

## LGSOC Conference Scholarship Policy

**Deadline to Apply: January 10, 2025**

The LGSOC Patient Conference Scholarship Program has been created to provide LGSOC patients with some assistance to enable them to attend conferences that would otherwise be out of reach. The distribution of scholarship funds for attendees will occur in the order in which requests are made. Attendees must register for the conference before their scholarship request is considered.

For attendees requesting lodging, STAAR Low-Grade Serous Ovarian Cancer Foundation (“STAAR”) will arrange for scholarship awardees rooms directly with the hotel. The conference scholarship budget is determined by the STAAR Low-Grade Serous Ovarian Cancer Board. A conference scholarship is not meant to cover all the expenses incurred. Conference scholarship reimbursements will be distributed within 45 days after the conference ends.

For attendees requesting a conference scholarship, STAAR will reimburse up to \$600 in travel expenses.

Conference Scholarships may be used for the following:

- **Travel Expenses:** Economy bus, train, and plane tickets are covered by the travel scholarship. Taxi fares, parking fees, and fuel costs if you are driving to the site of the conference are also acceptable.
- **Accommodations:** Conference Hotel.

Conference Scholarship do NOT cover the following costs:

- **Alcohol:** STAAR does not reimburse for alcoholic beverages
- **Business or first-class tickets** on any mode of transportation
- **Rental cars:** STAAR does not reimburse receipts for rental cars driven to the conference

Applicants Must:

- Request the conference scholarship using the online form on the STAAR website
- Apply by the stated deadline
- Pay for their travel with their own funds, and will be reimbursed by STAAR
- Pre-register for the conference
- Check-in for the conference
- Submit completed reimbursement documentation
  - STAAR does not cover expenses submitted without an itemized receipt that includes all the following information
    - The name of the business
    - The date when the purchase was made
    - The items purchased
    - The price of each individual item
    - The total amount of the bill
    - The method of payment
- If we do not receive your completed reimbursement packet within 10 days after the conference your reimbursement will be delayed

## **Conference Scholarship FAQs**

### **How do I know if I have been awarded a conference scholarship?**

- You will receive an award letter via email from STAAR notifying you that you have been awarded a conference scholarship. You will also receive an email notifying you if you were not selected to receive a scholarship, and notification if we are going to have a wait list.

### **Can you send me my funds ahead of the event?**

- No. There are no advance payments made to conference scholarship awardees. You must make the travel arrangements yourself, and STAAR will reimburse you for eligible travel expenses within 45 days after the conference is over, assuming you have turned in your receipts and you checked in at the conference. If your scholarship includes accommodations, STAAR will arrange for your room.

### **Can I pick up my scholarship funds when I check in at the conference?**

- No. Funds will be distributed via bank transfer. Domestic payments will be through ACH.

### **What happens if I don't have electronic receipts?**

- If electronic receipts are not available, it is the awardees responsibility to scan and upload paper receipts as part of the single PDF upload. (There are a number of free apps available for download to enable awardees to easily scan and upload receipts for submission)

### **What happens if I don't have enough receipts to cover my awarded conference scholarship amount?**

- If your total receipts are less than the amount you were awarded, you will still need to submit receipts for the difference. If your total amount of expenses is less than the amount of your travel award, you will only receive up to the amount of your eligible expenses for which you turn in receipts.

### **How can I send you receipts before I even attend the convention?**

- STAAR coordinators will send out correspondence when receipts submission has been opened. Once receipt submission has been opened, you may submit your reimbursement packet as a single PDF upload. The format to save your PDF file is as follows: LastName\_FirstName. If you fail to submit your reimbursement packet within 10 days after the convention, it may take longer for your funds to be disbursed to you.

### **What happens if I can't come after all?**

- Please consider and plan accordingly to accept this conference scholarship thoughtfully. If you agree to use the scholarship funds and then later choose not to do so (thus preventing others from using these funds), you will not be eligible for conference scholarships in the future. If after accepting this

conference scholarship you later discover that you cannot attend, please email [admin@staaroc.org](mailto:admin@staaroc.org) immediately.

### **How do I receive my travel reimbursement?**

- Conference Scholarship reimbursements for travel expenses will be disbursed via bank transfer. Funds are distributed within 45 days after the conference is over. If you fail to submit receipts within 10 days after the convention, it may take longer for your funds to be disbursed to you.

### **Why did I get less than I requested?**

- This amount may not be as much as you had requested, however, we are working with a limited budget. We expect that the travel support we provide will assist in your efforts to attend the conference and to find other sources of support. This is the maximum amount that we can provide for you.