



Graduate Students' Association

Concordia University
2030 Mackay · Montreal · QC · H3N 1J1
Phone 514 848 2424 x 7900

FUNDING APPLICATION FORM

Applications must be submitted in one of the following terms:

April 1 to July 31 (Summer term)

August 1 to November 30 (Fall term)

December 1 to March 31 (Winter term)

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

The GSA must receive your completed application form and all required documentation no later than 30 calendar days after the last day of the project or event.

PLEASE READ INSTRUCTIONS BELOW CAREFULLY

Eligibility:

1. All graduate students registered at Concordia University are eligible to apply for GSA Funding under the following four categories:
 - Academic Projects
 - Special Projects
 - Conference Funding
 - Extra-Curricular Engagement Funding
2. At the time of application, students must be in good academic standing.
3. Students must be registered in their program at the time of attending the conference.

Funding:

1. Each student is limited to a maximum of \$500.00* reimbursement per academic year (including Summer, Fall and Winter semesters).
2. It is the goal of this subsidy program to assist students in financing their academic and extra-curricular experiences as graduate students. As such, we aim to disburse the funding as widely and as possible, however there is no guarantee you will receive a subsidy.
3. Funding will be allocated and disbursed once per term (Summer, Fall, & Winter). This means that all applications received within the term will be processed together.

Documents to submit (compiled in one PDF attachment):

1. 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)

Please refer to the checklist of required documents on GSA's website for further guidelines on documents.

Submission Instructions:

1. Applications must be limited to ONE PDF attachment and emailed to 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.

* Subject to available funding.

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

APPLICATION FORM

Applicant Information

First Name

Last Name

Student ID

Program of Study

Faculty

Email Address

Conference/Project/Event Information

Select a category from below for your funding application and please provide relevant details.

Academic Projects

Special Projects

Conference Funding

Extra-Curricular Engagement Funding

Name of Conference/Project/Event:

Location of Conference/Project/Event: (City/Province/State/Country)

Dates of Conference/Project/Event:

Details of Conference/Project/Event

(For e.g. - Title of the Paper/Presentation, Details regarding Special project/Academic project funding)

Other Funding Sources

Have you applied or received funding from any other sources for this project/event? If yes, please indicate the source/s, amount/s and whether the funding is pending or confirmed.

Yes

No

Details:

Declaration from the Supervisor (if applicable)

Supervisor/or relevant faculty member

Name:

Email:

I agree to contribute \$ _____ in order for the student to attend the conference

Supervisor's signature:

Date:

Checklist for Supporting Documentation

(Please ensure that you provide all the documents mentioned below)

- | | |
|--|---|
| Proof of Student Status (unofficial transcript) | Copy of the Abstract/Paper or Description of the Exhibit/Project. |
| Proof of Acceptance/Registration or Proof of Project | Proof of Expenses |
| Proof of Travel (if applicable) | Proof of Presentation (if applicable) |

DECLARATION

All applications will be processed no later than four (4) weeks following the term deadline by the Budget and Funding committee for final approval by the Council.

Applicants will be notified of the outcome of their application no later than six (6) weeks following the deadline of application.

Should you receive an award, you will be notified in order to process the reimbursement of the subsidy.

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: