

# CURCA Travel Grants: Application Workshop



Presented by Dr. Diogo Pinheiro, CURCA Assistant Director

## Spring Cycle 2025

- For students who plan to attend conferences scheduled before September 30, 2025

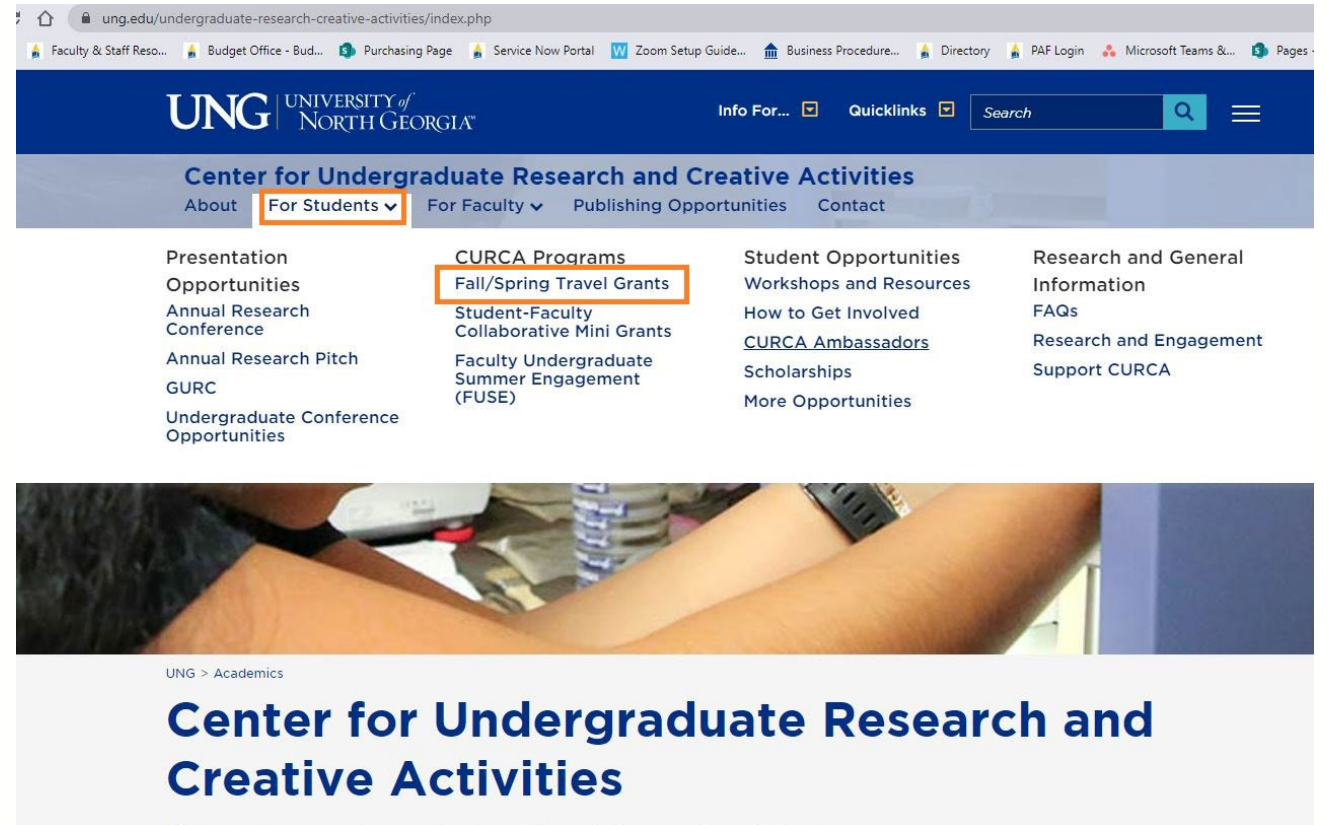
If you need this document in another format, please email  
[CURCA@ung.edu](mailto:CURCA@ung.edu) or call 706-867-3013



