

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					
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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		

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.					