



Title:		F5 Scholarship Fund Policy for In-Person Annual Conference
Issue Date and Version:		September 2022/Version 1
Original Author:		Dawn Mckinley
Next Review Date:		September 2024
Author of the change (Initials)	What's changed/been added	
DM	4. Amended registration fee amount for BTOG 2023 6. Deleted reference to accommodation at venue hotel. 9. Amended dates to opening and closing. 10. Amended date. 11. Amended month. 12. Amended dates.	

The vision of BTOG is to contribute to achieving survival rates equal to the best in the world. The mission of BTOG is to support and educate thoracic oncology healthcare professionals, creating a professional community to exchange ideas, information and innovation and to foster the development of research. The overall aim is to represent the needs of people with thoracic malignancies in the UK and ensure they have equitable access to optimal care. Scholarships are available for the annual conference to facilitate these goals.

Applicant's criteria

1. HCP involved in care or treatment of patients with thoracic malignancies or involved in research in the UK.
2. Allied health professional, nurse specialist, radiographer or trainee doctor up to and including specialist registrar grade or consultant. Steering committee members who fulfill the applicant criteria can apply. If an applicant is a member of the BTOG Scholarship Education Fund Committee then the application will be separately reviewed by another steering committee member.
3. Submitted an abstract to the annual conference and will attend annual conference.
4. Can apply for registration fee £275 and contribution towards flight/accommodation to maximum of £375 per application.
5. Cannot apply for conference dinner registration fee.
6. Flights must be economy.
7. Must confirm on application has not applied for or received funding from another source for the funding in the application.
8. Applications must be fully complete. Incomplete applications will be returned to the applicant.
9. Applications received before the opening date or after the closing date will not be reviewed and will be returned to the applicant.
10. Successful applicants will complete a claim form including bank account details for bank transfer. Claim forms received on or before 1st April will be paid before the annual conference. Claims received after this date will be paid after the annual conference.
11. If a successful applicant does not attend for any reason, he/she will take every step to obtain a refund of registration and/or flight and/or accommodation cost (subject to applicable cancellation terms) and any refunded monies will be reimbursed to the education scholarship fund on receipt of refund or latest by end May following the annual conference.

12. BTOG review criteria

- Application period will be open between 7th December and 28th February each year. Applications received outside of the application period will not be reviewed.
- Following review, applicants will be notified of the outcome during March. For transparency, BTOG will include a list of successful applicants on the website, www.btog.org.
- Applications must be complete and all criteria, noted above, confirmed by the applicant.
- Scholarship funding will be allocated, as far as possible, fairly among the disciplines as above and geographical location of applicants.
- The total of approved applications will not exceed the amount allocated to the BTOG annual conference education scholarship fund for that year.
- If applications received do not use the entire BTOG annual conference education scholarship funding allocated for that year, BTOG reserves the right to put out a further call for applications by including on e-circulations to BTOG members.
- BTOG will check successful applicants attended the relevant annual conference and, if not, will follow-up regarding reimbursement of scholarship funds (as above).
- The sponsor/s has/have no input into the review of applications or decisions relating to the payment of scholarship funds.
- Sponsorship will be acknowledged as agreed with the individual sponsor/s.