

Political Science Department Travel Fund

Rates, Rules and Regulations

1. **Completed applications for travel funding must be submitted at least 4 weeks prior to conference start. Applications received less than 4 weeks prior to the conference start date or applications submitted with missing documentation will automatically be rejected for funding.** It is in your best interest to apply as soon as you receive your proposal acceptance, as all grants are subject to available departmental funding.
2. All students are eligible for one travel or training grant per fiscal year (May 1 to April 30).
3. To be eligible, students must be currently registered in a political science BA, MA, MPPPA, or a PhD program and be in good academic standing. Postdoctoral researchers must be affiliated with the department and working under the direction of a full-time faculty member.
4. Students registered in a Bachelor's program may receive **one grant during their degree program**.
5. Students registered in a Master's program may receive **one grant per fiscal year during the first two years** of their MA or MPPPA.
6. Students registered in a doctoral program may receive **one grant per fiscal year for a maximum of five conference grants** during their doctoral studies. PhD students may also receive **one grant during their degree program** for specialized training programs, such as ICPSR or ECPR Summer Schools. (NB: Students participating in a pre-conference training workshop as part of a conference are eligible for a single grant, which is counted as one of their five conference grants).
7. Postdoctoral researchers may receive **one grant during their Postdoctoral position**.
8. Students (undergraduate and graduate) and postdoctoral researchers **must be presenting a poster or a paper at the conference to be eligible for funding**. Proof of acceptance must be included with this application.
9. In order to get reimbursed, students must submit an expense report to the department with original receipts, including original boarding passes, and a copy of the conference program within thirty days of return from the conference.

Destination	Grant Maximum
In Montreal/Virtual Conference presentation	\$100*
Up to 500 km radius from Montreal	\$200*
More than 501 km from Montreal	\$300*

* Subject to available department funds

CONCORDIA UNIVERSITY
Department of Political Science

Application for Student Conference Travel Support

Name _____ I.D. _____

Program of Study: _____

Name of Conference/Training Program: _____

Conference/Training Program Dates: _____ Location: _____

Title of Paper/Poster to be presented (if applicable): _____

Have you received previous travel support from the Department of Political Science? Yes No

If yes, please give date and name of conference(s) and/or training program:

Checklist with application:

- This Political Science application form
- A letter indicating the purpose/value of your conference travel for your research program;
- An unofficial copy of your student record;
- A copy of your confirmed abstract;
- Proof of acceptance to the conference;
- A letter of support from your supervisor indicating the suitability of this conference to your research program and whether they are providing additional support from their research funds. If your supervisor is not contributing financially, this must be noted in the letter;
- Information on additional sources of funding you are applying for (if any).

Signature of Applicant:

Date:

Please submit this form and supporting documentation to Political.Science.DA@concordia.ca.