



McGill

Dialogue McGill
Better Communication for Better Care

TRAINING AND RETENTION OF HEALTH PROFESSIONALS PROJECT

HEALTH AND SOCIAL SERVICES COMMUNITY LEADERSHIP BURSARY PROGRAM

2019-2020 ACADEMIC YEAR

TARGETED BURSARY APPLICATION GUIDE

For students from the Greater Montreal Region with English and French language skills pursuing full-time studies in the area of health and social services in a government recognized educational institution

Health Canada has contributed financially to the Health and Social Services Community Leadership Bursary Program

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Ce document est disponible aussi en français:

<https://www.mcgill.ca/dialoguemcgill/fr/forms/formulaires-relatifs-au-programme-de-bourses>

GENERAL INFORMATION

IMPORTANT DATES FOR TARGETED BURSARY APPLICATIONS				
Academic year	Call for Bursary Program applications launched	Deadline for students to submit application forms to community networks	Deadline for community networks to submit application forms to Dialogue McGill	Decisions rendered by Dialogue McGill
2019-2020	December 11, 2019	January 27, 2020	February 3, 2020	February 10, 2020

TARGETED BURSARIES

OBJECTIVE

The Targeted Bursaries are part of the Dialogue McGill Health and Social Services Community Leadership Bursary Program.¹ The purpose of the Targeted Bursaries is to respond to specific priorities for access to health and social services in the English language in the Greater Montreal Region.² These priorities are identified by community networks and health and social service institutions in their catchment area. The bursaries support students who pursue studies in health and social services and who will subsequently work in the catchment area of their community network.

The Targeted Bursaries are designed for students who are not eligible for the Category 1, 2 and 3 Bursaries of Dialogue McGill as they reside in the Greater Montreal Region.³

The Bursary Program is part of the Retention Program as described on the Dialogue McGill Website <https://www.mcgill.ca/dialoguemcgill/>

DESCRIPTION

Created by the McGill University Training and Retention of Health Professionals Project⁴, these bursaries provide financial support to students from the Greater Montreal Region with English and French language skills pursuing full-time studies in the area of health and social services in a government recognized educational institution. https://prod.mels.gouv.qc.ca/afepl01/html/dai_20042005_liste_etablissement_aide_angl.html

For each bursary awarded, recipients commit to working in their catchment area or CI(U)SSS territory served by the community network following the successful completion of their studies for a minimum of one year in a public health and social services institution or related organization.

These return-for-service bursaries are coordinated locally by the English-speaking community networks serving the Montreal Metropolitan Communities (Page 9). The bursaries are designed to respond to specific priorities for access to health and social services in the English language in the Greater Montreal Region. These needs are identified by community networks and health and social service institutions in their catchment area. Bursaries will be given to community-involved students whose field of study will lead them to a career in health and social services that will help address the priority areas for English-language services identified by the community network and the CI(U)SSS serving the territory.

¹ The Dialogue McGill Health and Social Services Community Leadership Bursary Program will hereafter be referred to as the Bursary Program.

² In the context of this Guide, “Greater Montreal” refers to the municipalities comprising the Communauté métropolitaine de Montréal. See list of these municipalities page 9 or at the following address: <http://cmm.qc.ca/a-propos/municipalites/>.

³ Those whose principal residence is located outside the Greater Montreal Region are covered by the Bursary Application. Guides for Category 1 and 2 (University and CÉGEP students) and Category 3 (Students registered in vocational training programs).

⁴ The McGill University Training and Retention of Health Professionals Project will hereafter be referred to as Dialogue McGill.

The sponsoring community networks collaborate with bursary recipients requiring support to obtain a clinical practicum and in their job search post-graduation.

As a means of introducing the recipient to the working environment at the integrated health and social services centres (CISSS), integrated university health and social services centres (CIUSSS) or other related organizations providing health and social services, thus paving the way for an eventual successful workplace integration, community networks are encouraged to collaborate with these organizations to set up a job-shadowing opportunity for the recipient at a time convenient for both parties during the academic year covered by the bursary.

The Bursary Program targets students who have a demonstrated commitment to and involvement in their community. Students are required to provide references from two different individuals who can attest to their community commitment and involvement and who can evaluate their potential to commit to working in their region or locality in the field of health and social services upon completion of studies.

