

## **APPLICATION FOR ECSGA CONFERENCE SUBSIDY**

The **ECSGA** offers funds to offset the cost of ENCS Graduate Students either presenting papers/posters related to their fields of study at a conferences or a workshop. **Research costs will not be considered.**

In order to process your application we will need to have original receipts on file. Therefore, please submit your application only after you have attended the conference. If your application is submitted beforehand, it will be considered incomplete and will not be processed until all receipts are on file. You can only apply for conference subsidy for a conference you have attended within last three (3) months. It is your responsibility to ensure that all required documents have been submitted along with your applications form.

**PLEASE NOTE: Conference Subsidy applications are processed once per semester according to the following schedule:**

Applications Received May 1-August 31: Processed second week of September

Applications Received September 1-December 31: Processed second week of January

Applications Received January 1- April 30: Processed second week of May

**FUNDING WILL RANGE BETWEEN \$100 and \$500 (depending on available funding)**

**ECSGA Conference Subsidy will be given only once per year.**

**ALL OF THE FOLLOWING IS REQUIRED (MANDATORY):**

**1. Personal Data:**

- Student I.D. Number
- Department
- Degree Being Sought
- Copy of Concordia student record printed from student portal
- Mailing Address, Telephone Number, and Email address

**2. A Detailed Outline of the Conference:**

- Where it was held.
- A copy of your abstract.
- Proof of acceptance of the paper/poster indicating that the applicant is principal author or presenter.
- Approval from your supervisor / member of supervisory committee / GPD

**3. A Detailed Outline of All Support:**

- How much obtained?
- From which sources?
- If no other support is available - why not?

**4. A Detailed Expense Outline:**

- Transportation, Registration, Accommodation

**ORIGINAL RECEIPTS TO BE SUBMITTED**

## APPLICATION FOR ECSGA CONFERENCE SUBSIDY

Date Received \_\_\_\_\_

By \_\_\_\_\_

Name of the Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Student ID: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Department: \_\_\_\_\_

Degree: \_\_\_\_\_

Name of the Conference: \_\_\_\_\_

Location of conference (City/Province/State/Country): \_\_\_\_\_

Title of the paper/ poster being presented: \_\_\_\_\_

Conference date:

Start: [Click here to enter a date.](#) End: [Click here to enter a date.](#)

Conference Type:  International  National  Regional  Provincial  Local

Conference Term:

summer  winter  fall

I am:

First Author  Second Author  Third (or greater author)

### DETAILED BUDGET

Expenses:	Other sources of funding (Specify)
a) Transportation	a)
b) Conference Registration	b)
c) Accommodation	c)
d) Meals	
e) Others (specify)	
<b>Total:</b>	<b>Total</b>
	<b>Amount Applied for:</b>

Required Approval (Supervisor/Member of Supervisory Committee/GPD: \_\_\_\_\_

*Signature*

NAME (PRINT) \_\_\_\_\_

DATE: [Click here to enter a date.](#)

### DOCUMENTS SUBMITTED

Copy of abstract

Proof of Acceptance of paper/poster

Original receipts (Photocopy not accepted)

### FOR OFFICE USE ONLY

Accepted

Amount: (\$) \_\_\_\_\_ )

Cheque No. \_\_\_\_\_

Date Issued: \_\_\_\_\_

Rejected

Reasons for rejection: \_\_\_\_\_

Signature of VP Finance: \_\_\_\_\_

Signature of President: \_\_\_\_\_

Date: \_\_\_\_\_