



These guidelines, prepared by the Wisconsin Association for Healthcare Quality Board of Directors, outline the required documentation for the Mary Conti Memorial Career Development Grant and provide insight as to what the review committee expects from applicants. Adherence to these guidelines does not assure an applicant of receiving a grant. Applicants may seek additional clarification from any member of the Board.

### **Purpose of the Grant**

This \$1,000 grant provides financial assistance to one (1) WAHQ member annually to apply towards travel expenses and/or registration fees for:

- The WAHQ Educational Conference(s)
- The NAHQ Annual Conference
- WAHQ-sponsored CPHQ Review Course
- Ongoing educational courses, the content of which is related to the [CPHQ Content Outline](#).

The applicant should actively contribute to the healthcare quality profession at the national and/or state level.

### **Eligibility Criteria**

1. Open to all quality professionals who are individual WAHQ members in good standing, excluding current WAHQ Board of Directors.
2. The applicant must be currently working in healthcare quality and have at least three (3) years of experience in the field of healthcare quality.
3. The applicant must be a Certified Professional in Healthcare Quality (CPHQ).

### **Deadlines**

1. Applications are accepted currently ongoing.
2. Applications may be e-mailed to: [wahqhc@gmail.com](mailto:wahqhc@gmail.com)
3. Incomplete applications will not be considered.
4. Completed applications will be reviewed by the WAHQ Board of Directors and scored based on the applicant's compliance with eligibility criteria as well as quality and comprehensiveness of response.



## Questions

If there are any questions about this grant or the application process, please contact a member of the WAHQ Board of Directors at [wahqhc@gmail.com](mailto:wahqhc@gmail.com)

## Application Guidelines/Required Documentation

1. One complete typed/copy of the grant application. **Hand-written applications are not accepted.**
2. **Primary Responsibilities:** Essay should be a descriptive account of current role as it relates to quality and performance improvement. Do not attach your job description or evaluations. Include key work accomplishments within the past two years (250 words maximum).
3. **Personal Essay:** Response should describe reasons for applying for the grant. Applicants should indicate the educational event they would attend and provide examples of how additional education in healthcare quality will assist in obtaining professional goals (500 words maximum).

## Notification

The grant recipient will be notified within two (2) weeks of the next WAHQ board meeting of the outcome. The WAHQ board meets quarterly in February, May, August and November. They will also be recognized in *WAHQ "News and Views"*, and at the WAHQ annual conference.

**Recipients of this grant agree to:** Use the funds within one year of being awarded funds for the WAHQ Annual Spring Conference, NAHQ Annual Conference, WAHQ-sponsored CPHQ Review Course, or ongoing educational courses, the content of which is related to the [CPHQ Content Outline](#).

2. Submit an article for *WAHQ "News and Views"* within sixty (60) days of completing the educational program/activity.
3. Grant permission to WAHQ to use his or her name in promotion of the WAHQ grant program in *WAHQ "News and Views"*, on the WAHQ website, and at the annual conference.



**Application**  
**Mary Conti Memorial Career Development Grant Biographical Information**

Name/credentials:

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Employer/title:

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Mailing address:

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Telephone:

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Email:

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Number of years in healthcare quality:

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Describe WAHQ membership and year joined, volunteer positions:

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Describe NAHQ membership and year joined, volunteer positions:

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Describe other professional healthcare quality involvement (may include internal committees, professional memberships, and leadership roles:

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Presentations/publications in the field of healthcare quality:

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How did you hear about this grant?

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**As a potential recipient of this grant, if I am awarded the grant, I agree to:**

1. Use the funds within one year of award to attend the WAHQ Educational Conference(s), NAHQ Annual Conference, WAHQ-sponsored CPHQ Review Course, or ongoing educational courses, the content of which is related to the [CPHQ Content Outline](#).
2. Submit an article for WAHQ **“News and Views”** within sixty (60) days of completing each educational program/activity and provide certificate of attendance and payment to the WAHQ Grant team.
3. Grant permission to for WAHQ to use my name and image in promotion of the WAHQ grant program in WAHQ **“News and Views”**, on the WAHQ website, and at educational conference(s).
4. The grant is non-transferable.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

**Please submit this application form in addition to the following required documentation as described above and in the Educational Grant Application Guidelines:  
(Please check boxes as indicated)**

- Essay #1: Primary job responsibilities
- Essay #2: Personal essay to describe reason for grant application

*(For WAHQ office use only)*

**Date application received:**

**Application reviewed for completeness prior to team review by:**

- WAHQ Secretary
- WAHQ BOD

Comments:

**Date the grant application is approved and applicant notified:**

**Following award:**

- Article(s) received
- Certificate(s) of Attendance and proof of payment received



**Essay #1 – Primary Job Responsibilities (250 words Maximum)**



**Essay #2 – Reason for Grant Application (500 Words Maximum)**