

REQUEST FOR PROPOSALS:

CURCA Student Travel Grant

FALL CYCLE due third Friday in September by 11:59 pm

SPRING CYCLE due last Friday in January by 11:59 pm

The Center for Undergraduate Research and Creative Activities is pleased to offer competitive funding to assist students in presenting scholarship and research at external conferences. Each year, CURCA offers competitive travel grants of up to \$500 in two cycles: The fall cycle is for students who will present before February 1 of the academic year, and the spring cycle is for those who will present before September 30 of the following year. Proposals will be evaluated on the basis of the conference's impact, the role of the student in the presentation, how this experience will help the student academically and professionally, and the budget (see rubric).

To apply, students should click the apply button on the right hand side of this page and upload a packet consisting of the following:

- A cover letter (2 pages max) including:
 - A description of the impact of the conference itself (regional, national, undergraduate only, professional, etc.)
 - Information on the student's specific role (first author, primary collaborator, etc.)
 - Whether this is a poster or oral presentation
 - The project's mentor/mentor's role
 - A brief budget overview
 - Information on how the conference connects to the student's long-term professional and career goals.
 - ***Please see rubric for specifics on each area***
- The original submitted abstract
- Proof of acceptance (or a statement of when that would be expected; students may apply in advance of acceptance.)
- A copy of the professional travel authorization form (please see link to right for this form)

****In addition, students must mail/bring by an original, signed travel form to the CURCA office (Price 102 in Dählonega / Administration 111 in Gainesville) by the 3:00 pm on the competition closing date. Students on campuses other than these should mail the original authorization forms through campus mail. *Note that copies are not accepted; this form must contain your original signature.***

Applications missing any of the four sections will not be scored. While students may apply in advance of acceptance, funds will only be issued once students have been accepted to present at the conference.

****FOR DETAILED INFORMATION ON PREPARING AND SUBMITTING TRAVEL GRANT PLEASE VISIT OUR WEBSITE BY CLICKING [HERE](#) ****

Guidelines and Regulations:

EACH student must apply individually for a travel grant.

Students applying from a research group may include the same abstract/proof of acceptance, but cover letters must be the *student's own individual work*.

Equally-collaborating students with no primary author should make a strong case in their cover letter for why the separate team members should be funded together. Note that we cannot promise teams will be funded together as we have limited funds. Please see the updated rubric.

CURCA can cover costs associated with lodging, travel, etc., including registration costs, mileage, plane tickets, parking, and per diems. We cannot reimburse Air BNB. To allow more students to benefit from these funds, students are expected to split rooms and/or car pool where possible. In some instances, CURCA may provide transportation and/or assist in making conference arrangements. Please contact CURCA (email below) with your travel plan before making reservations.

CURCA is prohibited from covering personal memberships.

All reimbursements must be made in consultation with the travel office and in compliance with state law. We encourage you to check with us before making any non-refundable reservations.

Funding Deadlines: CURCA funds travel grants in fall and spring cycles with corresponding deadlines. Students who will present between September 30 and February 1 should apply in the fall cycle, with a deadline of the third Friday in September. Students who will present between February 1 and September 30 should apply in the spring cycle, with a deadline of the last Friday in January. Students may apply for funding for up to two conferences per cycle. Please direct all queries to CURCA@ung.edu.

Scoring Rubric for Student Conference Proposals Submitted to CURCA

	3 – 4 points	2 – 3 points	1 – 2 points	0	Score
Impact of presentation	Work will be presented at a national or international venue.	Work will be presented at a regional venue.	Work will be presented at a local venue.		
Student participation	Student is the sole presenter/performer; if the work is collaborative, student makes a clear case describing his/her equal work on the project and explains the necessity of collaboration for the project/presentation/performance. Student also	Student is one of several presenters/performers for the project. The student offers a vague explanation of his/her supporting role in the project/presentation/performance.	Student is a secondary presenter/performer on the project. He/she is one of several presenters/performers.	The student does not discuss his/her role in the project/presentation/performance.	
Type of conference	Presenting within a regular session that includes predominantly professionals or graduate students of a disciplinary professional conference.	Presenting within an undergraduate session of a disciplinary professional conference.	Presenting at a conference solely for undergraduates (e.g., NCUR, Undergraduate honor society meeting, ABRCMS).	The student does not discuss the type of conference.	
Academic/ Professional Development	Cover letter and abstract clearly lay out importance of the student's research/creative activity and the importance of the venue to the student's academic and/or professional growth. Writing is clear and coherent.	Cover letter and abstract moderately describe the importance of the student's research/creative activity and the importance of the venue. Writing style may be weak and/or inappropriate for the audience with a few syntactical or grammatical errors.	Cover letter and abstract only briefly or implicitly discuss the importance of the student's research/creative activity and/or the importance of the venue. Writing may be marred by surface level errors and a misunderstanding of the professional context.	Cover letter and abstract offer no indication of the importance of the student's research/creative activity and/or the conference venue. Writing may contain many severe errors.	(x2)
Budget	Budget is clearly explained and appropriate. Evidence provided for proposed charges.	Budget is somewhat explained, and there is little evidence provided.	Budget is not clearly explained, and there is no evidence included for proposed charges.	Budget not explained and/or inappropriate for travel.	

Total score: _____ (**Note:** Reviewers may utilize the range of points to reward categories where students provide particularly compelling or detailed evidence)