

REQUEST FOR PROPOSALS:
CURCA Student Travel Grant
SPRING CYCLE

Due January 26, 2024 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 2024, CURCA will offer competitive travel grants of up to \$500 for students who will present before September 30, 2024*. 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 the competition page and upload a packet 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.)
 - Whether this is a poster or oral presentation
 - The project's mentor/mentor's role
 - Information on how the conference connects to the student's long-term professional and career goals.
 - A brief budget overview with corresponding evidence.
 - *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 for the form).
 - In addition, the original student travel authorization form that is signed in ink needs to be dropped off to the CURCA office or a DocuSigned student travel authorization form may also be emailed to curca@ung.edu before the competition closing date (details below).**

* Students with unique issues related to travel dates should reach out to curca@ung.edu for guidance.

****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. If you are turning in an original, signed copy please drop it off to our office at Dunlap 108A in Dählonega or Administration 111 in Gainesville. **This document needs to be submitted before 3:00 pm on the competition closing date (Jan. 26).** 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.***

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, VRBO, etc. If renting a car, it must be through either Hertz or Enterprise in order to receive reimbursement of a rental vehicle. In addition, the state 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 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.

CURCA can only reimburse awardees who will present at conferences before they graduate.

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 26, 2024 at 11:59 pm. Students who plan to attend and present at conferences after September 30, 2024 should wait until the next round of funding is announced for fall. Students may apply for up to two conferences, but the max a student can be awarded is \$500 per academic year. Please direct all queries to CURCA@ung.edu.