UNIVERSITY OF NORTH GEORGIA

CENTER FOR UNDERGRADUATE RESEARCH AND CREATIVE ACTIVITIES (CURCA)

Request for Proposals:
Student-Faculty Collaborative Mini Grants

The Center for Undergraduate Research and Creative Activities (CURCA) will offer mini-grants of up to $1,000 to student-led teams in all academic areas. The CURCA Student-Faculty Collaborative Mini Grant is designed to provide undergraduate students with the necessary materials to complete their undergraduate research and creative projects. At UNG, undergraduate research is defined as "an inquiry or exploration conducted and disseminated by an undergraduate student that makes an intellectual or creative contribution to the discipline or to applied practice."

Proposals are due by 11:59 PM on Friday, September 25, 2026

To apply, students must identify a UNG research mentor (faculty or staff member) to support their application and project. Mentors may help students construct their application and offer feedback, but the student must be the primary author of the application and will be required to certify as such. Please review the Proposal Format on the next page for specific application guidelines. All submissions should be uploaded via InfoReady here.

CURCA Student-Faculty Collaborative Mini Grant funding may be used to purchase materials or supplies necessary to complete your outlined research project. Funding may also be used for travel to conduct research (not to present research) as long as a strong case is made that it benefits UNG. Note that all travel is subject to USG guidelines at the time of travel.

Grantees are required to:

1. Work closely with their mentor. Their mentor will liaise with the CURCA office to submit purchase requests.
2. A faculty mentor can only sponsor 2 applications per mini grant cycle. Student(s) should check with their mentor(s) before applying.
3. Present their research at UNG's Annual Research Conference (ARC), another CURCA-sponsored event, or a disciplinary conference or show by May 2028.
4. Submit a post-award report summarizing the outcomes and products of the funded project by May 1, 2027.

Eligibility: All currently enrolled undergraduate students are eligible to apply. Preference will go to students who do not plan to graduate prior to May 2027. Students must submit a support letter from their mentor.

Award Timeline: We expect to make funding decisions by or around late October 2026. **Note that all grants purchases must be requested by the mentor in writing to CURCA (CURCA@ung.edu) by March 31, 2027. Requests beyond this date will not be accepted.**

If you need this document in another format, please email Allison Grundel at curca@ung.edu or call 706-867-3013.

Scoring Rubric: In addition to adhering to the proposal format below, applicants are encouraged to review the mini-grant rubric, use the headings in the narrative below or use the narrative template, and attend one of our CURCA mini-grant workshops in order to learn more about creating successful proposals. See the CURCA Mini-Grant webpage for the workshop information and the mini-grant rubric. Please email CURCA@ung.edu with any questions.

PROPOSAL FORMAT

Each of the below sections should be uploaded as an individual file in InfoReady.

I. Narrative: 3 pages max for elements below, excluding references, which may fall on a 4th page. Proposal Format: Times New Roman 12-point font; 1 inch margins, single spaced. **Proposals over this length will not be scored**.

The proposal should be divided into the sections listed below with headers clearly labeled. Students may use the CURCA Mini Grants Narrative Template that includes the headers. In addition, please limit technical jargon in your narrative where possible. These proposals will be reviewed by a faculty committee from a variety of disciplines.

- **Aims and Objectives:** Please provide a description of proposed research project or creative activity. Because proposals will be reviewed by a faculty/staff committee with diverse backgrounds, please keep your descriptions scholarly but free of jargon and accessible to those outside the particular field.
- **Goals and expected products.** Briefly describe the overarching goals of your project or activity. Include how you will measure your progress throughout the grant period. Please also describe the final product(s) expected at the end of the funding period. Examples of products include: presentations at local, regional, or national academic conferences, or to a community or business partner, exhibition of the work produced, a publication, or a grant proposal.
- **Methodology and Background:** Describe the procedures that will be used to complete the project. When appropriate, identify the tools and equipment necessary to accomplish the task and/or demonstrate thought toward data collection and analysis. Exhibit knowledge of acceptable and practical methodology, and use peer-reviewed literature when applicable. Please also describe any work experiences and/or courses that have prepared you to successfully complete this project.
- **Significance and Rationale:** Discuss any other research or creative activities that have inspired this project. Include an explanation of how the proposed work fits into the broader research or creative field. Why is this research important?
- **Impact on student career/education.** Please include a detailed description of how research funding/completing this research will enable you to take the next step in your career/education. Please also include your motivation for this project (e.g. why are you interested in it? How will this help you achieve your academic and career goals?)

- **Timeline.** Proposals must also include a brief timeline for accomplishing the goals and expected products of the project, including student presentations.
- **References.** Please adhere to the convention standard to your discipline.

II. Budget (no page limit; for reference/planning only)

- Please prepare a detailed budget including all supplies and materials you expect to purchase up to the $1,000 limit. Table form is preferred. For each item, please provide as much specific detail as possible (i.e., item name, item number, vendor, quantity, price, shipping estimate, total cost, link [if available]). Please also include the date needed, etc. The maximum amount of funding that can be requested is $1,000. **Please see Budget Guidelines and/or your mentor for guidance on writing this section and purchasing restrictions.**

III. Mentor Support Letter (2 page max)

- *Please include a signed letter from your research mentor supporting your project. The letter should include:*
  - A brief explanation of the mentor's relationship to the applicant
  - Information on the student's preparations to complete the research
  - A statement outlining the mentor's plans to oversee the student's research and a commitment to mentoring the student for the duration of the program
  - A statement confirming that the student is the primary author of this application. (Note that the research may be part of or an offshoot of the mentor's own research. In addition, the mentor may give feedback on a draft. However, the proposal should be the student's own work.)
  - A statement confirming the mentor will liaise with CURCA to purchase materials/oversee their use. All purchases remain property of UNG.