Students wishing to apply for the Bursary Program must submit their application forms to the contact person at the participating community network in their region. Please refer to the *Directory of Participating Community Networks* on page 12-13.

The bursaries awarded under the Community Health and Social Services Leadership Bursary Program are tax exempt. Community networks paying bursaries should contact federal and provincial authorities (Canada Revenue Agency and Revenu Québec) to get appropriate information with regard to the issuing of tax slips.

There is no maximum number of bursaries a student can receive under the Program. However, the participating community networks can create their own guidelines in with regard to specific service priorities.

BURSARY CATEGORIES AND AMOUNTS

Targeted bursaries are offered to students studying in educational institutions located **INSIDE** or **OUTSIDE** the Greater Montreal Region.

The total budget allocated by Dialogue McGill for the targeted bursaries is **\$90,000** for the 2019-2020 Academic year

STUDENTS STUDYING OUTSIDE THE GREATER MONTREAL REGION

Bursary amounts are fixed and based on the student's level of study:

- University: \$10,000 per student registered for full-time studies in the 2019-2020 Academic Year;
- Cégep/college: \$5,000 per student registered for full-time studies in the 2019-2020 Academic Year;
- Vocational training program: \$2,000 per student registered for full-time studies in the 2019-2020 Academic Year.

STUDENTS STUDYING WITHIN THE GREATER MONTREAL REGION

Bursary amounts are fixed based on the student's level of study:

- University: \$5,000 per student registered for full-time studies in the 2019-2020 Academic Year;
- Cégep/college: \$2,500 per student registered for full-time studies in the 2019-2020 Academic Year;
- Vocational training program: \$2,000 per student registered for full-time studies in the 2019-2020 Academic Year.

ELIGIBILITY CRITERIA

The Targeted Bursaries are open to students residing in the Greater Montreal region (refer to the *List of Montreal Metropolitan Communities* forming the Greater Montreal Region on page 9) who:

- Are Canadian citizens who have resided in the catchment area of the sponsoring community network for at least 2 years (24 months);
- Are permanent residents who have resided in the catchment area of the sponsoring community network for at least 2 years (24 months);
- Have the appropriate English and French language skills to provide health and social services in a health and social services institution in Quebec;
- Are pursuing studies in a government recognized educational institution;
- Are currently accepted into or pursuing full-time studies (the educational institution that the students are attending considers them as such) in a government recognized health and social services program (refer to *Reference List of Levels of Study and Government Recognized Health and Social Services Programs* on pages 10-11) that permits the students to practice in their field in Quebec upon completion of studies;
- Their program of study is preparing them for careers where they will be providing direct care and service to English-speaking clients;
- Are registered full-time during the 2019-2020 Academic Year;

Please note that the Bursary Program is not applicable to students:

- Registered in independent study programs or in programs that do not lead to a degree or diploma;

- Registered in distance and on-line training programs.

- Are committed, following completion of studies, to working in the catchment area served by the community network and CI(U)SSS in a public health and social services institution or related organization for a minimum of one year, per bursary awarded;
- Agree to participate in any follow-up, monitoring or evaluation of the Program conducted by Dialogue McGill and/or the community network.

SELECTION CRITERIA

Bursary applications will be recommended for approval based on the following criteria:

- The compatibility of the student's field of study with the priority service areas identified by the community network and the CI(U)SSS⁴;
- The student's demonstrated history of community involvement in the catchment area served by the community network and the CI(U)SSS;
- The student's commitment to work in the catchment area served by the community network and CI(U)SSS following completion of studies in a public health and social services institution or related organization for a minimum of one year per bursary awarded;
- The quality of the student's academic standing;
- The quality, content and presentation of the application.

⁴ Refer to Pg. 18, points 1 and 2 for details.

SELECTION AND APPROVAL PROCESS

The selection of bursary recipients is a three-step process. The first step takes place at the community network level, the second at the regional or local level with the community network and CI(U)SS and the third at the Dialogue McGill level.

Community Network Verification Process

The first step of the process is the validation by the sponsoring community network of the admissibility of the application. This involves ensuring that it was submitted by the announced deadline, that the application is complete and that the student meets the basic eligibility criteria previously listed. The community network will submit all eligible and conforming applications to the Bursary Selection Committee.

