

CONCORDIA UNIVERSITY
Faculty of Arts and Science

Application for Conference Travel Support for a Registered Postdoctoral Fellow

Name _____ I.D. _____
Department/Centre _____ Email _____
Home Address _____ Home Phone _____
Office Address _____ Office Phone _____
Supervisor/Mentor _____
Name of Conference _____
Conference Dates _____ Location _____
Title of Paper/Poster to be presented _____

Please include with this application:

1. A preliminary program or letter from conference organizers indicating that your paper/poster has been accepted.
2. A proposed budget, indicating other sources of funding from external grants, your supervisor/mentor, etc.
3. A brief description (not more than a half page) of the paper/poster in relation to your research program.
4. A brief letter of support (not more than a half page) from your supervisor/mentor, indicating promised support (if any).
5. A copy of your School of Graduate Studies postdoctoral registration form.

Please see reverse side for rates, rules and regulations.

Signature of Applicant _____ Date _____

Please submit this form and supporting documentation to:
Lori Dupuis, Office of the Associate Dean, Research and Graduate Studies, Loyola AD-322-1

Rules and Regulations

1. Applicants must submit their request for conference travel support prior to attending the conference.
2. To be eligible, the applicant must be a registered postdoctoral fellow at the time of the conference.
3. Postdoctoral fellows may receive **one grant per fiscal year (which is June 1st – April 30 for 2010-11)**.
4. Faculty conference travel support may be held in conjunction with similar funding offered through the School of Graduate Studies.
5. For reimbursement, please submit an expense report and original receipts, including boarding pass and a copy of the conference program, to the Faculty of Arts and Science (L-AD-322-1) within thirty days of return from the conference.

Destination	Grant Amount
Canada, within 500 km radius from Montreal (Ottawa, Quebec City, Toronto, etc.)	\$200
Canada, all other destinations	\$300
U.S. (all destinations), Mexico, Caribbean	\$375
All other international destinations	\$500

For information/assistance with submitting an application for funding, please call Lori Dupuis in the Office of the Associate Dean, Research and Graduate Studies, at 848-2424 ext. 2089.

For information/assistance with submitting an expense report, and for a copy of an expense report form, please see your departmental secretary.