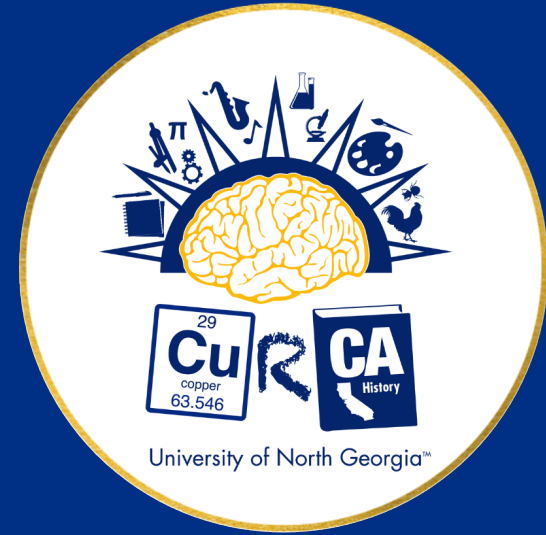# CURCA Travel Grants: Application Workshop

Presented by Dr. Diogo Pinheiro, CURCA Assistant Director

Fall Cycle 2025

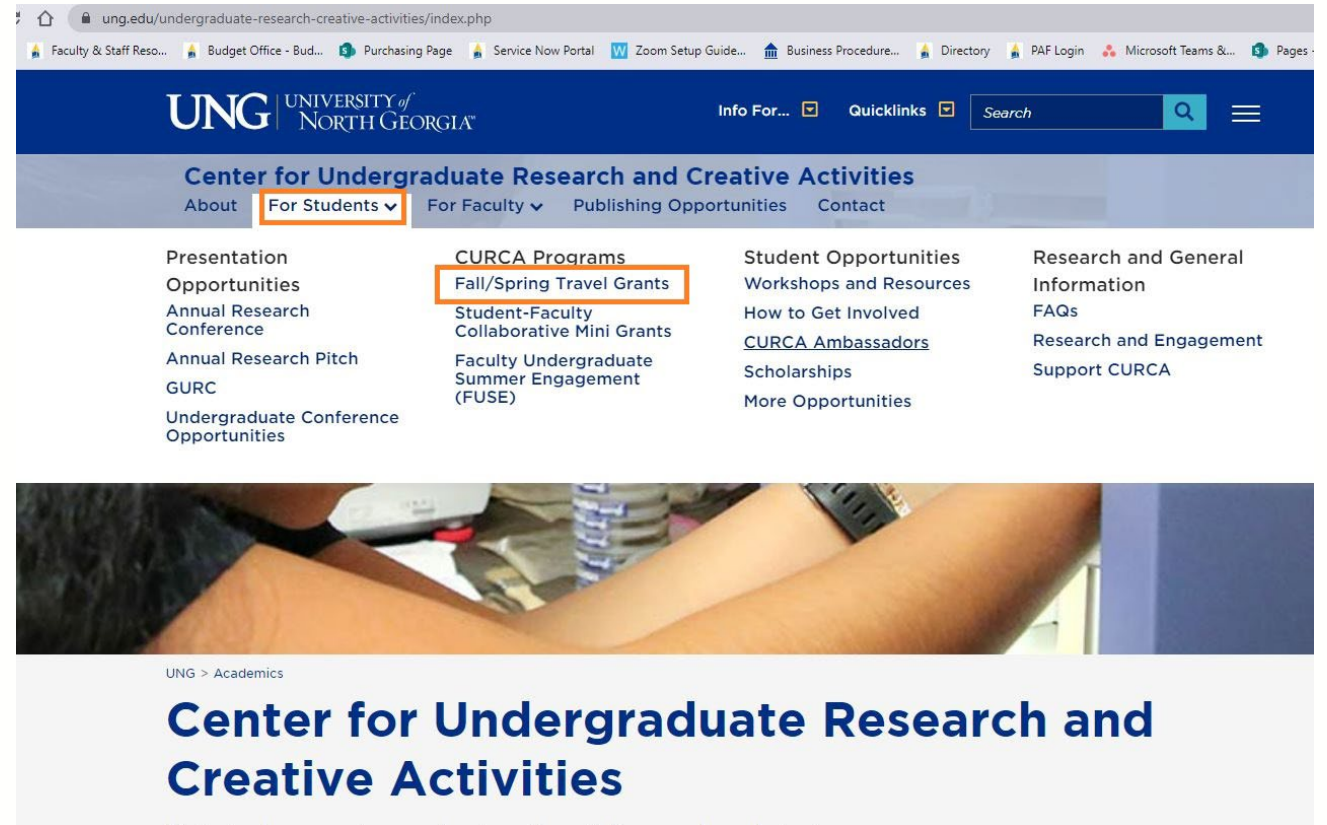- For students who plan to attend conferences scheduled before February 28, 2026

