

Purpose: To support travel related expenses (conference fees, transportation, accommodations, meals) for graduate students to participate in academic events such as conferences, contributions (presentations) and research trips that are directly related to the students' current academic program.

Value: Up to \$3,000

Donor: Government of Alberta

Number: Varies

Conditions of Eligibility:

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

- Be a domestic or international student, living in Alberta, enrolled full-time in a course-based or thesis-based Master's 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; or attend an academic event to further develop or enhance your research or academic work.
- Be in good standing and meet the academic requirements for continuation in a graduate degree program
- Eligible students may receive a maximum of one travel award per academic year. Students who are in their final semester of their program are eligible for the award if the expenses are incurred by the student before May 31st.

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. The recipient will receive a one-time payment prior to the event. After the event, the recipient must submit proof of participation (e.g. conference name badge or conference program, a boarding pass, etc.). Recipients must notify the Financial Aid and Awards Office if they do not attend the event and all or a portion of the award may be repayable.
7. The award is paid via your Concordia University of Edmonton student account. Payment will not be released if your 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.

Section A: Applicant Information

Family name	First name(s)	Student ID
Email address:		
Address:		
City:	Prov:	Postal Code:
Graduate Program	<input type="checkbox"/> Master of Information Systems Assurance Management <input type="checkbox"/> Master of Information Systems Security Management	

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:		
<ol style="list-style-type: none"> 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, or the academic event will further develop or enhance the student's research or academic work. 3. The applicant has made satisfactory academic progress in the program and is eligible to continue. 		
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:	
<ol style="list-style-type: none"> 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 authorize my post-secondary institution to disclose information collected on this application form, my program of study and any award details (if I am selected) to Advanced Education, and I authorize Advanced Education to collect his information from the post-secondary institution for the purposes of administering the Alberta Graduate Students Travel Incentive under the Student Financial Assistance Act, including confirming my eligibility and suitability for this award, for program evaluation and 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