Keystone Symposia Financial Aid Portal

Scholarship Applicants

I. Introduction

Hello from the Keystone Symposia Team and thank you for your interest in our Financial Aid program. This guide is designed to familiarize you with the Financial Aid Portal and the process of applying for a scholarship.

This guide was prepared for all individuals applying for a Keystone Symposia Financial Aid Award.

II. Accessing the Keystone Symposia Financial Aid Portal

The Keystone Symposia Financial Aid Portal can be accessed here, or by clicking one of the many "Apply for a Scholarship" call-to-actions found on our website. Please note that your login credentials are different from other Keystone Symposia web properties, such as the primary website.

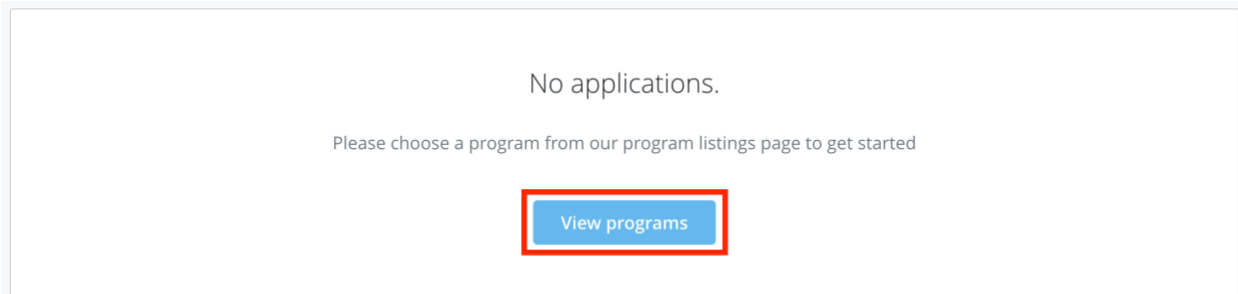To register a new account, click the **Register** button in the top-right corner of the screen.

Enter your information into the fields provided and click **Create Account**. Please note that you will need to verify your email address before applying for a scholarship. The email verification link is sent upon account creation.

You may update your basic account information any time by clicking your name in the top right-hand corner of the screen and clicking My Account.
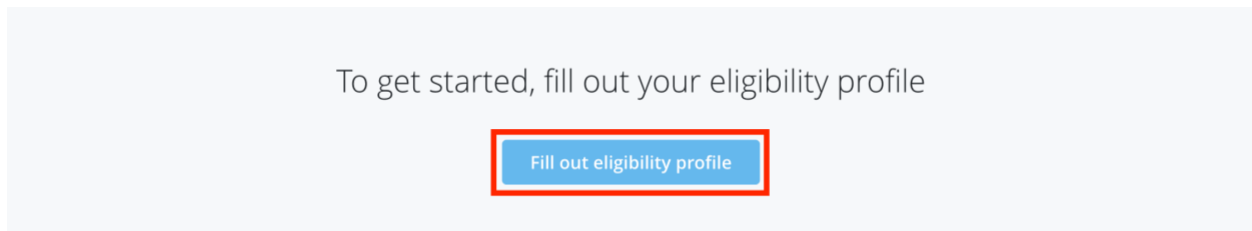
III. Complete Your Eligibility Profile

Prior to applying for a scholarship, travel award, or early-career travel award, you must first complete the **Eligibility Questionnaire**. The Eligibility Questionnaire allows us to pre-determine which programs you may be eligible for. By completing the "Scientific Interests" portion of the questionnaire, we can limit the program selection to meetings that are relevant to your specific area of research.

Upon logging into the system and verifying your email on file, click the **View Programs** button to begin the application process.

No applications.

Please choose a program from our program listings page to get started

View programs

Click the blue **Fill out Eligibility Profile** button to open the Eligibility Questionnaire.