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

Where to find information and apply?

- Information on our website:

    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 Fall CURCA Student Travel Grants"

- After you submit your application on InfoReady, make sure you receive a confirmation email.

- **Deadline: September 19, 2025 by 11:59 pm**

ung.edu/undergraduate-research-creative-activities/student-opportunities/travel-grants.php

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Center for Undergraduate Research and Creative Activities
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Travel Grants

Travel grants of up to $500 are awarded by CURCA to assist undergraduate students who wish to *present* their research or creative activity at any type of external (off-campus) conference or presentation. CURCA accepts applications for travel grants in both the fall and spring semesters. To apply, students must submit an online application to the competition on the InfoReady platform before the deadline. We know how hard UNG students work, and our office is excited to offer these grants to help facilitate your presentation!

IT'S TIME TO PRESENT
Let us help you get there

Application Deadline

September 19, 2025 (11:59 pm)

Apply for a Student Travel Grant via InfoReady ›

Upcoming Workshop

- Fall Workshop:
  - September 10, 2025 at noon

Resources:

Request for Proposals (PDF)   Travel Grant Rubric (PDF)   Workshop Slides (PDF)

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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.

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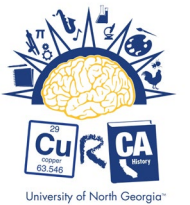
Other Required Items

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 <u>or</u> original, signed travel authorization form** to the CURCA office by competition closing date (Sept 19). More information in the next slide.
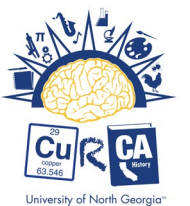
Student Travel Authorization Form

- **The student travel authorization is an estimate only**
  - don't underestimate the cost – better to go over

- **Who needs to sign: Student _and_ Faculty Mentor**

- **Must include explanation on how your presentation benefits UNG.**

- **Must submit the original form with handwritten signature in <u>ink</u> or <u>DocuSigned</u> to:**

  CURCA Office by 4:00 pm on Friday, Sept. 19
  - Email DocuSigned copy to CURCA@ung.edu. Coordinate with your department's admin to have you and your mentor sign via DocuSign.
  - Drop off original, signed copy to:
    - Dahlonega Office: Dunlap 108A
    - Gainesville Office: Administration 111

- **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

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
Impact of presentation	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.		
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 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 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.	
Academic/ Professional Development (x2)	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 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.	

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Budget Breakdown and Important Rules

- **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.

- **Lodging Cont. -** In addition, lodging can only be claimed if it's > 50 miles from your residence. If it's less than fifty miles, then <u>before</u> you travel, email your department head explaining <u>why</u> you need to stay at the hotel and obtain their approval. Once approved by the department head, forward this email chain to CURCA@ung.edu.

