

Purpose: To support travel related costs for students to participate in an academic dissemination/presentation opportunity at nationally and internationally recognized conferences which showcase the high quality of research being done by full-time Alberta graduate students.

Value: Up to \$3,000

Donor: Government of Alberta Scholarship Program

Number: Varies

Conditions of Eligibility:

Applicants must meet the following criteria to be eligible to apply for this award:

- Be enrolled full-time in a graduate studies degree program at Concordia University of Edmonton
- Be a presenter in some capacity (e.g. presenter, session chair, panelist, seminar facilitator, or poster presentation) at a conference of an academic or professional organization in the applicant's discipline or profession
- Be a Canadian citizen or have permanent resident status in Canada
- Be living in Alberta
- Meet the academic requirements for continuation in a graduate degree program
- Eligible students may receive a maximum of two travel awards during their program of study. Students who are in their final semester of their program are eligible for the award if the presentation is conducted within three months after graduation and within the same fiscal year (April 1 – March 31) in which the award was granted.

Application Instructions:

1. Complete an application form.
2. Get the application signed by your graduate supervisor.
3. Submit the application, at a minimum, **one month prior** to the start of the conference. (applications are received on a first come, first served basis until funding is exhausted).
4. Submit supporting documentation with your application form (i.e. confirmation of conference acceptance or registration).
5. Submit the application to the Financial Aid and Awards Office in Student and Enrolment Services, HA 120.
6. Awards will be disbursed as follows: 50% disbursed as a travel advance; 50% disbursed after proof of participation. Proof of participation includes receipts for expenses related to the conference, conference name badge, a boarding pass, or conference program which must be submitted to the Financial Aid and Awards Office.
7. The award is paid via your Concordia University of Edmonton student account. Final payment will not be released if student account is in arrears for the current term.

Questions? Contact a Financial Aid Advisor in Student and Enrolment Services, HA 120 or call 780-479-9220 or email finaid@concordia.ab.ca with your inquiries.

Family name	First name(s)	Student ID
Email address:		
Address:		
City:	Prov:	Postal Code:
Citizenship:	<input type="checkbox"/> Canadian Citizen	<input type="checkbox"/> Permanent Resident
Graduate Program	<input type="checkbox"/> Master of Information Systems Assurance Management <input type="checkbox"/> Master of Information Systems Security Management <input type="checkbox"/> Master of Arts in Biblical and Christian Studies	

Section B: Conference Information

Conference Name (please indicate provincial, national, or international):
Conference Location (city and country):
Conference Dates: From _____ To _____
Title of Contribution you will present:
Brief description of your presentation or abstract (you may attach an additional sheet):
Conference website:

Section C: Travel Costs

Conference registration fee:	\$	
Transportation (airfare, taxi, bus, train):	\$	
Accommodation:	\$	
Meals:	\$	
Total Cost:	\$	
Are you receiving other financial support to attend this conference?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Section D: Graduate Supervisor Declaration

By signing this application, I declare that:		
1. The conference is sponsored by an established academic or professional organization in the applicant's discipline or profession.		
2. The contribution cited in the application is wholly or primarily the applicant's research work and will be personally presented by the applicant.		
3. The applicant has made satisfactory academic progress in the program.		
Supervisor's name (printed)	Supervisor's signature	Date

Section E: Applicant Declaration

This information is collected in accordance with the Personal Information Protection Act (Alberta) and the Taxation Act (Canada) and is required to determine your eligibility for financial awards. If you have any questions about the collection, use, or disclosure of this information please contact the Financial Aid and Awards Office at +1 780 479 9220 or toll-free +1 866 479 5200.

By signing this application, I declare that:	
1. All statements made in connection with this application, and any supporting documents, are true and complete in all respects and that no requested information has been withheld.	
2. I will notify the Financial Aid and Awards Office if I withdraw from full-time status or otherwise change my student status.	
3. I will notify the Financial Aid and Awards Office if I do not attend the conference and, if required, repay any travel award funds paid to me.	
4. I consent to the disclosure and exchange of academic information by and between the Financial Aid and Awards Office and the Registrar to verify my program of study, academic standing, and registration status to determine my eligibility for a financial award.	
5. I understand the information provided on this application may be used for research and statistical analysis.	
6. If my application is selected for this award, I authorize publication of my name and the name of the award on the Concordia University of Edmonton website and in reports and publications.	
7. I will provide the Financial Aid and Awards Office my Social Insurance Number should I receive a financial award for the purpose of issuing a T4A (Canada Revenue Agency).	
8. I have read and followed the procedures relating to the Off-Campus Activities and Travel Policy (AC2040 Off-Campus Activities and Travel Policy)	
Applicant's signature:	Date:

Checklist:

- Application Form
- Brief description of presentation or abstract
- Graduate Supervisor's signature
- Confirmation of conference acceptance or registration
- Proof of Participation after the conference