

**REQUEST FOR PROPOSALS:**

**CURCA Student Travel Grant**

**SPRING CYCLE**

**Due January 30 , 2026 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. In spring 2026, CURCA will offer competitive travel grants of up to \$600 for students who will present before September 30, 2026\*\*. An online application submitted to the competition on InfoReady is required. Please see below for application requirements. Proposals will be evaluated on the basis of the conference's impact, the role of the student in the presentation, type of conference, 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 the competition page and upload an application consisting of the following on [InfoReady](#):

- A cover letter (2 pages max, exclusive of the budget) including:
  - A description of the impact of the conference itself (regional, national, undergraduate only, professional, etc.)
  - Information on the student's specific role in the research/performance **and** presentation (first author, primary collaborator, etc.)
  - Type of conference
  - Whether this is a poster or oral presentation
  - Information on how the conference connects to the student's long-term professional and career goals.
  - A brief budget overview with corresponding evidence and explanation.
  - ***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 student travel authorization form (please see link on the competition page on InfoReady or email [curca@ung.edu](mailto:curca@ung.edu) for the form). Read detailed instructions on how to sign and deliver it below\*:

\*Students must submit either a DocuSigned or original, signed in ink travel authorization form to the CURCA office (Dunlap 108A in Dahlonaga or Administration, Suite 111 in Gainesville). Please coordinate with your department to arrange a DocuSigned student travel authorization form and email a completed copy to [curca@ung.edu](mailto:curca@ung.edu). **This document needs to be submitted before 4:00 pm on the competition closing date**

**(Jan. 30).** Students on campuses other than these can mail the original authorization forms through campus mail. ***Note that copies are not accepted; this form must either contain your original signature in ink or signed electronically through DocuSign.***

**\*\*** Students with unique issues related to travel dates should reach out to [curca@ung.edu](mailto:curca@ung.edu) for guidance.

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. Carefully read the list below for other travel exclusions and rules:

- We cannot reimburse Airbnb, VRBO, etc. Lodging must be at a hotel, and we need an itemized receipt with a \$0 balance.
- 50-mile lodging rule: Hotels can only be claimed if it's at least 50 miles from your residence. Please contact CURCA if it is less than 50 miles.
- If you rent a car, it must be through either Hertz or Enterprise to receive reimbursement of a rental vehicle.
- Per diem (meals) can only be claimed if the traveler is staying overnight in a hotel.
- The state of GA can only cover base airfare and cannot cover/reimburse any upgrades (refundable tickets, early bird check-in, seat choice, etc.).
- To allow more students to benefit from these funds, students are expected to split rooms and/or carpool 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.

### **Additional Restrictions (Read Below):**

- **CURCA is prohibited from covering personal memberships.**

- **CURCA can only reimburse undergraduate awardees who will present at external conferences. If you are a senior and your presentation for your research occurs after you graduate, contact the CURCA office to discuss.**
- **If at any point a CURCA travel grant awardee knows they will not be utilizing their grant, they must email CURCA right away so we can reallocate funds to other awardees or programs.**
- Students may apply for up to two conferences, but the max a student can be awarded is \$600 per academic year.

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.

The deadline for funding requests for the spring cycle is January 30, 2026 at 11:59 pm. Students who plan to attend and present at conferences after September 30, 2026 should wait until the next round of funding is announced for fall. Please direct all queries to [CURCA@ung.edu](mailto:CURCA@ung.edu).