



AGEP-T FRAME

To: AGEP-T FRAME Scholars
From: Nina Maung-Gaona, Co-PI, AGEP-T FRAME
Date: Monday, March 16, 2015
Subject: AGEP-T FRAME Conference Travel 2015

The AGEP-T FRAME 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 that such interactions are essential to your professional growth. Consequently, we want to provide you with limited financial support to present scholarly papers at national or international conferences that fall within the 2014-2015 academic year.

We will issue conference calls annually. This call will cover the time period of April 2015 through August 2015. For this current call our **priority deadline date for submission of applications is March 30, 2015**. 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 Applications should be submitted online by following the link on the conference travel page of the AGEP-T FRAME website. It is very important that your application be carefully prepared. Your application must include the following items:

1. Details of the conference (title, location, and date)
2. One-paragraph summary/abstract of your proposed presentation
3. Estimated costs (registration, travel, and lodging)
4. Copy of your invitation/confirmation to present work at the conference, if you will be participating as a presenter
5. Copy of your registration form if you have already registered.
6. Email or letter of support from your current advisor
7. Updated copy of your CV

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 state reimbursed travel requires the use of a domestic carrier for air travel (even for international destinations), that your flight arrangements be handled by Euro Lloyd Travel, and any purchases/transactions involving NYS tax will not be refunded so you must obtain and use a tax exempt form for any purchases involving NYS tax, including NYS hotel tax.

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

Support by the AGEP-T FRAME Fellowship will be limited to a maximum amount of \$1,200.00 per student to be applied for up to two conferences in any one academic year. Please only apply for the amount you need as this will allow us maximize the number of conference awards we make to deserving FRAME Scholars every year. Only students who have submitted their applications 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.

Please note that acceptance of funding will confirm your participation as an **AGEP-T FRAME Fellow** and a possible presenter in one of our future Center for Inclusive Education Research Cafés or related events for which you will be asked to prepare a 10-15 minute presentation about your work and facilitate a question and answer session with other CIE students. For more information about the AGEP-T FRAME Fellowship visit the program website at <http://www.stonybrook.edu/commcms/agep/>.

If you have any questions, please contact the AGEP-T FRAME Office, located in the Center for Inclusive Education within the Graduate School at 2401 Computer Science Building. You may also contact us at 631.632.1336 or email AGEP_FRAME@stonybrook.edu.

Sincerely,



Nina Maung-Gaona,
Assistant Dean for Diversity
Director of the Center for Inclusive Education