- **Car rental –** we can only reimburse a car rental if it's through <u>Hertz or Enterprise</u>

- **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 on <u>GSA website</u>; <u>per diem can only be claimed if the traveler is staying overnight at a hotel.</u>

- **Transportation –** Mention if you're carpooling; if not, include mileage (one way and round trip), <u>or</u> expected cost of a rental car
    - We can only reimburse mileage to the driver who is using their own car. We cannot split mileage.
    - Mileage reimbursement amount is $0.70 per mile and 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
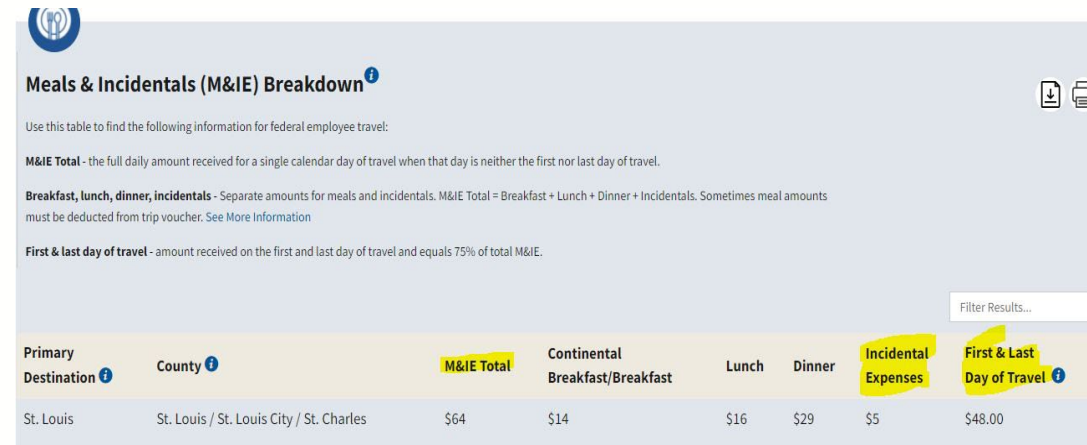
Lodging: $147.47

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.

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Budget Breakdown Cont.: Per Diem

- **If you are staying overnight at a hotel, estimate your per diem. 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 <u>Per Diem website</u> 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, provided by a mentor, or provided by the hotel that are free to you.

Out of State Example

Meals & Incidentals (M&IE) Breakdown

Use this table to find the following information for federal employee travel:

M&IE Total - the full daily amount received for a single calendar day of travel when that day is neither the first nor last day of travel.

Breakfast, lunch, dinner, incidentals - Separate amounts for meals and incidentals. M&IE Total = Breakfast + Lunch + Dinner + Incidentals. Sometimes meal amounts must be deducted from trip voucher. See More Information

First & last day of travel - amount received on the first and last day of travel and equals 75% of total M&IE.

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**

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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 OR Allison.Grundel@ung.edu
    - There are a few things that CURCA can possibly cover ahead of time, like registration and airfare, so please contact us ASAP after you've been awarded and accepted to the conference since it can take time to purchase.

- **Keep your receipts**
    - Retain all receipts except food (food is reimbursed by per diem if you are staying overnight). 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 sho 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.
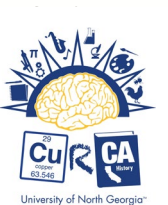
After the Conference: Submit Reimbursement Paperwork

- **You will be reimbursed after the conference in most cases.**
  - The sooner you process the paperwork, the sooner you will get reimbursed.
  - Again, there are a few things that CURCA can cover ahead of time, so contact the CURCA office ASAP.

- **Email 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 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.**

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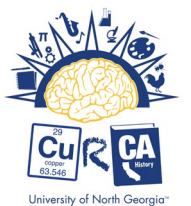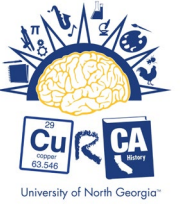
Travel Grant FAQs

- **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. If awarded a travel grant, you would then send a screenshot of your acceptance to CURCA via email.

- **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.

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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 4:00 pm on Friday, September 19. We also accept DocuSigned forms to be emailed to our office on this date too (CURCA@ung.edu).

3. **Send questions to CURCA@ung.edu**
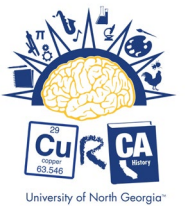
Thank you for joining us! Questions?