To get started, fill out your eligibility profile

Fill out eligibility profile

IMPORTANT! Please note that the Eligibility Questionnaire serves as your "master application", and that your answers are used to pre-populate subsequent financial aid applications. For this reason, ensure that your answers are complete and accurate! The same is true of the Scientific Interests portion of the questionnaire – your answers will determine which meetings are available to you for the purposes of financial aid. Select *all* of the scientific interests that apply to you.

Scientific Interests:

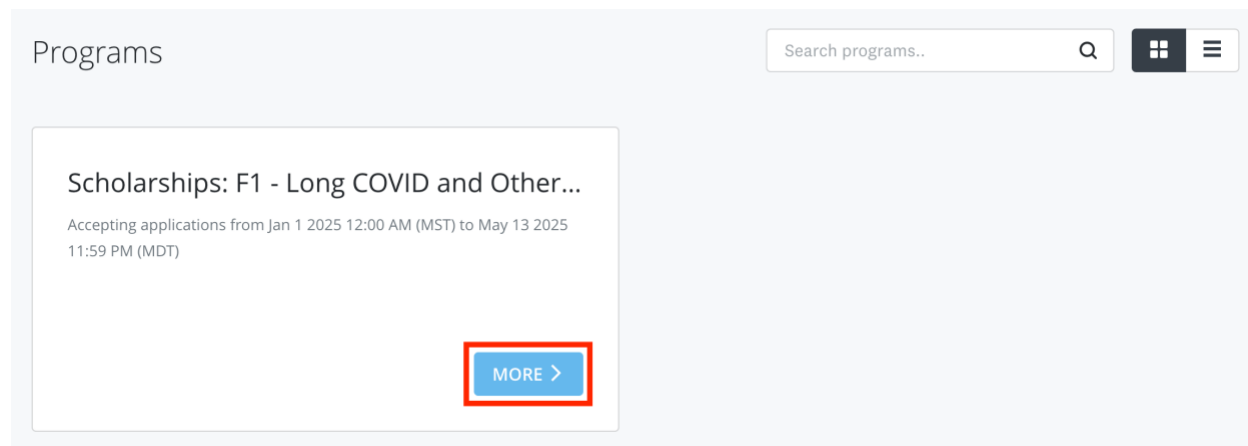Please select ALL of the scientific topics below that interest you.

☐ Biochemistry, Structural and Cellular   ☐ Metabolism and Cardiovascular

☐ Cancer   ☐ Microbiota and Flora

☐ Developmental, Reproductive, and Regenerative   ☐ Neurobiology

☐ Drug Discovery, Bioengineering and Digital   ☐ Technologies

☐ Genetics, Genomics and RNA   ☐ Biophysics

☐ Immunology   ☐ Energy/Environment

☐ Infectious Diseases

When the questionnaire is complete, click the **Save My Profile** button at the bottom of the page to continue onto the Programs screen. Please note that you can update your Eligibility

