

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 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 grant per fiscal year (May 1st 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. Post-Docs 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. Post-Docs may receive **one grant during their Post-Doc position**.
8. Students (undergraduate and graduate) and post-docs 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
500 km radius from Montreal (Ottawa, Quebec City, Toronto, etc.)	\$200*
All other destinations	\$300*

* Subject to available department funds

CONCORDIA UNIVERSITY
Department of Political Science

Application for Student Conference Travel Support

Name _____ I.D. _____

Which Political Science Program are you registered in: _____

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;
- The Faculty of Arts and Science Form (if eligible) with all necessary documents required for that application;
- 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 he/she is providing additional support from his/her research funds. If your supervisor is not contributing financially, this must be noted in the letter.

Signature of Applicant _____ Date _____

Please submit this form and supporting documentation to:

Tanya Volpe-Standing, Graduate Program Assistant
Department of Political Science H 1225-19

Department of Political Science
Revised December 7, 2017