

Loyola University Health System
NURSING EDUCATION STIPEND GUIDELINES

Please follow these guidelines when submitting an application for consideration of funds from the Nursing Education Stipend Fund. Any questions, contact Barb Hering at bhering@lumc.edu. Thank you.

1. A Registered Nurse employed in a benefit eligible position for 1 year at Loyola, excluding those in management positions. The registered nurse must be in good standing free of corrective action or work improvement in the past 12 months. No other funding source is available to this nurse.
2. Only 1 approved application per person per calendar year (July to July); exceptions for presenters will be considered.
3. Applications are accepted anytime, but will only be reviewed in batches on a quarterly basis. Dates for review are January 15, April 15, July 15, and October 15.
4. Nursing Education Stipend Application Form, Applicant Notification Form and Expense Report Form (make sure you sign) must be completely filled out. Missing information will result in the application being returned to you, with the possibility that you will not make the review deadline.
5. If attending a live **conference or web-based conference/course**, only conference fee (or part of fee depending on available funds) will be considered for reimbursement. No other funding source is available to you (grant coverage, etc). Certification Review Courses are considered as a conference.
6. **Certification expenses** (certification/recertification) may be reimbursed up to \$300. Submit payment receipt and proof of certification.
7. **If presenting at a conference** (lecture or poster presentation) fees will be covered up to \$1000 including airfare, room & board and conference fee if applicable. Remember, only original receipts will be accepted.
8. Reimbursement will be granted after proof of attending conference/activity. An Expense Report Form (obtain from Manager or on-line) will need to be filled out and attached to application for payroll reimbursement. Xerox copy of conference contact hours, Certification certificate, or if a presenter, Xerox copy of conference confirmation letter will be accepted as proof of attendance.
9. Manager will be responsible for ensuring that you present the information to staff as in-service/poster board. Manager may delegate follow-up to unit educator, Magnet liaison or include in your annual performance review.
10. Please understand that we may not be able to fully reimburse everyone in a particular review period. Reimbursement will depend on the number of applications we receive for a given quarter. Every effort will be made to fairly distribute funds. **To date, all applications have been accepted.**