



PROTECTED B ONCE COMPLETED

# Grant Application Form under the Announcement of Opportunity (AO) for Canadian Student Participation in the International Astronautical Congress (IAC) 2020

## A. INFORMATION ON THE APPLICANT

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Last Name

First Name

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Address

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City

Province

Postal Code

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Telephone (primary)

Telephone (secondary)

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E-mail Address



## B. ELIGIBILITY

### 1. What is your citizenship status?

- Canadian Citizen       Permanent Resident       Other

### 2. Are you enrolled in a full-time undergraduate or graduate (master's or doctoral) program at a Canadian university for the winter 2020 (January-April 2020) semester?

- Yes       No

### 3. Name of the academic establishment in which you are enrolled for the winter 2020 semester:

### 4. Please specify your current level of studies:

- Undergraduate       Master's       Doctoral       Other

### 5. Have you submitted an abstract to the International Astronautical Federation (IAF) for a technical or poster presentation during IAC 2020?

- Yes       No

## C. ADDITIONAL INFORMATION ON THE APPLICANT

### 6. In which discipline will you be pursuing your studies for the winter 2020 semester?

### 7. Have you previously been funded directly by the Canadian Space Agency (CSA) to attend a conference? If yes, please indicate which conference and when the conference took place.

- Yes (Please specify):

- No



**8. If you are selected for a CSA grant following the evaluation process for this AO, would you be interested in participating in the Space Generation Congress (SGC) in Dubai, United Arab Emirates from October 8<sup>th</sup> to 10<sup>th</sup>, 2020?**

- Yes  No

**9. Self-declaration for members of employment equity groups:**

Please note that **your response to the self-declaration is voluntary** and will be used for statistical purposes, as well as in considering your application for a grant. You can consult [this site](#) for the definition of each group.

**a. Please specify your gender:**

- Male  Female  Another Gender

**b. Are you an Aboriginal person?**

- Yes  No

**c. Are you a member of a visible minority group?**

- Yes  No

**d. Are you a person with a disability?**

- Yes  No

## D. MOTIVATION LETTER (MAXIMUM 1,000 WORDS)

Please describe with factual examples how you meet the evaluation criteria provided in Annex 1 of this document and in section 4.2 of the AO. You may attach your motivation letter as a separate document or provide it directly in this application form, below:



[Empty form area]



[Empty box for writing the reference letter]

### **E. REFERENCE LETTER (MAXIMUM 1,000 WORDS)**

The reference letter must be written by a professor that holds a faculty position at your university. It should include factual examples that demonstrate how you meet the evaluation criteria presented in Annex 1 of this document and in section 4.2 of the AO.

This letter must be provided as a separate document and it should be attached to your application. The application may be submitted in a sealed envelope (at the professor's discretion), as long as it is included with your application.



## F. REQUESTED FUNDING

The maximum amount for each grant is **\$3,600** for participation in IAC 2020 and in the activities organized by ISEB, and a possibility of an additional **\$840** for those who will also be selected to participate in SGC 2020. The CSA reserves the right to reject applications or to reduce the amount of a grant at its sole discretion.

The grant recipient will have to accept to use the awarded grant to cover (partially or totally) the costs associated with his/her participation in IAC 2020 and, if applicable, in SGC 2020. The funding should be used to cover the following expenses:

- Round trip airfare to Dubai, UAE from the recipient's city of departure;
- Student registration fees to IAC 2020;
- Accommodations in Dubai, UAE for the duration of IAC 2020 and, if applicable, during SGC 2020;
- Local transportation expenses during IAC 2020; and
- Meals for the duration of IAC 2020 and, if applicable, during SGC 2020.

All other costs exceeding the CSA grant amount are entirely the recipient's responsibility.

Please indicate in the table below the amounts you request for participating in IAC 2020 and, if applicable, in SGC 2020:

Expense	Amount requested
Round-trip airfare to Dubai, UAE; IAC 2020 registration fees; accommodations in Dubai, UAE; meals; and local transportation (lump sum)	\$3,600
Supplement for participation in SGC 2020 (lump sum) <input type="checkbox"/> Check if requesting and input \$840 in the "Amount requested"	<input type="text"/>
<b>Total requested (must not exceed \$4,440)</b>	<input type="text"/>

## G. SYMPOSIUM E2

Please note that your response to the following question will not influence the assessment of your application. Further information concerning Symposium E2 can be found in section 9 of the AO.

**1. If your application is selected, would you be interested in presenting your research at Symposium E2, an international student competition hosted at IAC 2020? (Note: You must be 28 years of age or younger in order to participate in this event):**

Yes

No



## H. PLEASE SUBMIT THE FOLLOWING DOCUMENTS WITH THIS FORM:

- A completed original application form signed by the applicant;
- A copy of the applicant's proof of citizenship (such as a Canadian passport) or permanent resident card;
- A proof of the student's full-time enrolment in an undergraduate or graduate program at a Canadian university for the Winter 2020 semester (e.g. Letter of Attestation from the university);
- A motivation letter (maximum of 1,000 words) written by the applicant (refer to section 4.2 of the AO or Annex 1 of the application form for the elements that should be covered in the motivation letter);
- A reference letter (maximum of 1,000 words) from a professor that holds a faculty position at the applicant's university (refer to section 4.2 of the AO or Annex 1 of the application form for the elements that should be covered in the reference letter). The reference letter must be a separate document and it may be submitted in a sealed envelope (at the professor's discretion); however it must be included in the candidate's application package;
- A copy of the applicant's abstract submitted to IAF for IAC 2020 (for more information regarding how to submit an abstract, please visit IAC 2020 – Call for Papers);
- A copy of IAF's response confirming the acceptance or refusal of the applicant's abstract/ paper/ poster; this document shall be sent at the same time as the other application documents; and,
- The applicant's curriculum vitae.

