

# Keystone Symposia Financial Aid Portal

Scholarship Applicants

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## 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.



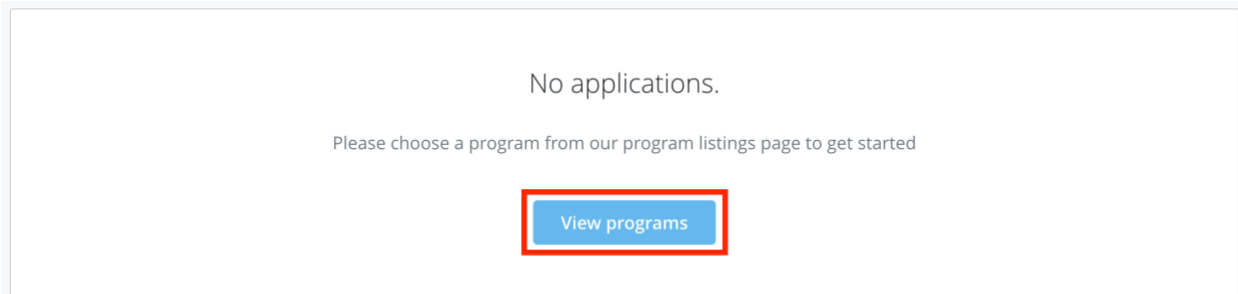
Enter your information into the fields provided and click [Create Account](#). Please note that you will need to verify your email address before applying for a scholarship. The email verification link is sent upon account creation.

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.

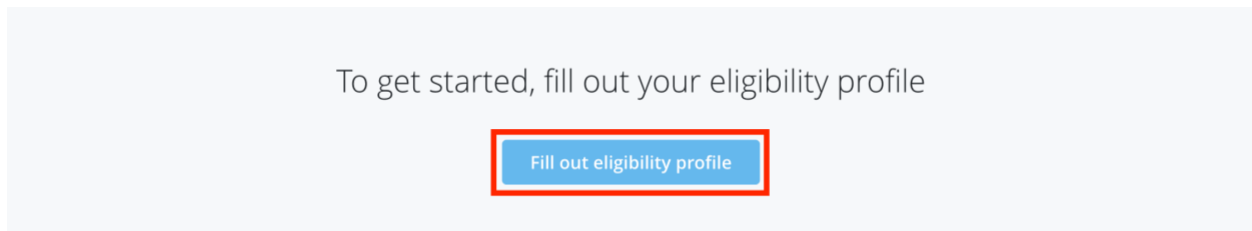
## III. Complete Your Eligibility Profile

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.



Click the blue [Fill out Eligibility Profile](#) button to open the Eligibility Questionnaire.



**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.

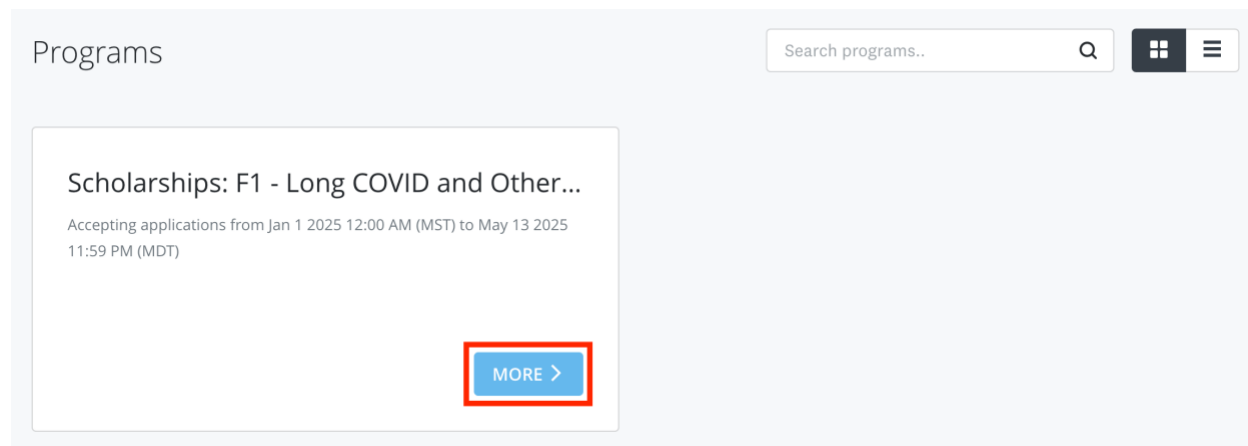
<input type="checkbox"/> Biochemistry, Structural and Cellular	<input type="checkbox"/> Metabolism and Cardiovascular
<input type="checkbox"/> Cancer	<input type="checkbox"/> Microbiota and Flora
<input type="checkbox"/> Developmental, Reproductive, and Regenerative	<input type="checkbox"/> Neurobiology
<input type="checkbox"/> Drug Discovery, Bioengineering and Digital	<input type="checkbox"/> Technologies
<input type="checkbox"/> Genetics, Genomics and RNA	<input type="checkbox"/> Biophysics
<input type="checkbox"/> Immunology	<input type="checkbox"/> Energy/Environment
<input type="checkbox"/> 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](#).

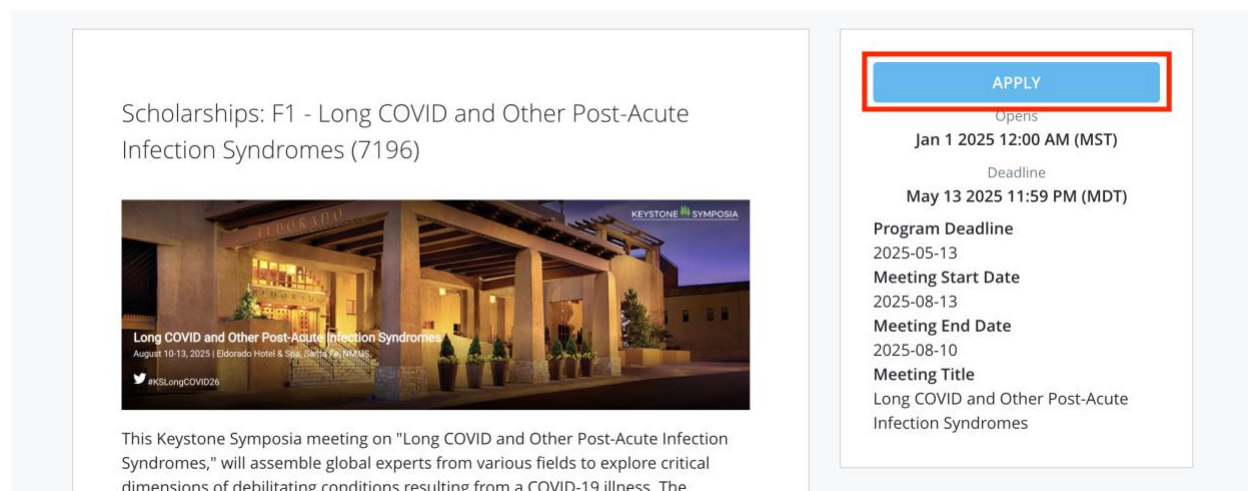
#### IV. Applying for a Keystone Symposia Scholarship

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.

The screenshot shows a user interface for a scholarship application. On the left, a summary box displays '0 of 4 tasks complete' with a progress bar, the last edit time 'Feb 24 2025 01:47 PM (MST)', and buttons for 'REVIEW' and 'SUBMIT'. Below these is the deadline 'May 13 2025 11:59 PM (MDT)'. The main content area shows the application title 'Scholarships: F1 - Long COVID ...', the ID '000000001', and the status 'Application in Progress'. There are tabs for 'APPLICATION' and 'ACTIVITY'. Below this is a 'Your tasks' list with four items: 'Verify Your Personal Information - Scholarship' (highlighted with a red box), 'Submit Your Abstract', 'Mentor Letter Request', and 'Abstract Fee Payment Confirmation'. Each task has a circular progress indicator and a right-pointing arrow.

## 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.

The screenshot displays the 'Submit Your Abstract' interface. On the left, a sidebar shows a progress list: 'Verify Your Personal Information - Scholarship' (checked), 'Submit Your Abstract' (active), 'Mentor Letter Request', and 'Abstract Fee Payment Confirmation'. Below the list is a progress bar for '1 of 4 tasks complete', the text 'Last edited: Feb 24 2025 01:48 PM (MST)', and buttons for 'REVIEW' and 'SUBMIT'. A deadline of 'May 13 2025 11:59 PM (MDT)' is also present. The main content area is titled 'Submit Your Abstract' and contains the 'Abstract' form. The form includes an 'Abstract Title' field, an 'Authors' text area, and a 'Coauthors' section with a note: 'If there are no coauthors, please enter 'N/A' in the field below.' Below these is an 'Abstract Body' section with a note: 'No comments or image links in the text of the abstract.'

### 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.

The image shows a 'Send recommendation' modal form overlaid on a task list. The modal has a title 'Send recommendation' and a close button (X) in the top right corner. It contains the following fields: 'First name' (text input), 'Last name' (text input), 'Email' (text input), and 'Message' (text area). At the bottom of the modal are two buttons: 'CANCEL' and 'SEND REQUEST'. The background shows a task list with items like 'Verify Your Personal Information - Scholarship', 'Submit Your Abstract', 'Mentor Letter Request', and 'Abstract Fee Payment Confirmation'. A progress bar indicates '2 of 4 tasks complete' and a 'MARK AS COMPLETE' button is visible.

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.

*Continued on next page...*

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.

Abstract Fee Payment Confirmation

Abstract Submission Fee Confirmation

Applicants must pay the abstract submission fee before being considered for a financial aid award. After payment, you can download a copy of your invoice by logging into our [customer portal here](#). Your order number can be found here:

Description	Units	Rate	Charges
Registration Options (Abstract Paid) 2/ 2 12:00:00 AM - 2/ 5 11:59:00 PM	1.00EA	\$50.00 EA	\$50.00
<b>Total For Order</b>			<b>946624</b>

Previous Payments

Amount	
9/19/2024 Payment - Check 54182654	\$-50.00

Please confirm you've paid the abstract submission fee by providing the information below.

**Order Number:**  
Your order number is a 6-digit code and can be found in the confirmation email.

**Order Date:**

SAVE & CONTINUE EDITING MARK AS COMPLETE

## 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](mailto:scholarships@keystonesymposia.org). Thank you, and good luck!