Bursary Selection Process

The second step takes place under the auspices of a selection committee set up by the sponsoring community network. These Bursary Selection Committees will involve community and public health and social service sector representation whose responsibility is to review all qualifying bursary applications submitted to the community network, ensuring that they respond to specific priorities identified for access to the health and social services in the English language and to recommend a maximum of three candidates, in ranked order, to Dialogue McGill to receive a bursary.

Dialogue McGill Recommendation Process

The Dialogue McGill Bursary Recommendation Committee will evaluate the bursary applications submitted by the Bursary Selection Committees using an evaluation grid based on the selection criteria mentioned on the previous page.

The Dialogue McGill Bursary Recommendation Committee will allocate bursaries in order of the priority ranking accorded by the Bursary Selection Committee. All Priority 1 applications will be reviewed first and bursaries will be allocated to candidates who meet the selection criteria. Next, Priority 2 applications will be reviewed and bursaries allocated to Priority 2 candidates who meet the selection criteria. If there are not sufficient funds for all Priority 2 candidates who meet the selection criteria, bursaries will be allocated to candidates who meet the selection criteria by means of a draw until the remaining funds are depleted. Priority 3 candidates who meet the selection criteria will receive a bursary if funds remain and will be selected by means of a draw until funds are depleted.

CONFLICT OF INTEREST FOR COMMITTEE MEMBERS

- Committee members must declare any real, apparent or perceived conflict of interest stemming from an affiliation with a specific applicant and any other area of potential conflict of interest;
- If there is a conflict of interest, the committee member must recuse himself or herself completely from the discussion and decision concerning the applicant in question.

RECIPIENT RESPONSIBILITIES OF TARGETED BURSARIES

- The recipient must commit to completing studies in a government recognized health and social services program that permits the student to practice in his field in a public health and social institution or related organization in Quebec upon completion of studies;
- The recipient may obtain funding as long as he/she remains registered for full-time studies in a government recognized health and social services program during the period funded;
- The recipient must commit to working in the catchment area of the community network following completion of studies in a public health and social services institution or related organization for a minimum of one year per bursary awarded. If the recipient can only secure part-time employment, repayment time is considered to be the equivalent in hours of one year of full-time work;
- Should the bursary recipient not be able to meet his/ her commitments, he/she will have to report in writing to the community network and reimburse the allocated funding in accordance with a contract signed between the community network and the recipient:
 - Should the bursary recipient drop out of the agreed upon program of study he/she must reimburse the sponsoring community network, any money received, within three years following the date he/she dropped out;
 - Should the recipient default on his/ her commitment by ceasing to work in the health and social services field in the catchment area served by the community network before the fixed period has expired, he/she must reimburse the sponsoring community network, within three years of graduation, the amount of the bursary prorated for the remaining period;
 - Should the recipient default on his/ her commitment by not working in the catchment area served by the community network, he/she must reimburse the sponsoring community network the bursary amount received, within three years of graduation;
 - Should the recipient not find employment in the catchment area served by the community network, but secures employment in another selected region or territory, he or she will be deemed to have fulfilled his or her commitment after one year of employment per bursary received in the other region or territory. In this case, recipients must show proof of their unsuccessful job search.
- The recipient must provide a digital photograph and curriculum vitae to the community network and grant Dialogue McGill, the community network and the health and social services institutions permission to disseminate, for promotional purposes, their photographic image, curriculum vitae and information about the bursary awarded;
- The recipient must agree to allow their contact information to be entered into a database of health professionals able to provide healthcare services in English which can be made available to the health and social services institutions and on a Dialogue McGill recruitment website;
- The recipient must agree, upon completion of studies, to participate in any formal follow-up monitoring or evaluation of the Program conducted by Dialogue McGill or the community network.

PAYMENT MODALITIES

Payment to the Participating Community Network

- Once Dialogue McGill has approved the bursary funding, an amendment to the 2018-2023 contract agreement between McGill University and the community network will be made and sent to the community network for signatures. The bursary payment is distributed to the community network within thirty (30) calendar days after the signing of the amendment to the contract agreement by both parties.

Payment to the Bursary Recipient

- The community network is responsible for disbursing payment of the bursary to the Targeted Bursary Recipient. The bursary is paid in a single instalment, following reception of confirmation of the student's registration for full-time studies during the 2019-2020 Academic Year and satisfactory academic standing.
- Upon reception of the bursary payment, the student must sign the Community Network/Bursary Recipient contract that sets out the specific conditions of the bursary that relate to default.
- The student must complete Bursary Program Recipient Form 2: Proof of Bursary Payment: Section 2C (made available upon approval of Bursary Program application) to confirm reception of each bursary payment received from the community network.

CONTACT INFORMATION FOR THE BURSARY PROGRAM

Students and Reference Providers with questions about the Bursary Program, please contact one of the Community Network for their region listed on pages 12-13.

Community Networks with questions about the Bursary Program, please contact:

Mr. Richard Silver
Senior Program Officer, Dialogue McGill
Tel: (514) 277-7772
E-mail: richard.silver@mail.mcgill.ca

SUBMISSION OF BURSARY APPLICATIONS TO DIALOGUE MCGILL BY COMMUNITY NETWORKS

The signed copy of the application forms and supporting documents must be sent by e-mail to Mr. Richard Silver at richard.silver@mail.mcgill.ca on or before **Monday, February 3, 2020**.

GREATER MONTREAL REGION

The Greater Montreal Region incorporates the island of Montreal (Region 6), all of Laval (Region 13) and parts of Lanaudière (Region 14), Laurentides (Region 15) and Montérégie (Region 16).

MUNICIPALITIES COMPRISING THE GREATER MONTREAL REGION

MONTREAL (REGION 6)

Baie d'Urfé
Beaconsfield
Côte-Saint-Luc
Dollard-des-Ormeaux
Dorval
Hampstead
Kirkland
L'Île-Dorval
Mont-Royal
Montréal
Montréal-Est
Montréal-Ouest
Pointe-Claire
Sainte-Anne-de-Bellevue
Senneville
Westmount

LAVAL (REGION 13)

Laval

LANAUDIÈRE (REGION 14)

Charlemagne
L'Assomption
Mascouche
Repentigny
Saint-Sulpice
Terrebonne

LAURENTIDES (REGION 15)

Blainville
Bois-des-Filion
Boisbriand
Deux-Montagnes
Lorraine
Mirabel
Oka
Pointe-Calumet
Rosemère
Saint-Eustache
Sainte-Anne-des-Plaines
Sainte-Marthe-sur-le-Lac
Sainte-Thérèse

MONTÉRÉGIE (REGION 16)

Beauharnois
Beloeil
Boucherville
Brossard
Calixa-Lavallée
Candiac
Carignan
Chambly
Châteauguay
Contrecoeur
Delson
Hudson
L'Île-Cadieux
L'Île-Perrot
Léry

MONTÉRÉGIE (RÉGION 16) (CONT.)

La Prairie
Les Cèdres
Longueuil
McMasterville
Mercier
Mont-Saint-Hilaire
Otterburn Park
Notre-Dame-de-l'Île-Perrot
Pincourt
Richelieu
Saint-Amable
Saint-Basile-le-Grand
Saint-Bruno-de-Montarville
Saint-Constant
Saint-Isidore
Saint-Jean-Baptiste
Saint-Joseph-du-Lac
Saint-Lambert
Saint-Lazare
Saint-Mathias-sur-Richelieu
Saint-Mathieu
Saint-Mathieu-de-Beloeil
Saint-Philippe
Sainte-Catherine
Sainte-Julie
Terrasse-Vaudreuil
Varenes
Vaudreuil-Dorion
Vaudreuil-sur-le-Lac
Verchères

REFERENCE LIST OF LEVELS OF STUDY AND GOVERNMENT RECOGNIZED HEALTH AND SOCIAL SERVICES PROGRAMS

Targeted Bursaries are applicable to students from Montreal Metropolitan Regions who are currently accepted into or pursuing full-time studies (the educational institution that the students are attending considers them as such) in one of the following government recognized health and social services programs that permits the students to practice in their field in Quebec upon completion of studies.

