



June 1, 2009

Dear AGEP Students:

The NSF AGEP Program 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 conferences that fall within an annual academic year beginning July 1, 2009 and ending on December 31, 2009.

We will continue to do conference calls on a bi-annual basis. This call will cover the time period of July 1, 2009 and ending on December 31, 2009. There will also be a priority deadline date for submission of applications. For this current call our priority deadline date for submission of applications is **June 26, 2009**. Applications received by the priority deadline date will be given immediate consideration for conference support. All applications received after the priority deadline date 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 attached conference award application 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](http://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 annually. It is to your advantage to submit your application for the priority deadline date.

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 Melville Library E-1340, phone number is 631.632.1387 or email [sunyagep@notes.cc.sunysb.edu](mailto:sunyagep@notes.cc.sunysb.edu).

Sincerely,



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