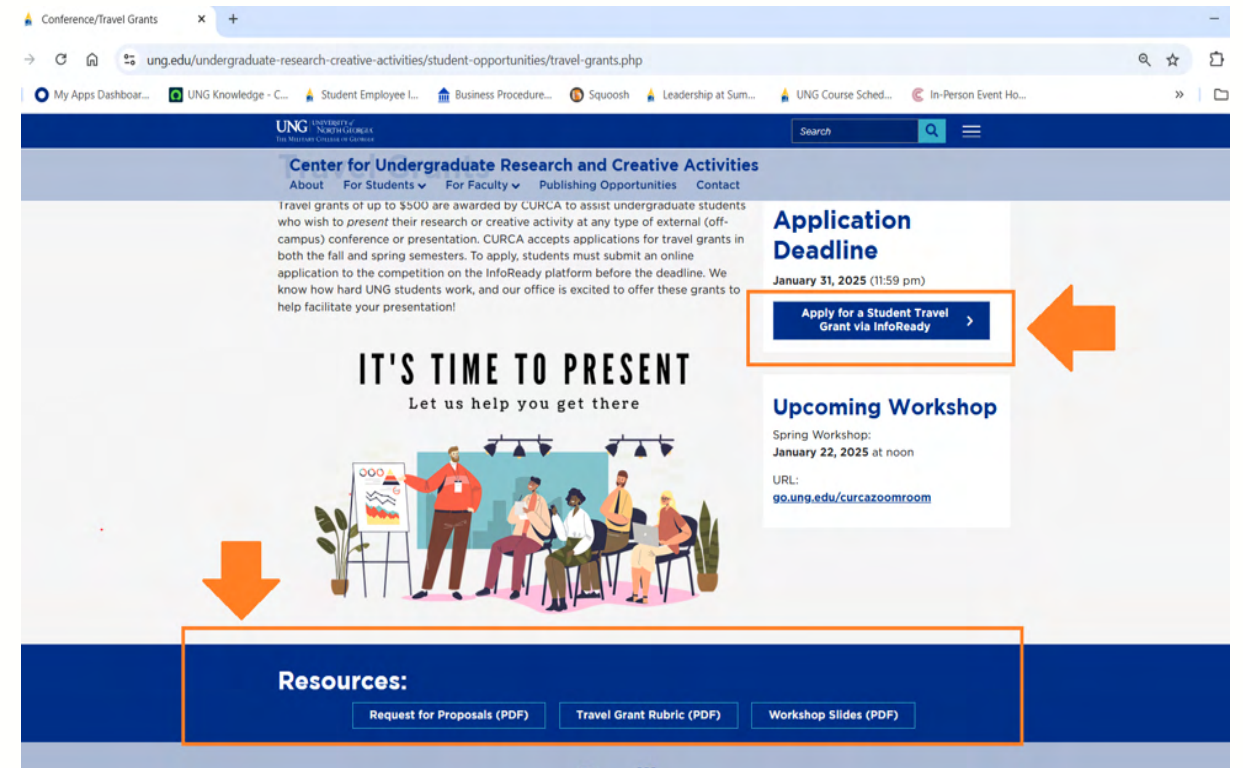
**UNG**  
UNIVERSITY of  
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# Where to find information and apply?

- Information on our website:  
[ung.edu/curca](http://ung.edu/curca)
- For Students > Fall/Spring Travel Grants



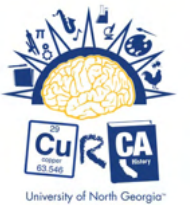
- **CURCA Travel Grants Webpage:**
  - Information about the program including RFP and Rubric on program page
- **Apply on InfoReady (ung.infoready4.com)**
  - Competition titled “2025 Spring CURCA Student Travel Grants”
- After you submit your application on InfoReady, make sure you receive a confirmation email.
- **Deadline: January 31, 2025 by 11:59 pm**



# Items Required for Submission

## 1. Cover letter

- 2 pages max (exclusive of budget)
  - standard font size, margins
- Information:
  - A description of the impact of the conference itself
    - regional, national, undergraduate only, professional, etc.
  - Information on the student's specific role with both the research 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 for travel/lodging amounts
  - **Refer to the rubric for judging criteria!**
- Working/performing with a group?
  - **EACH student must apply individually**
    - Students 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 to support students.



# Other Required Items

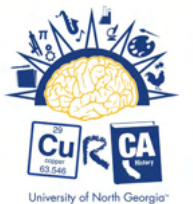
## 2. Original Submitted Abstract

- a) For creative works, submit a letter the submission/review process in lieu of an abstract.
- b) Provide us with what they provide the committee to apply (audition tape, etc.) when applicable.

