recipients who fail to attend the event without proper cancellation notice may be billed for some or all of the expenses incurred as a result. Late or improper cancellation may also disqualify applicants from applying for future scholarships.

### ***Transferring Scholarships***

Scholarships are granted to a specific individual, not to an agency or organization. Scholarship transfers from one individual to another person will not be permitted.

### ***Registrations***

All scholarship recipients are required to register themselves for the Summit prior to the event. The Summit Coordinator will provide instructions on how to register upon being awarded a scholarship.

### ***Hotel Complaints***

Scholarship recipients will be billed for any hotel damages incurred at the cost of the Scholarship guest and to disqualify applicants from applying for future scholarships if the host hotel reports inappropriate behavior or illegal activity on the premises during the applicant's stay at the hotel.

## **9. Will I have to make my own travel and accommodation arrangements if I am awarded a Scholarship?**

If your travel is approved for a Summit Scholarship, Scholarship recipients will be provided with the contact information for a travel agent and a cost guideline to make their own travel arrangements in order that recipients will not be billed for the travel booking. If your hotel accommodation is approved for a Summit Scholarship, a hotel room will be booked for you.

If your local travel costs (taxi/bus/subway), meals and/or childcare costs are approved to be covered by a Summit Scholarship, Scholarship recipients will be responsible for paying for these costs out of pocket and be reimbursed following the event. For more information on the reimbursement of travel expenses, please refer to Questions 10 and 11.

## **10. How do I get reimbursed for my expenses if I get a Scholarship?**

Applicants who have been selected for a scholarship must submit a completed [Summit Travel Expense Form](#) with all original receipts by mail to:

Attn: Summit Coordinator  
Summit Scholarship Travel Claim  
1300 Yonge Street, Suite 600  
Toronto, ON M4T 1X3

## **11. When is my travel claim due?**

To ensure your claim is reimbursed, your travel claims must be received within 30 days of the Summit - no later than Monday, July 5, 2010. Late travel claims will not be reimbursed.

## **12. What if I have questions?**

Contact the Summit Coordinator at 1-877-743-6486, ext 2215, or [summit@ohrn.on.ca](mailto:summit@ohrn.on.ca).

***We thank all applicants for their interest in the 2010  
North American Housing & HIV/AIDS Research Summit.***