Please note that the targeted bursaries are not applicable to students:

- Registered in independent study programs or programs that do not lead to a degree or diploma;
- Registered in distance and on-line training programs.

VOCATIONAL TRAINING CENTRES AND COLLEGE/ CÉGEP

Includes educational institutions under the authority of a school board (commission scolaire), CFP (Centre de formation professionnelle / vocational training centre) and government recognized private educational institutions. Refer to the [Directory of Educational Institutions and Programs](#).

- **Programs leading to a Diploma of Vocational Studies (DVS) / Diplôme d'études professionnelles (DEP)**

Assistance à la personne à domicile	Dental Assistance
Assistance à la personne en établissement de santé	Health, Assistance and Nursing
Assistance dentaire	Home Care Assistance
Assistance in Health Care Facilities	Pharmacy Technical Assistance
Assistance technique en pharmacie	Santé, assistance et soins infirmiers

- **Programs leading to a Diploma of College Studies (DCS) / Diplôme d'études collégiales (DEC)**

Archives médicales	Techniques de diététique
Audioprothèse	Techniques de physiothérapie
Biomedical Laboratory Technology	Techniques de travail social
Dental Hygiene	Techniques d'éducation spécialisée
Diagnostic Imaging	Techniques d'électrophysiologie médicale
Environnement, hygiène et sécurité au travail	Techniques d'hygiène dentaire
Medical Records Management	Techniques d'inhalothérapie
Nursing	Techniques d'intervention en délinquance
Physiotherapy technology	Techniques d'intervention en loisir
Pre-hospital Emergency Care	Techniques d'orthèses et de prothèses orthopédiques
Radiation Oncology	Techniques d'orthèses visuelles
Respiratory and Anaesthesia Technology	Technologie d'analyses biomédicales
Social Service	Technologie de médecine nucléaire
Soins infirmiers	Technologie de radiodiagnostic
Soins préhospitaliers d'urgence	Technologie de radio-oncologie
Special Care Counselling	Youth and Adult Correctional Intervention

UNIVERSITY

- **Programs leading to a Certificate or diploma / *Certificat ou diplôme***
- **Programs leading to a Bachelor’s degree / *Baccalauréat***
- **Programs leading to a Master’s degree / *Maîtrise***
- **Programs leading to a Doctoral degree / *Doctorat***

Art Therapy	Interventions en toxicomanie	Public Health
Audiologie	Intervention jeunesse	Radiobiologie
Audiology	Intervention psychosociale	Réadaptation motrice et sensorielle
Cert. In Native & North. Student Pers. Advising	Intervention sociale	Réadaptation occupationnelle
Certificate in Special Education	Kinanthropologie	Réadaptation physique
Communication Sciences and Disorders	Kinanthropology	Récréologie
Communications (Relations humaines)	Kinésiologie	Santé environnementale et santé au travail
Creative Therapies	Kinesiology	Santé communautaire
Criminologie (Orientation clinique)	Medicine	Santé et sécurité au travail
Criminology (Clinical orientation)	Médecine	Santé mentale
Dentistry	Neuroscience	Santé publique
Dietetics and Human Nutrition	Nursing	Sciences du comportement humain
Diploma in Human Relations and Family Life	Nursing communautaire	Sciences infirmières
Éducation spécialisée	Nurse Practitioner	Service social - Travail social
Ergonomie	Nutrition	Sexologie
Ergothérapie	Occupational Therapy	Social Work
Génagogie	Optométrie	Soins critiques
Génie biomédical	Orthophonie	Soins infirmiers communautaires
Gérontologie sociale	Pharmacie (Maîtrise)	Speech and Language Pathology
Intégration socio-économique des personnes ayant une déficience intellectuelle	Pharmacy (Masters)	Toxicomanie
Interprétation visuelle	Physiothérapie	
Intervention communautaire	Physiotherapy	
	Pratiques psychosociales	
	Pratique sage-femme	
	Psychoéducation	
	Psychologie clinique (doctorat)	
	Psychology (PhD level)	

DIRECTORY OF PARTICIPATING COMMUNITY NETWORKS

REGION 06: MONTREAL

African Canadian Development and Prevention Network (ACDPN)

