

**Illinois State Council ENA
POLICY AND PROCEDURE**

	Policy Number:
Title: Scholarship Application to ENA Scientific Assembly	Distribution:
Subject: Scholarship Procedures	Date Issued: 6/2008 Date Revised: Date Amended: Date Suspended:
Administrative Signature (if needed):	

- I. **Purpose:** Annual scholarship provides financial support for one Illinois ENA member to attend the Annual ENA Scientific Assembly. Application deadline is July 1 each year.

- II. **Procedure:**
 - A. Application process:
 1. Scholarship application and award is coordinated by an assigned IENA director.
 2. Director ensures anonymity of the applications before sending them to panel members.
 3. Director computes the total points and provides the results to the Board for announcement of the award.

 - B. Selection process panel
 1. Selection of the scholarship recipient is based on a panel review of the blinded applications.
 2. To prevent bias, the panel is made up of two non-Board Illinois ENA members and one Spring Symposium exhibitor.

 - C. Selection process candidate selection
 1. Selection is based on a point system (total points 100)
 2. Candidate application forms are available on the website
 3. The scholarship is advertised in the annual spring Countershock and on the website.
 4. A candidate may only receive this scholarship award once.
 5. All candidates are notified of the scholarship award results on or before August 1 of each year.

 - D. Scholarship financial requirements
 1. This scholarship provides a check payable directly to the scholarship recipient to include:
 - a. The cost of a member early conference registration fee, determined from the Annual ENA Scientific Assembly Brochure as published by the ENA.
 - b. Travel expenses to and from the conference (average airfare on the ENA determined airlines from Chicago to the conference location on August 1 of the scholarship year).
 2. The scholarship recipient will provide a W-9 to the IL ENA and will work with his/her personal accountant or tax preparer to deduct appropriate expenses. Any additional or incidental expenses are the responsibility of the scholarship recipient.
 3. All travel and conference arrangements are made by the scholarship recipient.