

Application form for enrolment in the
Canadian Student Participation Initiative for
The Fourth SWARM Science Meeting
& Geodetic Missions Workshop 2017 or
the North American Cryosat Science Meeting 2017

1. Target conference

- The Fourth SWARM Science Meeting & Geodetic Missions Workshop 2017
- The North American Cryosat Science Meeting 2017

2. Information on the participant

Last name

First name

Address

City

Province

Postal code

Tel. (home)

Tel. (work)

Email

Status in Canada (Canadian citizen or permanent resident)

3. Eligibility

Applicant's academic status

I will be enrolled in a full time program of a Canadian University as a student or as a postdoctoral researcher at the time of the conference.

Yes No

Name of the academic establishment you will be attending at the time of the conference.

Most recent educational level completed:

High School College
 Bachelor's D.E.S.S / short graduate program
 Master's Doctorate Post-Doctoral

Anticipated degree program in spring 2017

Bachelor's D.E.S.S / short graduate program
 Master's Doctorate Post-Doctoral

Please submit the following documents with this form:

- copy of your proof of citizenship (such as a Canadian passport) or permanent resident card;
- attestation of student enrolment in spring 2017;
- copy of your summary (abstract) as submitted to the conference, if applicable;
- reference letter from a professor;
- a motivation letter of 500 to 1000 words on what you expect to gain from attending the conference (can be part of the application form or a separate document).
- The printout of a quote for an economy class airfare, if applicable.

4. Motivation Letter

Please describe what you expect to gain from attending the conference in 500 to 1000 words. This information can also be provided as a separate document with the application.

5. Budget

Please describe the expenses you are requesting the grant for. The requested amounts must not exceed the maximum allowed value for each expense type. The maximum allowable cost for airfare (\$4,000) is much higher than required for persons living in most urban centers to accommodate persons who may need to travel from remote Canadian locations. The participant must show that the amount requested for the airfare corresponds to an economy class ticket by including the printout of a quote.

Funding for Food and Lodging is limited to 175\$/night for 5 nights. Transportation between the Calgary airport and Banff will be provided by the organizers, but ground transportation may be requested for those not planning to fly to the conference, or to get to their departure airports. This budget will be evaluated as part of your application, please describe/justify adequately the amounts you are requesting.

Expense type	Maximum	Requested	Description/Justification
Food and Lodging	875\$		
Airfare	4000\$		
Ground transport	300\$		
Total	4000\$		

6. Confidentiality

The collected information will be used to evaluate and select applications. The CSA will comply with the federal government's [Access to Information Act](#) and [Privacy Act](#) in processing applications received. By submitting your personal information, you consent to its collection, use and disclosure in accordance with the following Confidentiality Statement, which explains how information on applicants is handled.

All necessary measures will be taken to protect the confidentiality of information provided by applicants. This information is gathered under the terms of the CSA's [Class Grant and Contribution Program to Support Research, Awareness and Learning in Space Science and Technology \(PPU040\)](#). Personal information will be kept in a CSA personal information bank for five years according to the retention schedule.

Applicants must acknowledge that for any agreement exceeding \$25,000, details of the funding agreement (amount, whether grant or contribution, name of beneficiary and site of project) will be publicly accessible on the CSA's Internet site.

For more information on the *Privacy Act* or to access your personal information contact:

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Access to Information and Privacy Office
Canadian Space Agency
Telephone: 450-926-4866
Email: asc.aiprp-atip.csa@canada.ca

7. Student undertaking

In the official grant agreement, the CSA will require the student to make the following commitments:

- Arrive in Banff, Alberta no later than Monday morning, March 20, 2017, and leave no earlier than Friday, March 24, 2017;
- Participate in all technical sessions in the Fourth SWARM Science Meeting & Geodetic Missions Workshop 2017 or the North American Cryosat Science Meeting 2017;
- Submit a report to the Canadian Space Agency within 60 days, using the template prescribed by the CSA, describing:
 - what was learned at the conference;
 - new contacts established;
 - Disclosure of any other sources of government funding received in consideration of the same eligible costs as funded by the CSA.

If these requirements are not met, the student's funding may be revoked.

By signing this form, the student attests that all the information provided is accurate.

Student's signature

Date