



Dr. Kim E. Hong Endowment Fund PROGRAM GUIDELINES

PURPOSE

This fund was established by friends, patients and colleagues of Dr. Kim E. Hong in recognition of his outstanding contribution to the treatment and care of cancer patients and their families throughout Newfoundland and Labrador. Dr. Hong is a strong proponent of continuing professional education. It is in keeping with this philosophy that an award and scholarship program has been established to enhance the knowledge and education of the staff (exclusive of physicians) of the Dr. H. Bliss Murphy Cancer Centre and affiliated cancer programs or individuals pursuing a career in oncology in Newfoundland and Labrador.

AWARD

An annual award from this fund will be made to a minimum of two (2) staff persons to attend a national or international conference in the individual's area of expertise up to a maximum of \$3,000.

SCHOLARSHIP

An academic annual scholarship(s) up to \$3,500 will be awarded to a minimum of two (2) staff or students pursuing advanced academic studies in their professional discipline on a full-time or part-time basis from a recognized degree-granting institute. Applicants must be residents of Newfoundland and Labrador.

CRITERIA

AWARD

Applicants to the Dr. Kim E. Hong Endowment Fund must meet the following criteria in order to be considered for this award:

1. A staff member employed by the Dr. H. Bliss Murphy Cancer Centre or affiliated cancer program consecutively for no less than three (3) years.
2. The candidate will be a member in good standing with their professional association, e.g. Canadian Association of Medical and Radiation Technologists (CAMRT); Association of Registered Nurses of Newfoundland and Labrador and the Canadian Association of Nurses in Oncology (ARNNL/CANO).
3. Program/Conference must be relevant to candidate's position.
4. The committee will not consider reimbursement for conferences/sessions already attended and/or paid for.
5. Applicant must include a plan for sharing information/knowledge obtained through participation in program/conference with other employees as part of the application process, which must be approved by the Selection Committee.

SCHOLARSHIP

The candidate must:

1. Be enrolled in a program of study related to oncology at a recognized university.
2. Have achieved satisfactory performance of 75 percent as demonstrated by an official university transcript (B, B+ average).
3. Provide two written references - one academic and one professional.
4. Provide a biographical sketch outlining personal attributes and strengths and the reasons why he/she is interested in the field of oncology.
5. Provide a total estimated cost breakdown for the program of study.
6. Be employed or will be employed in Newfoundland and Labrador in cancer care.
7. Must be a resident of Newfoundland and Labrador for a minimum of three (3) years.

APPLICATION PROCESS

Information and applications for the Dr. Kim E. Hong Endowment Fund will be available through the **Dr. H. Bliss Murphy Cancer Care Foundation**.

NOTIFICATION OF AWARDS AND SCHOLARSHIPS

The Dr. H. Bliss Murphy Cancer Care Foundation will notify all successful and non-successful applicants to the Dr. Kim E. Hong Endowment Fund within one week of the Selection Committee decision.



Dr. Kim E. Hong Endowment Fund SCHOLARSHIP APPLICATION

PART I: (Personal Information)

Last Name: _____ First Name: _____ Initial: _____

Address: _____ City: _____ Postal Code: _____

Home Phone #: _____ Work Phone #: _____

Email (optional): _____ Post-Secondary Institute: _____

Program of Study

I am enrolled (check all appropriate):

- Full Time Fall Semester Winter Semester Spring Semester
 Part Time Fall Semester Winter Semester Spring Semester

A. EDUCATION - List (in chronological order) secondary and post-secondary institutions attended and diploma/certificate/degree attained:

Diploma/Certificate/Degree	Institution	Dates
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

B. PROGRAM INFORMATION

Program of Study: _____ # of courses completed: _____

of courses remaining for completion: _____ # of courses to be enrolled in academic year (Sept to Aug): _____

Fall Semester: _____ Winter Semester: _____ Spring Semester: _____

C. COST BREAKDOWN

Tuition	\$ _____
Accommodations	\$ _____
Registration Fee	\$ _____
Other (books/supplies)	\$ _____
Estimated Total Cost	\$ _____

D. OTHER SOURCES OF FUNDING - Have you applied for/received any other awards or scholarships?

Awards/Scholarships	Date	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

E. WORK EXPERIENCE - Please list in chronological order

Agency	Position	Dates of Employment
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

F. EXTRACURRICULAR ACTIVITIES - List participation in organizations/committees and any positions held to demonstrate actual or potential future contribution to the Cancer Care Program.

Association/Organization	Position/Office Held (if any)	Dates
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please submit the following:

1. An official transcript of grades achieved in completed university courses (i.e. not duplicate).
2. A written reference from one (1) academic and one (1) professional sources (not related) who has known you for a minimum of one (1) year and could attest to your academic ability and actual or potential for future contribution to the cancer care program.

References have been requested and attached from:

Name	Position	Address
_____	_____	_____
_____	_____	_____

SUBMIT TO:

Dr. Kim E. Hong Endowment Fund Committee
Dr. H. Bliss Murphy Cancer Care Foundation
Dr. H. Bliss Murphy Cancer Centre, Room 2005

PART II: (To Be Completed By Dr. Kim E. Hong Endowment Fund Committee)

Recommended: _____ Not Recommended: _____

Comments: _____

Chairperson

Date

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

All expenses claimed will be in accordance with Travel Policy #01-225 (former NCTRF) of the Dr. H. Bliss Murphy Cancer Centre. All **original** receipts are required for reimbursement.

APPLICATION DEADLINE: MAY 26, 2017