6585 Côte-des-Neiges, Montreal, H3S 2A5

Name of contact: Tania Callender **Title:** Executive Director
Tel. number: (514) 737-3213, ext. 300 **E-mail:** tcallender@acdpn.org
Website: www.acdpn.org

Collective Community Services (CCS)

451, Rue de l'Église, suite 200, Verdun, QC H4G 2M6

Name of contact: Mr. Vaughan Roche **Title:** Executive Director
Tel. number: (514) 937-5351, ext. 235 **E-mail:** vaughanr@ccs-montreal.org
Website: www.ccs-montreal.org

East Island Network for English Language Services (REISA)

8370 Lacordaire Boulevard, Suite 312, Saint-Léonard, QC H1R 3Y6

Name of contact: Fatiha Gatre Guemiri **Title:** Executive Director
Tel. number: (514) 955-8370, ext. 2217 **E-mail:** fguemiri@reisa.ca
Fax number: (514) 274-1325 **Website:** www.reisa.ca

REGION 13: LAVAL

The Youth and Parents AGAPE Association Inc./Association amicale des jeunes et parents AGAPE

3950 Boulevard Notre-Dame, Laval QC H7W 1S7

Name of contact: Kevin McLeod **Title:** Executive Director
Tel. number: (450) 686-4333 **E-mail:** kevin.mcleod@agapeassociationinc.com
Website: www.agapeassociationinc.com

REGION 14: LANAUDIÈRE

English Community Organization of Lanaudière (ECOL)

3657 Queen Street, Rawdon, QC, J0K 1S0

Name of contact: Michelle Eaton-Lusignan **Title:** Executive Director
Tel. number: (450) 421-5379 **E-mail:** ecollanaudiere@hotmail.com
Website: www.ecol-lanaudiere.org

REGION 15: LAURENTIDES

4 Korner's Family Resource Center

200, rue Henri-Dunant, Deux-Montagnes, QC, J7R 4W6

Name of contact:	Stephanie Helmer	Title:	Executive Director
Tel. number:	(450) 974-3940	E-mail:	stephanie@4kornerscenter.org
Website:	www.4kornerscenter.org		

REGION 16: MONTÉRÉGIE

Assistance and Referral Centre (Montérégie Centre sector)

106 Churchill Blvd., Greenfield Park, QC, J4V 2L9

Name of contact:	Chris Lapointe	Title:	Executive Director
Tel. number:	(514) 604-9455	E-mail:	arc.exdir@gmail.com
Website:	www.arc-hss.ca		

Montérégie West Community Network (MWCN)

Chateauguay Central Office, 255 boul. d'Anjou, Suite 203, Chateauguay, QC, J6J 2R7

Name of contact:	Pauline Wiedow	Title:	Executive Director
Tel. number:	(450) 691-1444	E-mail:	mwcn2016@gmail.com
Website:	www.mwcn.ca		

STUDENT

LIST OF RESPONSIBILITIES & DOCUMENT CHECKLIST

THE BURSARY APPLICANT IS RESPONSIBLE FOR:

1. Completing and submitting the required documents contained in the [Bursary Program Application](#) to the contact person at the participating community network;

THE BURSARY RECIPIENT IS RESPONSIBLE FOR:

2. Conforming to the *Bursary Program Recipient Responsibilities and Payment Modalities* listed on Pgs. 7 and 8 of the *General Information* section;
3. Submitting [Bursary Program Recipient Form 1: Attestation of Student Studies](#) (made available to the recipient by the community network upon approval of Bursary Program application) confirming the student's registration for full-time studies and good academic standing. As a prerequisite for receiving the bursary payment, this form is sent by the student to the community network within fifteen (15) calendar days after the educational institution's official registration deadline for each semester;
4. Picking up bursary payment from the community network;
5. Confirming reception of bursary payment by signing the [Bursary Program Recipient Form 2: Proof of Bursary Payment - Section 2C](#);
6. Entering into a contractual agreement with the community network regarding the recipient obligations, which include:
 - Informing the community network in writing within 30 days, should he or she:
 - withdraw from the full time academic program or
 - not work in the field of health and social services in a public health and social services institution or related organization in the catchment area of the community network for a minimum of one year per bursary awarded;
 - In the case of a withdrawal from the academic program, agreeing to reimburse the full amount of the bursary;
 - If the bursary recipient is not working in the field of health and social services for a minimum of one year in the catchment area served by the community network, and cannot demonstrate evidence of having actively searched for employment in his or her field, agreeing to a full or partial (on a pro-rata basis) reimbursement.
 - Informing the community network that he or she was unable to find work in the catchment area of the community network, but is employed in the field of health and social services in another selected region or territory. If such is the case, the bursary recipient must demonstrate evidence of having actively but unsuccessfully searched for employment in her/ his field in the catchment area of the community network.