## 3. Proof of Acceptance (or a statement of when that would be expected)

## 4. A copy of the student travel authorization form

- In addition, students must submit either a **DocuSigned or original, signed travel authorization form** to the CURCA office.
- 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) by competition closing date (Jan. 31).
- If you are turning in an original, signed copy please drop it off to our office at Dunlap 108A in Dahlonega or Administration 111 in Gainesville. Ink only – no scanned copies.
  - Submit document before 3:00 pm on the competition closing date (Jan. 31).





# Student Travel Authorization Form

- **The student travel authorization is an estimate only**
  - don't underestimate the cost – better to go over
- **Must submit the original form with handwritten signature in ink or DocuSigned to:**  
**CURCA Office by 3:00 pm on Friday, Jan. 31**
  - Email DocuSigned copy to CURCA@ung.edu
  - Drop off original, signed copy to:
    - Dahlonega Office: Dunlap 108A
    - Gainesville Office: Administration 111
- **Who needs to sign: Student *and* Faculty Mentor**
- **Must include explanation on how your presentation benefits UNG.**
- **Multiple Funding Sources**
  - If you are receiving funding from another department (or multiple departments), then a representative of that dept will have to sign the form as well as yourself

All information must be complete and accurate prior to submission for signatures. After completed and all appropriate signatures are obtained, Department should attach to Travel Statement when submitted for reimbursement.

Student Name:  Student ID:

Travel Dates:  Destination:

ITEMIZED ESTIMATE OF COSTS Lodging:  Transportation:

Meals:  Registration Fees:  Other:  TOTAL COST: \$ 0.00

If other please explain:

Describe in detail the purpose of trip and how the student travel will benefit UNG:

Account Name (REQUIRED):

Account Number (REQUIRED):

Student Signature:  Date:

Supervisor Signature:  Date:

Budgetary Signature:  Date:

INTERNATIONAL TRAVEL ONLY CGE MUST SIGN THEIR APPROVAL ON ALL INTERNATIONAL TRAVEL

Travel Warnings:  Date(s) Confirmed:

CGE Signature:  Date:

Vice President Signature:  Date:

Provost:  Date:

# Rubric

- **What we're looking for:**
  - All 5 categories detailed in your cover letter
- **Academic/Professional Development: What's Your Future Impact?**
  - **Weighted the heaviest (x2)**
  - How does your attendance benefit you and UNG?
  - How does attending the conference help you grow as a scholar?
  - Take a few minutes to contemplate what the impact might be and write a few things down!
- **Budget**
  - Breakdown your budget with corresponding evidence – add details!

Scoring Rubric for Student Conference Proposals Submitted to CURCA

	3 – 4 points	2 – 3 points	1 – 2 points	0	Score
<b>Impact of presentation</b>	Work will be presented at a national or international venue/location.	Work will be presented at a regional venue/location.	Work will be presented at a local venue/location.		
<b>Student participation</b>	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 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.	
<b>Type of conference</b>	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 or presenting at a national undergraduate conference (e.g. NCUR).	Presenting at a regional conference solely for undergraduates (e.g., GURC, Undergraduate honor society meeting, ABRCMS).	The student does not discuss the type of conference.	
<b>Academic/ Professional Development (x2)</b>	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)
<b>Budget</b>	Budget is clearly explained and appropriate in the cover letter. Evidence and explanations provided for proposed charges.	Budget is somewhat explained in the cover letter, and there is little evidence and explanations provided.	Budget is not clearly explained in the cover letter, and there is no evidence or explanation included for proposed charges.	Budget not explained in the cover letter and/or inappropriate for travel.	

# Budget Breakdown and Notes

- **Include prices for all your expenses, even if they go over \$500**
- **Registration** - we cannot reimburse personal memberships
- **Lodging** – Hotels only. Airbnb, VRBO, etc., is not reimbursable by UNG
- **Car rental** – we can only reimburse car rental if it's through Hertz or Enterprise
- **Airfare** – the state can only reimburse the base fare for flights. Any upgrades (e.g., refundable tickets, selecting your seats, etc.) are considered extra/nonrefundable
- **Meals** – use per diem rates; per diem can only be claimed if the traveler is staying overnight at a hotel.
- **Transportation** – Mention if you're carpooling; if not, include mileage (one way and round trip), expected cost of rental car
  - Mileage reimbursement amount is \$0.70 per mile.
  - Mileage includes *both* gas and wear/tear on the car.
- **Total and summary**

## Budget Breakdown

### Registration

The registration fee for undergraduate presenters who registered early is **\$68.00**. I have requested funding from the English Department for the **\$68.00** early registration fee. I have not heard as to whether I will receive the scholarship for those funds.

