Title:	**F5 Scholarship Fund Policy for In-Person Annual Conference**
Issue Date and Version:	**September 2025/Version 1**
Original Author:	**Dawn Mckinley**
Next Review Date:	**September 2026**

Author of the change (Initials)	**What's changed/been added**
GS/DM	**No changes/amendments**

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. 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 £300 and if external sponsorship is available to BTOG then an additional contribution towards flight/accommodation to maximum of £200 per application. The number of scholarships available for registration fee and or flight/accommodation will be subject to BTOG approved budget and external sponsorship.
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 after the annual conference. Applicants must attend the annual conference in order to claim the scholarship.

11. BTOG review criteria

- Application period will be open for 2 months. Applications received outside of the application period will not be reviewed.
- Following review, applicants will be notified of the outcome during February. 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.
- 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.