DOCUMENT CHECKLIST FOR SUBMISSION OF APPLICATION:

Bursary Application: Form 1 - Student Application

To be completed, signed & submitted by the student by email to the contact person at the participating community network.

With the following supporting documents attached

- Student's most recent Curriculum Vitae
- Letter of Acceptance into Program received from student's educational institution
- Student's most recent Academic Transcript

Bursary Application: Form 2 - Community Involvement Reference (2 References are required)

- Title Page and Section 1 to be completed by the student and emailed to each Reference Provider;
- Sections 2-4 to be completed by the Reference Provider;
- The Reference Provider will submit the completed signed form by email to the contact person at the participating community.

NOTE: Electronic signatures are acceptable

REFERENCE PROVIDER FOR THE STUDENT

LIST OF RESPONSIBILITIES & DOCUMENT CHECKLIST

Examples of reference providers include recognized members of the student's community such as local government agency, non-governmental organization (NGO), educational institution, hospital, clinic, care facility, daycare center, summer camp, community center, library, homeless shelter, etc.

The **Community Involvement Reference** must be provided by an individual who has known the applicant for the past 2 years who can attest to the applicant's community commitment and involvement and who can evaluate the student's potential to commit to working in her or his region in the field of health and social services upon completion of studies.

The reference provider cannot be a family member.

THE REFERENCE PROVIDER IS RESPONSIBLE FOR:

- Completing and submitting the required document, Form 2, which will be emailed to him or her by the student. The reference provider will sign the form and return it by email to the contact person at the participating community network which will be indicated in Section 1 of the Form.

DOCUMENT CHECKLIST:

Bursary Application: Form 2- Community Involvement Reference Form

- Title Page and Section 1 to be completed by the student;
- Sections 2-4 to be completed by the reference provider;
- Completed and signed form to be submitted by email to the contact person at the participating community network.

COMMUNITY NETWORK

LIST OF RESPONSIBILITIES & DOCUMENT CHECKLIST

THE COMMUNITY NETWORK IS RESPONSIBLE FOR:

1. In collaboration with the *Centre intégré de santé et de services sociaux* (CISSS) or the *Centre intégré universitaire de santé et de services sociaux* (CIUSSS), identifying priority areas for access to health and social services in the English language and incorporating this information in the bursary publicity and in the selection of applicants;
2. Identifying priority service areas for access to health and social services in the English language in conjunction with the access program(s) to English language health and social services developed by the public institution(s) in the catchment area of the community network and in other available studies⁵ and incorporating this information in the bursary publicity and selection of applicants;
3. Promoting the Bursary Program;
4. Contacting Dialogue McGill regarding questions on the Bursary Program;
5. Setting up a Bursary Selection Committee, including establishing its terms of reference (mandate, composition, conflict of interest guidelines, selection criteria etc.). The regional committee must include CISSS or CIUSSS representation;
6. Coordinating the work of the Bursary Selection Committee to ensure review of the applications, recommending **up to 3** applications and ranking them by order of priority;
7. Completing Form 3 of each application;
8. Verifying each application and supporting documents to ensure that the requested information is filled in and that the information is complete;
9. If necessary, requesting further documentation from student and other parties;
10. Preparing and submitting the student's application accompanied by supporting documents to Dialogue McGill;
11. Submitting a copy of the Bursary Selection Committee Recommendations signed by the Committee members;
12. Communicating results of bursary selection process to applicant;
13. Signing the amendment to the existing contract agreement between McGill University and the community network;
14. Ensuring that the student conforms to the *Bursary Program Recipient Responsibilities and Payment Modalities* listed on Pg. 7 and 8 of the *General Information* section;
15. Receiving allocations from Dialogue McGill;
16. Drafting a Community Network/Bursary Recipient contract regarding the recipient's obligations pre and post-graduation and ensuring that it is signed by both parties before payment is issued;