It is your responsibility to post-mail one hard copy of all the documents above to the Canadian Space Agency at the address listed in Section 3 of the AO. Failure to submit required documentation may result in your application being rejected.

## I. CONFIDENTIALITY

The CSA manages and protects the information provided by the applicant under the [Privacy Act](#) and the [Access to Information Act](#). By submitting your personal information, you consent to its collection, use and disclosure in accordance with the following Privacy Statement, which explains how the information about the applicant will be processed.

The information is collected under the **CSA Class Grants and Contributions Program in Support of Awareness, Research and Learning - Research Component** (ASC PPU 045) and **Awareness and Learning Component** (ASC PPU 040). This information will be used for administration and application evaluation purposes. Personal information will be kept accordingly to the retention schedule. You may also refer to [Info Source](#) for additional information about the functions, programs, activities and related information holdings of government institutions subject to the *Access to Information Act* and the *Privacy Act*. According to the *Privacy Act*, any individual may, upon request, have access to his or her personal data and request correction of the incorrect information.

Applicants should also note that information relating to the Funding Agreement could be disclosed publicly in accordance with the laws, policies and directives of the Government of Canada.

For additional information regarding this statement, please contact:



Access to Information and Privacy  
 Canadian Space Agency  
 Telephone: 450-926-4866  
 Email: [asc.aiprp-atip.csa@canada.ca](mailto:asc.aiprp-atip.csa@canada.ca)

## J. STUDENT UNDERTAKING

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

- Participate in all International Space Education Board (ISEB) activities organized during IAC 2020. These activities will begin on Sunday, October 11<sup>th</sup> at 12:00PM and end on Saturday October 17<sup>th</sup> at 4:30PM;
- Submit to the CSA a report within 30 days following the end of IAC 2020 using a template provided by the CSA that describes the recipient's experience at IAC 2020 and SGC 2020 (if applicable), and their satisfaction with the ISEB student program. Students who fail to submit their report in a timely manner may not be offered an internship at the CSA.

By signing this application form, the applicant attests that all the information he/she provided is accurate.

\_\_\_\_\_  
 Student Signature

Date (YYYY-MM-DD)

**If your application is selected, would you be interested in participating in outreach activities upon your return to share your experience?**

Your answer will not influence the assessment of your application but the CSA may contact you if you indicate that you are interested.

Yes

No





## ANNEX 1. Evaluation Criteria

Definition and Breakdown of Evaluation Criteria		
Criteria (weighting %)	Indicators	Evidence
<p><b>Relevance of the candidate's experience to the Canadian space sector (30%)</b></p>	<ul style="list-style-type: none"> <li>Professional and academic background of the candidate as well as achievements and other extracurricular activities that bear relevance to the Canadian space sector;</li> <li>Initiative and autonomy;</li> <li>Research experience and participation in publication writing</li> </ul>	<ul style="list-style-type: none"> <li>Factual examples provided in <b>motivation letter</b> in clearly identified sections;</li> <li>Factual examples provided in <b>reference letter</b> in clearly identified sections;</li> <li><b>Curriculum vitae.</b></li> </ul>
<p><b>Motivation to contribute to the Canadian space sector (30%)</b></p>	<ul style="list-style-type: none"> <li>Candidate's expectations for participating in IAC 2020 and how their participation will positively impact his or her future contribution to the Canadian space sector;</li> <li>Candidate's motivation in pursuing studies or a career in Canada in a space-related discipline or in a discipline the space sector could benefit from in the future.</li> </ul>	<ul style="list-style-type: none"> <li>Factual examples provided in <b>motivation letter</b> in clearly identified sections;</li> <li>Factual examples provided in <b>reference letter</b> in clearly identified sections.</li> </ul>
<p><b>Personal characteristics and interpersonal skills (20%)</b></p>	<ul style="list-style-type: none"> <li>Professional, academic and/or other relevant extracurricular interactions and collaborations with supervisors, colleagues, peers, students and members of the community that demonstrate the applicant's positive personal qualities and interpersonal skills;</li> <li>Description of how the candidate's work as a student stands out.</li> </ul>	<ul style="list-style-type: none"> <li>Factual examples provided in <b>motivation letter</b> in clearly identified sections;</li> <li>Factual examples provided in <b>reference letter</b> in clearly identified sections.</li> </ul>
<p><b>Abstract (20%)</b></p>	<ul style="list-style-type: none"> <li>Relevance of abstract to IAC Technical Programme (refer to <a href="#">IAC 2020 – Call for Papers</a> for more information);</li> <li>Clarity, brevity and structure of the abstract and its contents, which include the problem, the objectives, the research methods, and the expected results or the outcomes of the work;</li> <li>Acceptance or refusal of abstract by IAF.</li> </ul>	<ul style="list-style-type: none"> <li>Copy of <b>abstract</b> submitted to IAF for IAC 2020;</li> <li><b>Confirmation of abstract acceptance or refusal</b> by IAF for IAC 2020.</li> </ul>