

CONCORDIA UNIVERSITY CONFERENCE AND EXPOSITION AWARD APPLICATION FORM

SCHOOL OF GRADUATE STUDIES - GRADUATE AWARDS

Applications must be submitted in one of the following competition cycles: May 1 to August 31 Conferences (Summer term)
September 1 to December 31 Conferences (Fall term)
January 1 to April 30 Conferences (Winter term)

Applications must be received before the conference start date.

[Submit your application via email as ONE PDF attachment to conferenceaward.sgs@concordia.ca](mailto:conferenceaward.sgs@concordia.ca)

No hard copy submissions will be entertained – please read instructions below carefully

Eligibility:

- a) Registered Postdoctoral Fellows may apply for one award annually up to a maximum of two consecutive years of residence at Concordia.
 - b) Doctoral students may apply for funding once a term within the first five years of their program.*
 - c) Master's students may apply for one award within the first two years of their program.
 - d) Diploma and Graduate Certificate students may apply for funding once within the first year of their program.
 - e) At the time of application, students must be in good academic standing.
 - f) Students must be registered in their program at the time of attending the conference. g)
- Applicants presenting at Student Conferences are not eligible to apply.
- h) Applicants applying for Conference funding retroactively will not be considered.

Funding

- a) Funding will normally range between \$250 and \$1,000.

Documents to submit (compiled in one PDF attachment):

- a) Completed application form.
- b) A current c.v. (maximum two pages) listing:
 - i. theses and select publications (in chronological order starting with most recent) specifying publication name/authors/name of journal/year;
 - ii. scholarships, awards and other academic honours specifying name of award/where award was held/period/award value (in Canadian \$);
 - iii. research and professional experience specifying: institution/employer/date/ type of experience.
- c) Copy of the abstract/paper/description of the exhibit.
- d) Proof of acceptance of the paper/poster/exhibition indicating that the applicant is principal author or presenter.
- e) Evaluation form completed by the supervisor, member of supervisory committee or GPD which describes the scholarly and professional importance of the conference/exposition.

Submission Instructions:

Applications must be limited to one PDF attachment and emailed to conferenceaward.sgs@concordia.ca. Incomplete applications, applications submitted as more than one PDF attachment, hard copy applications, and those arriving after the conference start date **will be ignored**** by the Graduate Awards Office. Click [here](#) for instructions on how to create one PDF document from multiple files. Upon return from the conference, please submit proof of attendance to conferenceaward.sgs@concordia.ca. This can include certificates of attendance, conference brochures or nametags.

***Subject to available funding**

**** The Graduate Awards Office will not follow-up with students who do not follow the submission instructions. Such applications will not be considered for the award.**

APPLICATION FORM FOR CONCORDIA UNIVERSITY CONFERENCE AND EXPOSITION AWARD

GENERAL INFORMATION					
Last name:		First name:		Student #:	
Email address					
Have you received conference funding from SGS before?				Yes	No
Phone number (home)					
Phone number (office)					
Faculty :	JMSB	Fine Arts	Arts & Science		
Engineering & Computer Science			INDI Program		
Department					
Current Program of Study (i.e. M.A. Educational Studies)					
Start date in current program or postdoctoral residency					
Cumulative Grade Point Average (CGPA) in <u>all</u> University studies (i.e. 3.9/4.3; 3.6/4.0; 80%; 16/20 etc.)					
Bachelor's:		Certificate:		Diploma:	
Master's:		Doctorate:			
Number of Publications: (presentations of your research/creation)					
Refereed journals		Refereed Conference presentations		Refereed Exhibitions	
Non-Refereed Conference presentations		Conference posters		Other presentations Please Specify in Student Statement (Attachment #5)	
CONFERENCE INFORMATION					
Name of Conference:					
Location of conference (City/Province/State/Country)					
Title of the Paper/Poster/exhibition being presented:					
Conference dates		Start:		End:	
Dates you will be attending		Start:		End:	
Type of Conference: International National Regional Provincial Local					
Frequency of conference is every ___ year(s) or other (specify)					
I am: first author second author third (or greater) author					

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BUDGET (Canadian \$)	
Conference Registration Fee	\$
Cost of Workshop or Training Session attended during the conference	\$
Travel: Air, Train, Bus, local transportation etc.	\$
Accommodation - please indicate actual cost	\$
Meals per diem \$46.25 per day x # of days	\$
Total costs (A)	\$
All <u>confirmed</u> funding (e.g. supervisor/dept. etc.)	Total sources (B) \$
Total costs that are not yet covered (A-B)	\$
AMOUNT REQUESTED from SGS (C)	\$
AMOUNT REMAINING that is unfunded (D)	\$

List your sources of <u>confirmed</u> funding (supervisor/ department etc.) specify amount:

THE AMOUNT REMAINING that is unfunded (D) will be covered by:

Student's signature	Date

Supervisor Information			
Supervisor/or relevant faculty member:		Co-Supervisor (if applicable):	
Name:		Name:	
Email:		Email:	

I AGREE TO CONTRIBUTE \$_____ IN ORDER FOR THE STUDENT TO ATTEND THE CONFERENCE

Supervisor's signature	Date

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Instructions: The applicant should have provided you with a completed application and budget form for review. In addition you are asked to complete this form and send it to conferenceaward.sgs@concordia.ca

Referee Evaluation Form

Applicant Name					
Name of Referee					
Relationship to applicant		Supervisor Committee member professor			
Other:					
How long have you known the applicant:		years		months	
Please give us your appraisal of the applicant relative to other you have known in a similar capacity by marking the appropriate boxes in the chart below:					
	Exceptional	Above Avg.	Average	Below Avg.	Unable to determine
General Academic Ability					
Quality of Work/Research					
Communication Skills					
Conference presentation experience					

The purpose of this award is to send students to high quality/prestige conferences

Indicate the importance/prestige/profile level of the Conference:					
Highest	very good	moderate	unable to determine		

I think there are better conferences, do not support this application

Comment on the scholarly importance of the conference and its ranking in the domain of research.

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Benefit to student of presenting at this particular conference

Highest	very good	moderate	unable to determine		
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Explain how presenting at this conference will contribute to the professional development and career goals of the applicant

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Referee's signature Date

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Attach additional page if necessary.					
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