For this reason, I request **\$68.00** for registration fees.

### Lodgings

The conference is held at the Hilton St. Louis at the Ballpark which is where I will be staying. The total cost for four nights with tax is \$589.89. Since I will be sharing a room with three other presenters, the total for my lodging is **\$147.47**.

For this reason, I request **\$147.47** for lodging.

### Meals

To calculate the cost for my meals, I used the per diem rates for St. Louis, Missouri on gsa.gov. I took the daily rate of \$66.00 and subtracted \$5.00 for the cost of incidentals making the total of days 2-4 \$61.00. Days one and five come out to the total of \$49.50 per day. I subtracted \$25.00 from the total for a provided meal, which makes the total for my meals **\$257.00**.

For this reason, I request **\$257.00** for meals.

### Transportation

I will be carpooling to the conference with Amanda Ayers.

### Total

Considering the expenses for my trip to the Sigma Tau Delta International Conference come out to a total of **\$472.47**, I request the full amount of **\$472.47** from CURCA broken down by category below:

Registration: \$68.00

Lodging: \$147.47

Meals: \$257.00

**Total: \$472.47**

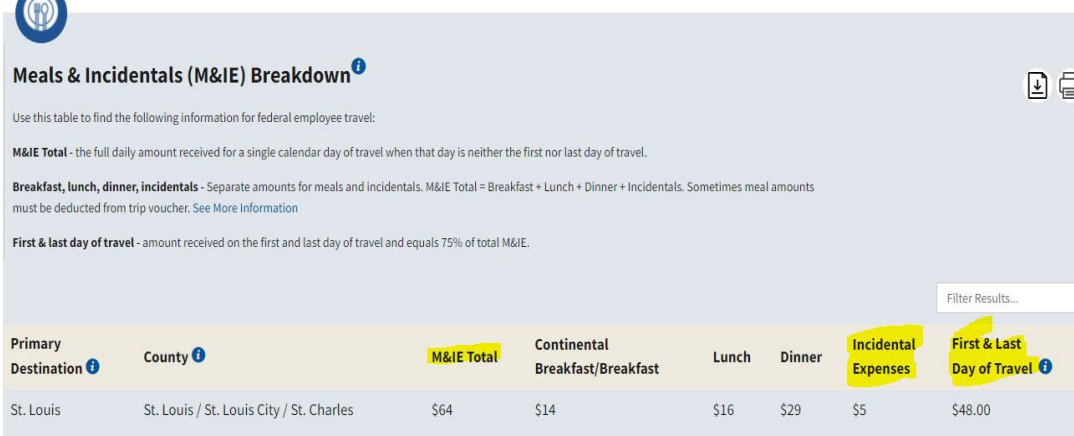
Thank you for your time and consideration. I look forward to hearing from you and will be grateful for any funds CURCA grants towards this endeavor.



# Budget Breakdown Cont.: Per Diem

- Estimate your per diem if you are staying overnight at a hotel. If you are driving back-and-forth from your residence, skip this step.
- Your food budget prices must come from the U.S. General Services Administration [Per Diem website](#) if traveling out of state!
- In-State - GA per diem: \$50 daily rate with 75% the first and last day of travel (\$37.50)
  - Example: The Georgia Undergraduate Research Conference
- Out-of-State varies by city and state.
- Important notes:
  - For all travel, use the **first and last day of travel rates (75% of daily rate)**, and the **daily rate** to calculate what the total of your food will be.
  - Subtract meals included in registration, provided by the conference, or provided by the hotel that are free to you.

## Out of State Example



The screenshot shows the 'Meals & Incidentals (M&IE) Breakdown' page on the GSA website. It includes a table with columns for Primary Destination, County, M&IE Total, Continental Breakfast/Breakfast, Lunch, Dinner, Incidental Expenses, and First & Last Day of Travel. The row for St. Louis shows an M&IE Total of \$64, Incidental Expenses of \$5, and a First & Last Day of Travel rate of \$48.00.

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
St. Louis	St. Louis / St. Louis City / St. Charles	\$64	\$14	\$16	\$29	\$5	\$48.00

- **M&IE Total – Incidental Expenses = Daily Rate**
- **\$64 – \$5 = \$59 daily rate**

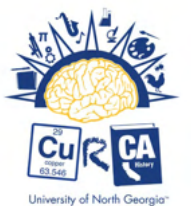
# More Budget Guidelines and Tips

- **After winning the grant, but before the conference**
  - Awardees should speak with Allison Grundel in the CURCA Office to give you the reimbursement paperwork and help you prepare travel documentation and answer questions before departure.
  - Email: [CURCA@ung.edu](mailto:CURCA@ung.edu) OR [Allison.Grundel@ung.edu](mailto:Allison.Grundel@ung.edu)
  - Allison will help clarify details such as budgetary specifics and transportation options. She'll help verify your Per Diem calculations and mileage (if applicable) as well.
- **Keep your receipts**
  - Retain all receipts except food (food is reimbursed by per diem). Please keep your parking and any Uber/Lyft receipts.
- **Hotel Receipt: zero balance**
  - For hotels there **MUST** be a zero balance on the receipt and ideally shows the last 4 digits of the credit card used, the name (must be in your name), etc. You can ask for a hotel folio when you check out.
  - If you are splitting a room with another student, and the hotel room isn't in your name, make sure you include a document where it shows your paid portion of the hotel room either on the hotel receipt or if you Venmo/Zelle/Paypal your lodging portion to the other student.
- **Share**
  - If you can, share a room and carpool! But please be advised that CURCA can only reimburse travel grant awardees.

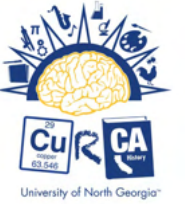


# After the Conference: Submit Reimbursement Paperwork

- **You will be reimbursed after the conference in most cases.**
  - The sooner you process the paperwork, the sooner you will get reimbursed.
- **Email [curca@ung.edu](mailto:curca@ung.edu) before or within 2 weeks of your presentation for the reimbursement paperwork.**
- **Within two weeks of the conference please turn in the reimbursement paperwork (email CURCA receipts and copies of the forms to review and set up to be signed electronically via DocuSign):**
  - In State or Out of State Reimbursement Form (DocuSigned or signed in ink).
  - Student Vendor Form (DocuSigned or signed in ink).
  - A copy of the conference program that lists the schedule overview and the page where it lists your name and presentation.
  - Any original receipts or mileage screenshots that you claim on the reimbursement form.
- **Email [curca@ung.edu](mailto:curca@ung.edu) to look over both forms and receipts. If you do not want to electronically sign, you can let CURCA know and you can print them off, sign in ink, and drop them and receipts off to the CURCA office.**



# Travel Grant FAQs



- **Can I apply for a conference/travel grant if I already graduated?**
  - Answer: No, these grants are for undergraduates only. There is a separate pool of money for graduate students.
- **Can seniors apply for a travel grant?**
  - Answer: Yes! Seniors can apply for presenting their research at external conferences. However, if the presentation occurs after your graduation, contact the CURCA office to discuss.
- **Do I receive \$500 if I win?**
  - Answer: No, you can receive up to \$500 towards travel. The awarded amounts vary depending on application and will be determined by the CURCA office. Funds are typically reimbursed for allowable travel costs.
- **Should I estimate on the lower end for my cost?**
  - Answer: No, please estimate accurately the amount if you can or even slightly over estimate. This helps us when deciding how much to award.
- **How do I know if my conference is local, state, regional, or national?**
  - Answer: You should talk to your faculty advisor or the conference organization prior to applying to clarify the level of the conference. Usually the information can be found on the conference's website.
- **What if I haven't been accepted yet to my conference?**
  - Answer: You can submit a statement for an expected date with your application.
- **Can I submit more than one application for conference/travel grants?**
  - Answer: Yes! You can submit up to two applications if you are attending multiple conferences; however, the maximum award amount will be up to \$500 per academic year.
- **What happens if I am awarded, but I can no longer travel to present?**
  - Answer: 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.

# Review: Applying for a Travel Grant

1. Apply online via InfoReady website.

2. Have ready to upload:

- Cover letter
- Submitted abstract (or artistic submission or letter describing the application process)
- Proof of acceptance (or projected date of notification)
- Copy of Student Travel Authorization Form
  - **Remember:** Original Student Authorization Form with signatures needs to be dropped off to our offices no later than 3:00 pm on Friday, January 31. We also accept DocuSigned forms to be emailed to our office (CURCA@ung.edu).

3. Send questions to [CURCA@ung.edu](mailto:CURCA@ung.edu)





Thank you for joining us! Questions?

