



## **Graduate Students' Association**

Concordia University  
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### **List of required documents for GSA Funding Program**

#### **Documentation Guidelines:**

A completed GSA Funding Application consists of the following components:

1. Your completed and signed application form
2. Proof of Student Status (unofficial transcript)
3. Copy of the Abstract/Paper/Description of the exhibit/project
4. Proof of Acceptance/Registration of the paper/poster/exhibition or Proof of Project
5. Proof of Expenses
6. Proof of Travel (if applicable)
7. Proof of Presentation (if applicable)

#### **1: Completed and Signed Application Form**

Please download the GSA Conference Funding form from the GSA website. Before completing the form, please note the following:

1. Download the form and use Acrobat Reader to fill out the form
2. Combine all relevant documentation into one PDF
3. The PDF document should be saved with name:  
Student name – Student ID – Application term.
4. Email your application to [faculty@gsaconcordia.ca](mailto:faculty@gsaconcordia.ca)
5. Use the following format for the subject line of your email:  
Funding Application Term – Full Name– Student ID

If you are unable to provide required information or documentation within the allocated space on the PDF, you may attach a supplementary one-page explanation and in-kind documentation for consideration with your application

#### **2: Proof of Student Status**

You can find details of how to print your unofficial student record on the URL below  
<https://www.concordia.ca/students/your-sis/view-print-unofficial-transcript.html>

### **3: Copy of the Abstract/Paper OR Description of the exhibit/project**

Please attach a copy of your abstract/paper or provide a description of the project you are requesting funds for. For Academic and Special projects, you will be required to provide a clear and concise description of your project

### **4: Proof of Acceptance/Registration of the paper/poster/exhibition OR Proof of Project**

Please provide the following:

- A copy of your confirmation of registration
  - A copy of a bank statement with highlighted registration payment
- OR
- The original receipt of payment for registration

### **5: Proof of Expenses**

Please attach a clear image of all relevant bills and highlight relevant items.

Kindly segregate all bills and label them for accommodation/meals.

Please note that invoices are not accepted as proof of payment. An invoice accompanied by a payment receipt/bank statement is a complete proof of transaction.

### **6: Proof of Travel (if applicable)**

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.
  - 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).

## **7: Proof of Presentation (if applicable)**

Please provide the following:

- A copy/image (or screenshot, 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)

### **Application Submission:**

1. Applications must be limited to ONE PDF attachment and emailed to [faculty@gsaconcordia.ca](mailto:faculty@gsaconcordia.ca)
2. No hard copy submissions will be entertained
3. Incomplete applications, applications submitted as more than one PDF attachment, hard copy applications, and those arriving 30 days after the conference date/event will be not considered by the Budget and Funding Committee.

GSA will not follow-up with students who do not follow the submission instructions. Such applications will not be considered for the subsidy.