

Overview: All awards, grants and scholarships are tentative and subject to change based on funding availability. Approval of applications will be made by a majority vote of the Chapter Board. Scholarships are funded by the Oncology Nursing Society Hawaii Chapter.

Purpose: To support a professional nurse interested in improving cancer care by developing their personal knowledge through attendance at a professional conference and sharing this new knowledge with others.

Scholarship: Recipients will receive a conference scholarship for up to but not exceeding **\$2500**. Individuals living or working within a 50-mile radius of the conference location are eligible to receive the conference registration fee only. There is a per diem rate of up to \$150/day for meals and incidentals (See below for details about covered expenses.)

Recipients must attend the conference in its entirety. Individuals must claim a minimum of 75% of eligible CE for multi-day conferences or 100% of eligible CE for single-day conferences. Failure to claim required CE will result in forfeiture of scholarship.

Note: Priority will be given to first-time applicants. Previous recipients remain eligible but may be placed on a waiting list. Individuals placed on a waiting list will be notified upon application submission.

Eligibility: The applicant must:

1. Be a registered nurse practicing in oncology nursing for a minimum of 2 years
2. Be an ONS National and Hawaii Chapter member.
3. Be a full-time resident of Hawaii.
4. Attend the conference in its entirety and:
 - a. Claim 75% of eligible CE for multi-day conferences OR
 - b. Claim 100% of eligible CE for single-day conferences
5. Submit all receipts and Certificate of Attendance within 30 days of completion of the conference
6. List all expenses on chapter Reimbursement Form

Instructions: Submit the following documents via email to info@onshawaii.com at least 30 days before the start of the conference:

- a. Completed application
- b. Conference agenda or link to conference website
- c. Professional resume/CV

Applications received within 30 days of the conference start date will not be accepted.



Frequently Asked Questions (FAQs)

Q: If the conference provides additional CE for visiting posters and abstracts, is this amount considered part of the total number of CE offered by the conference?

A: No, CE offered for posters and abstracts are not considered as part of the total amount. For example, if a multi-day conference offers 24 CE for presentations and up to an additional 50 CE for visiting posters, you are required to claim a minimum of 18 CE.

Q: Can I apply for a scholarship if I am not an ONS Hawaii Chapter member?

A: No. Eligible applicants must be active members of ONS Hawaii Chapter.

Q: Can I apply for a scholarship if I am an ONS Hawaii Chapter member but don't live in Hawaii?

A: No. Eligible applicants must be active members of ONS Hawaii Chapter and reside full-time in Hawaii. This requirement is intended to help offset the higher costs and travel-related challenges Hawaii oncology nurses encounter when pursuing professional development opportunities.

Q: Can I submit bank statements as my receipts?

A: No, bank statements are not accepted. Only itemized receipts are accepted; in other words, a receipt that lists each item that was paid for. It is recommended that you take a photo of your receipt as soon you receive it.

Q: I want to travel around the area after the end of the conference. Is this allowed?

A: Dates of travel may occur within 7 days before the start of the conference and within 7 days of the end of the conference. More details are available in the "Airfare" section below.

Q: The conference agenda is not available yet. Can I still apply?

A: Yes, you may include the link to the official conference website in place of an agenda.

Frequently Asked Questions (FAQs)

Q: The conference is less than 30 days away, can I still apply?

A: No. Applications must be submitted at least 30 days before the conference start date. Applications received after this cutoff will not be accepted, and no exceptions will be made in order to be fair to all members. We recommend applying as early as possible.

Q: How soon do I need to submit my receipts and Certificate of Attendance after the conference?

A: Required documentation (e.g., receipts, reimbursement form, CE certificate, etc.) must be submitted within 30 days of the conference's completion. Submissions received after this window will not be accepted, and no exceptions will be made in order to be fair to all members. We recommend submitting your documents as soon as possible after the event.

Q: What happens if my membership lapses after I was approved for the scholarship?

A: If your membership lapses, disbursement of the scholarship funds will be withheld until your membership has been renewed. If you choose not to renew your membership, scholarship funds will be forfeited.

Reimbursement Details

Conference Registration: ONS will cover the cost of conference registration if not covered by employer. Provide a copy of conference registration receipt.

Airfare: You are responsible for booking your own flight and will be reimbursed for one round-trip, coach, economy class ticket upon completion of your trip. Additional costs incurred by upgrades to premium cabins are not eligible for reimbursement. Any side-trips or extended length of stay for personal/leisure time will not be covered. A flight confirmation and receipt showing proof of payment must be submitted.

Travel dates may take place within 7 days of the start of the conference and within 7 days of the end of the conference. For example, if a conference takes place on April 15th and ends on April 19th, you may book your flight to travel as early as April 8th and return as late as April 26th.

Lodging: Hotel charges will be reimbursed for the night before the conference through the day after the conference. Any additional nights outside of this window will not be reimbursed. For example, if the conference takes place from April 15th to April 18th, your hotel stay from April 14th to April 19th will be eligible for reimbursement.

Personal expenses such as room service, movie rental, spa charges, mini-bar will not be covered. A detailed /itemized hotel statement showing a zero balance must be submitted.

Meals and Incidentals: Itemized receipts are required for each meal to be covered. The receipt should cover only the meal of the person submitting the reimbursement form. Alcohol is not eligible for reimbursement. If you share meals with other individuals, it is recommended that you confirm with the restaurant or eatery that an individual receipt can be provided. Failure to provide an itemized receipt may result in forfeiture of funds related to that expense.

Receipts are required for other incidentals such as ground transportation, gratuities, baggage fees, airport parking, travel insurance, etc.

Scholarship Disbursement: Please allow up to ten (10) business days to receive payment. Failure to provide requested information (e.g., itemized receipts for meals) may result in a delay or even forfeiture of scholarship funds.

For all other inquiries or further clarification, please contact info@onshawaii.com.