Questionnaire at any time by clicking your name in the top right-hand corner of the screen, and choosing **My Account**, then **Eligibility**.
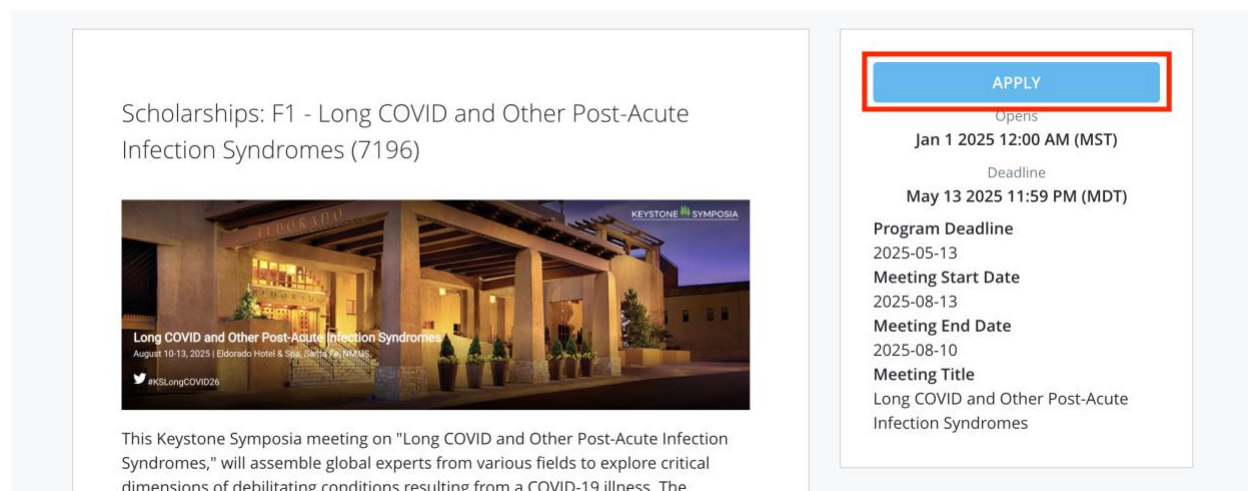
IV. Applying for a Keystone Symposia Scholarship

Upon submission of the Eligibility Questionnaire, you will be returned to the Programs screen. Financial aid programs that match your scientific interests and eligibility requirements will be displayed on the Programs screen. Note that you can display available programs as a list or grid view by using the toggle to the upper-right of the program listing.

Click the More button on each program to learn more about the conference program. Note that meetings may have more than one available program such as "Scholarship", "Early-Career Investigator" or "Global Health Travel Awards". Check the Financial Aid page on our website for more information about each program.

When you've identified your meeting of interest, click the blue **Apply** button to begin the application process:

Step 1: Verify Your Personal Information

Click the **Verify Your Personal Information – Scholarship** task to begin the application. Note that your answers from the Eligibility Questionnaire have been used to populate corresponding fields in the scholarship application. When you are satisfied that the application is complete and accurate, click the blue **Mark as Complete** button to move onto the next task.

Step 2: Submit Your Abstract

Select the **Submit Your Abstract** task to submit your abstract for scholarship consideration. Complete the Abstract Title, Authors, Coauthors, and Abstract Body fields. Click the blue **Mark as Complete** button to move onto the next task.

Step 3: Mentor Letter Request

Select the **Mentor Letter Request** to begin the recommendation request process. Click the **Request a Recommendation** button. The *Send Recommendation* form opens. Enter your mentor first name, last name, email, and personal message. Click **Send Request** to submit the request.

Upon receiving the request, your mentor or recommender will be prompted to confirm their identity and submit a recommendation on your behalf. When this recommendation is received, you will be notified via email. Return to your application and click the blue **Mark as Complete** button to move onto the next task.

Step 4: Abstract Fee Payment Confirmation

Select the Abstract Fee Payment Confirmation task to enter your abstract fee order number and order date. Note that to be considered for short talk selection, you must pay the abstract fee and submit your abstract via the meeting registration site. To do so, locate your meeting on our conference listing page. Click the title to view details. Select **Submit An Abstract** from the left-hand menu to enter the registration portal.

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Your abstract fee payment invoice will be emailed to you upon payment. Locate your order number and order date on the invoice and enter the value into the corresponding fields. Click the blue **Mark As Complete** button to complete the Abstract Fee Payment Confirmation task.

Step 5: Review Your Application and Submit

Congratulations! You've completed your scholarship application. You may review your application prior to submission by clicking the **Review** button. If you are satisfied that your application is complete and accurate, click the blue **Submit** button.

V. Conclusion

Return to the **My Applications** page within the Financial Aid portal to check for updates on the review process. Once the review of your application is completed, you will be notified by email of the result. Your awardee status can also be found in the My Applications page. For questions, email scholarships@keystonesymposia.org. Thank you, and good luck!