⁵ Among others, is a study conducted by Statistics Canada: *Health care professionals and official-language minorities in Canada, 2001 and 2011*. <http://www.statcan.gc.ca/pub/89-657-x/89-657-x2017002-eng.htm>

17. Disbursing payment of the bursary to the Targeted Bursary Recipient. The bursary is paid in a single instalment, following reception of confirmation of the student's registration for full-time studies during the 2019-2020 Academic Year and satisfactory academic standing;
18. Confirming the bursary payment distributed to the recipient by completing Bursary Program Recipient Form 2: Proof of Bursary Payment: Section 2C (made available to the community networks upon approval of Bursary Program Application);
19. Collaborating with the bursary student to obtain a clinical practicum in the catchment area served by the community network a) by providing the student and the clinical placement coordinator at the educational institution with contact information of the clinical placement coordinator at the CISSS, CIUSSS or related organization, b) by providing the clinical internship coordinator at the CISSS, CIUSSS or related organization with the name of the bursary recipient, his or her field of study, his or her availability for a clinical practicum in the institution;
20. Collaborating with the bursary student to obtain a job in a public health and social services institution or related organization in the catchment area served by the community network by keeping him or her advised of job openings and keeping the recruitment staff at the CISSS, CIUSSS or related organization informed of the bursary recipient's program of study and expected date of graduation;
21. Maintaining up-to-date contact information for each student;
22. Monitoring the bursary recipient's file and his or her adherence to commitments outlined in the *Bursary Program Recipient Responsibilities* and the *Community Network/Bursary Recipient* contract. If applicable, process reimbursements received from bursary recipients who defaulted on their obligations and/or ensure other repayment options are adhered to;
23. Informing Dialogue McGill in writing of any bursary recipient who defaults on the terms of the agreement, requesting prior approval from McGill of the repayment plan negotiated with the recipient, and informing Dialogue McGill in writing when the repayment plan is complete;
24. Collecting and transmitting the data necessary for accountability to McGill University, according to the conditions stipulated in the contract;
25. Participating in the Bursary Program formal follow-up, monitoring and evaluation process.

DOCUMENT CHECKLIST:

Please SUBMIT the following required documents to the Dialogue McGill:

- Bursary Application Form 3: Community Network Recommendation**
 - To be completed, signed electronically and submitted by email by the contact person at the participating community network with the following supporting documents:
- Bursary Application Form 1: Student Application** including the
 - Most recent Curriculum Vitae
 - Letter of Acceptance into Program received from the educational institution
 - Most recent Academic Transcript
- Application Form 2: Community Involvement Reference Forms**
 - 2 separate Reference Forms

DIALOGUE MCGILL

LIST OF RESPONSIBILITIES

THE DIALOGUE MCGILL IS RESPONSIBLE FOR:

1. Overseeing the Bursary Program;
2. Administrating the Bursary Program budget;
3. Developing and managing the Bursary Program communication plan;
4. Promoting the Bursary Program through participating community networks;
5. Sending the call for Bursary Program applications to participating community networks;
6. Setting up a Bursary Recommendation Committee: establishing its Terms of Reference that would include composition, selection criteria and conflict of interest guidelines;
7. Reviewing bursary applications to ensure that they are complete and request further information where required;
8. Applying the *Selection Criteria* listed on page 5 of the *General Information* section and approving or refusing funding accordingly;
9. Communicating results of Bursary Program selection process to community network;
10. Transmitting the Bursary Recipient Forms 1 and 2 (Attestation of Student's Studies and Proof of Payment Forms) to the community network following approval of applicants;
11. Upon approval of bursary funding, preparing an amendment to the contract agreement between McGill University and the community network;
12. Distributing allocations to the community network;
13. Receiving information on bursary recipients who default on the terms of the agreement, providing prior approval on the repayment plan negotiated with the recipient, and signing off on the completed repayment plan;
14. Collecting and transmitting the data necessary for accountability to Health Canada;
15. Monitoring, tracking and evaluating the Bursary Program.