IV. Certification (Applicants will certify via digital signature in InfoReady the following):

- The proposal submitted above is my own work. While I may have received feedback and guidance on drafts, I remain the primary author. (Note that the research may or may not be your own, but may be an offshoot of your mentor's.)
- If awarded, I will present my research at either UNG's Annual Research Conference or another professional conference within one year of the close of my grant.
- I will submit a post-award report summarizing the outcomes of the project by May 2027 or before my graduation date.
- I understand I must provide Institutional Review Board (IRB) approval if human subjects are to be used in my research. I further understand that CURCA will purchase no materials

until IRB approval (if necessary) is granted. More information on IRB approval is available online: https://ung.edu/institutional-review-board/index.php.

- **I understand that my mentor must request all purchases by March 31, 2027 or forfeit the unused balance of my grant.**
- I agree to have my research overseen by the mentor who has provided my support letter. All purchases will be handled by the mentor and will remain property of UNG. My research mentor will act on my behalf to secure purchases.
- I understand that all purchases must comply with UNG and USG regulations.

CURCA Student-Faculty Collaborative Mini Grant Scoring Rubric

	Exceptional 7	Very Good 5	Average 3	Needs Improvement 1	Score
Aims and Objectives	Description is clear, concise, and easy to understand. The proposed project contains original, innovative, or creative aspect(s).	Description depicts the project well, but uses some jargon or is otherwise hard to understand. Project contains original, innovative, or creative aspect(s).	Description does not explain project concisely, or it does not give a general picture of the proposed activities. The project contains no or few original, innovative, or creative aspect(s).	Description is hard to understand, verbose, or utilizes a lot of field-specific jargon. It is not clear that the project is creative or innovative.	
Goals and Expected Products	The goals of the project are clearly stated. Significant products are described such as: presentations at regional or national conferences, publications in peer-reviewed journals, participation in a juried show, submission of a grant proposal, projects with economic impact on the region or those that work with outside programs or businesses to promote expansion and growth.	The goals of the project are clearly stated. Products of moderate impact and value are described, such as presentations at the local level, publications in non-peer reviewed sources, participation in non-juried shows, or presentation to local community partners.	The goals of the project are not clearly stated. The products are described poorly, or they are of minimal impact.	The goals of the project are not clearly stated. No products are described.	
Methodology and Background	Proposed materials and methodology is clear and understandable; the project design reflects an understanding of current research in the field. It is clear how the proposed project is inspired by past research or creative activities.	Proposed materials and methodology may contain some slight flaws or questions. The proposal may not include significant support from other Research. It is clear how the proposed project is inspired by past research or creative activities.	Proposed materials and methodology has at least one major flaw. The project description also lacks a clear evaluation of current research in the field. A link is made between the proposed project and past research or creative activities.	Proposed materials and methodology not workable for this project. No outside research or support is given. No clear link is made between the proposed project and past research or creative activities.	

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Significance and Rationale	The proposed activities fit clearly into the broader scholarly or creative field at the local, regional, or national level. Individual scholastic and personal experiences are tied directly to project goals. The student appears to have the skills and knowledge needed to fulfill project goals. Others will benefit from the new knowledge, applications, or creative works produced through the project; impact extends beyond one particular field of study.	The proposed activities somewhat fit into the broader scholarly or creative field at the local, regional, or national level. Individual scholastic and personal experiences are mentioned but not tied directly to project goals. The student appears to have the skills and knowledge needed to fulfill project goals. Others may benefit from the new knowledge, applications, or creative works produced through the project; impact has the potential to extend beyond one particular field of study.	The proposed activities and their fit into the broader scholarly or creative field at the local, regional, or national level is modest. Individual scholastic and personal experiences are mentioned but not tied directly to project goals. The student appears to have the skills and knowledge needed to fulfill project goals. Others may benefit from the new knowledge, applications, or creative works produced through the project; impact is solely within the students' particular field of study.	The proposed activities and their fit into the broader scholarly or creative field at the local, regional, or national level is minimal. Individual scholastic and personal experiences are mentioned but not tied directly to project goals. The student does not appear to have the skills and knowledge needed to fulfill project goals. It is not clear whether others will benefit from the new knowledge, applications, or creative works produced through the project; impact is minimal.	
Impact on Student's Career /Education (x2)	It is clear how the proposed activities fit into the student's career aspirations. Student masterfully demonstrates their interest in the topic and the field. The proposed project will clearly impact the student's career/education.	It is clear how the proposed activities fit into the student's career aspirations. Student masterfully demonstrates their interest in the topic and the field. The impact on the student's career/education is modest.	A link is made between the proposed work and the student's career/educational goals. It is not clear how the proposed activities will further the students career/education.	The contributions of the proposed activities to the students' career/educational goals are not clearly stated. Alternatively, the proposed project will not impact the student's career/education.	(x2)
Timeline (x0.5)	Timeline is suitable for and meets all the activities described.	Timeline meets most of the activities proposed.	Timeline appears to meet less than half of the activities proposed.	Timeline is not suitable for the activities described.	(x0.5)

Proposals Scoring:
Total score: Aims and Objectives_____+ Significance and Rationale_____+ Goals and Expected Products _____+ Methodology and Background _____+ (Impact on Students Career/Education * 2 =_____) + (Timeline x 0.5 =_____) =_____.
Total_____/45.5 (maximum score): _____

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