



November 1, 2011

Dear AGEP Students:

The NSF AGEP Program at Stony Brook University is committed to supporting your success as a scholar. We understand that participating in scholarly conferences provides much needed opportunities for discussion and networking with a wide range of peers and experts in your field and those interactions are essential to your professional growth. Consequently, we hope to be able to provide some of you with limited financial support to present scholarly papers at national venues.

This call will cover the time period from today until January 31, 2012. **All travel MUST be completed by January 31, 2012 and MUST BE reconciled no later than February 6, 2012;** we cannot be flexible regarding these dates since the current funding cycle ends at the end of February. All applications will be reviewed and considered on a rolling basis, based on the availability of funds.

All AGEP students should submit their request to the AGEP office using the conference award application (which can be found on our website) submitted along with all required supporting documents. Some of you who are also Turner Fellows may find that your award will be covered by the Turner Fellowship Program. This will allow for maximum opportunities to be provided to all students affiliated with NSF-AGEP and/or Turner.

It is very important that your application be carefully prepared. Your application must include (1) details of the conference (title, location, and date), (2) a one-paragraph summary/abstract of your proposed paper, (3) estimated costs (registration, travel, and lodging), (4) A copy of you invitation/confirmation to present work at the conference, if you will be participating as a presenter, and (5) A copy of your registration form if you have already registered. It is also imperative that you check the government regulated hotel and per diem rates for travel. This information can be found at www.gsa.gov/perdiem. The per diem rates reflect the maximum amount of money that can be reimbursed when traveling to a specific city, therefore we advise you to review this information carefully. Keep in mind that both State and Research reimbursed travel requires the use of a domestic carrier for air travel (even for international destinations). Any purchases/transactions involving NYS tax will not be refunded.

Please note that after returning from travel, you will need the following **original** documentation for reimbursement:

- Airline ticket passenger receipt; boarding pass (when available)
- Itemized Hotel bill and receipt of payment
- Receipts for car service and/or taxi transportation
- Letter of invitation to conference or announcement of event

- Conference brochure
- Copy of canceled check for registration fee (if applicable)

Support by the AGEP Program will be limited to a maximum amount of \$1,200.00 per doctoral student to be applied for up to two conferences in any one fiscal year; master's student to be limited to \$1200 over duration of study. Having said that, please only apply for the amount you need as this will allow us maximize the number of conference awards we make to deserving AGEP students every year. The budget can only allow for a maximum of 7 awards to be made. It is to your advantage to submit your application as soon as possible.

Only students who have submitted their request within the specified time frame will be considered. Submission of your request does not guarantee that support will be granted. You will be notified within two weeks on whether your conference support has been awarded. It is possible that your conference support be fully funded, partially funded, or not funded. Efforts made to obtain support from other sources, such as the conference organizers, the GSO, your advisor/department and so forth will be looked-upon favorably.

If you have any questions, please contact the AGEP Office, located in the Center for Inclusive Education in the Computer Science Building, 2nd floor, phone number is 631.632.1387 or email cie_graduateschool@stonybrook.edu

Sincerely,



Nina Maung-Gaona,
Assistant Dean for Diversity
Director of the Turner Fellowship and
Stony Brook NSF-AGEP Programs