



GSA Conference Funding Subsidy Program

The Concordia Graduate Students' Association (GSA) is pleased to offer graduate students financial assistance for presenting a paper or leading a workshop at a conference in their field. The GSA acknowledges the importance for graduate students to present their research at conferences to aid in the development of their academic and professional careers. As such, the GSA is pleased to support and encourage students to present their research through this subsidy program.

Before you submit your GSA conference funding application please review the eligibility and documentation guidelines.

Eligibility Requirements:

- All graduate students registered at Concordia University are eligible to apply for the GSA Conference Funding Assistance Program.
- Each student is limited to a maximum of \$500.00 reimbursement per academic year (including Fall, Winter and Summer semesters).
- If awarded a subsidy, the student will receive at least the minimum amount of \$100.
- ***Conferences that take place at Concordia University and in the city of Montreal are not eligible for conference funding assistance through the GSA Conference Funding Assistance Program.

Application Deadline:

To apply for this subsidy, you are not required to obtain pre-approval prior to attending your conference. Instead you must submit your application after having attended the conference. The GSA must receive your completed application form and all required documentation no later than 30 calendar days after the last day of the conference. The GSA regrets to inform students that we cannot accept documentation beyond this deadline.

Funding Distribution:

- It is the goal of this subsidy program to assist students in financing their conference presentation experiences as graduate students. As such, we aim to disburse the funding envelope as widely and fairly as possible, however there is no guarantee you will receive a subsidy.
- Funding will be allocated and disbursed on a monthly basis. This means that all applications received within the month (up until the last calendar day in the month) will be processed together.
- In the case that the funding budget for any particular month has not been exhausted, the surplus will roll over to the following month.
- Applications are processed based on the following priorities:
 - a) Applications that demonstrate the highest expenses paid
 - b) Applications that demonstrate the student has received less or no other funding from any other sources.

Documentation Guidelines:

A completed GSA Conference Funding Application consists of five components:

- Your completed and signed application form
- Proof of student status
- Attached documentation providing proof of presentation
- Attach documentation providing proof of registration
- Attached documentation providing proof of travel

1: Completed and Signed Application Form

Please download the GSA Conference Funding form from the GSA website. You may also pick up a paper copy of the form from the GSA Office (2030 Mackay street).

Before completing the form, please note the following:

- The form may be completed electronically or by hand.
- All fields are required.
- If you are unable to provide required information or documentation, you may attach a supplementary one-page explanation and in kind documentation for consideration with your application

2: Student Status

Please provide the following:

- Proof of student status (copy of student record printed from student portal)

3: Proof of Registration

Please provide the following:

- A print out (online) or photocopy of your confirmation of registration
- A photocopy of a bank statement with highlighted registration payment
OR
The original receipt of payment for registration

4: Proof of Presentation

Please provide the following:

- A photocopy (or print out, in the case of electronic conference booklets) of the front page of the **conference booklet** and the page that includes the **date and time** of your presentation. Please highlight your presentation and name. Please do not include the entire booklet.
- A copy of the application related to the conference
- Application acceptance letter/invitation letter
- Approval from Professor/Faculty or Department Head (if applicable)

5: Proof of Travel

Please provide the following:

- Boarding passes showing travel to the city/region hosting the conference you attended; boarding passes must include your name and date of travel. Photocopies are acceptable.
- Hotel check-out receipt that includes your name, location and shows balance paid.
- Credit card or bank statement that indicates your name and the travel charges made in the location of your conference during the conference time period. Please highlight your name and the relevant charges.

OR

The original receipts of travel.

N.B: The GSA regrets that it cannot accept travel itineraries as proof of travel (e.g. a receipt from Expedia, Travelocity, etc. for a flight/hotel). Food costs will not be considered as part of travel costs.

Application Submission

You can drop off your completed GSA Conference Funding Assistance Program application to our office between 10am to 6pm from Monday to Friday, or mail it to:

VP Academics and Advocacy
Graduate Students' Association
Concordia University
2030 Mackay Street,
1st floor, Montreal, Quebec
H3J 2J1; Canada

Conference Funding Assistance applications will take approximately 30 days to be processed. The Vice President of Academics and Advocacy will email you in regards to your application and if/when your cheque is ready for pick up. Thank you for your patience.



CONFERENCE FUNDING APPLICATION

Please visit www.gsaconcordia.ca to review full eligibility and documentation requirements. Applications submitted with invalid or incomplete documentation may not be approved.

Other Funding Sources

Have you applied or received funding from another source for this presentation? Yes No
If yes, please indicate the source, amount and whether it is pending or confirmed:

Applicant Information

First name: Last name:
Student #: Degree:
Department: Email:
Mailing Address:

Conference Information

Title of conference:
Location (city, region, country):
Conference dates:

Presentation Information

Title of presentation:
Date and time of presentation:
Type of presentation:

Expense Report

Please indicate your total expenses in each section. All corresponding receipts that comprise these totals must be attached. Photocopies are accepted.

Conference registration:
Travel costs (flight, bus, train; accommodation):
Visa issuance (if applicable):
Expense Total:

Supporting Documentation

Please review the guidelines for acceptable documentation and indicate that you have enclosed documentation for each of the following categories:

Proof of student status

Proof of presentation

Proof of expenses

Your application will be processed within 30 days after the last day of the month in which your application was received. If you include a self-addressed, stamped envelope with your application, your cheque will be mailed to you. All other cheques will be available for pick up at the GSA Office (2030 Mackay) during office hours.

By signing below, you declare that you understand all funding terms and conditions as stated on the GSA website, that all the above information is true and correct, and that you are currently a registered graduate student at Concordia University.

Applicant signature:

Date:

For office use only:

Date received:

Date reviewed:

Approved

Not approved

Amount:

Cheque #:

Initials: