

CURCA Travel Grants: Application Workshop



Presented by Dr. Diogo Pinheiro, CURCA Assistant Director

Fall Cycle 2024

For students who plan to attend conferences
scheduled before February 28, 2025

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:

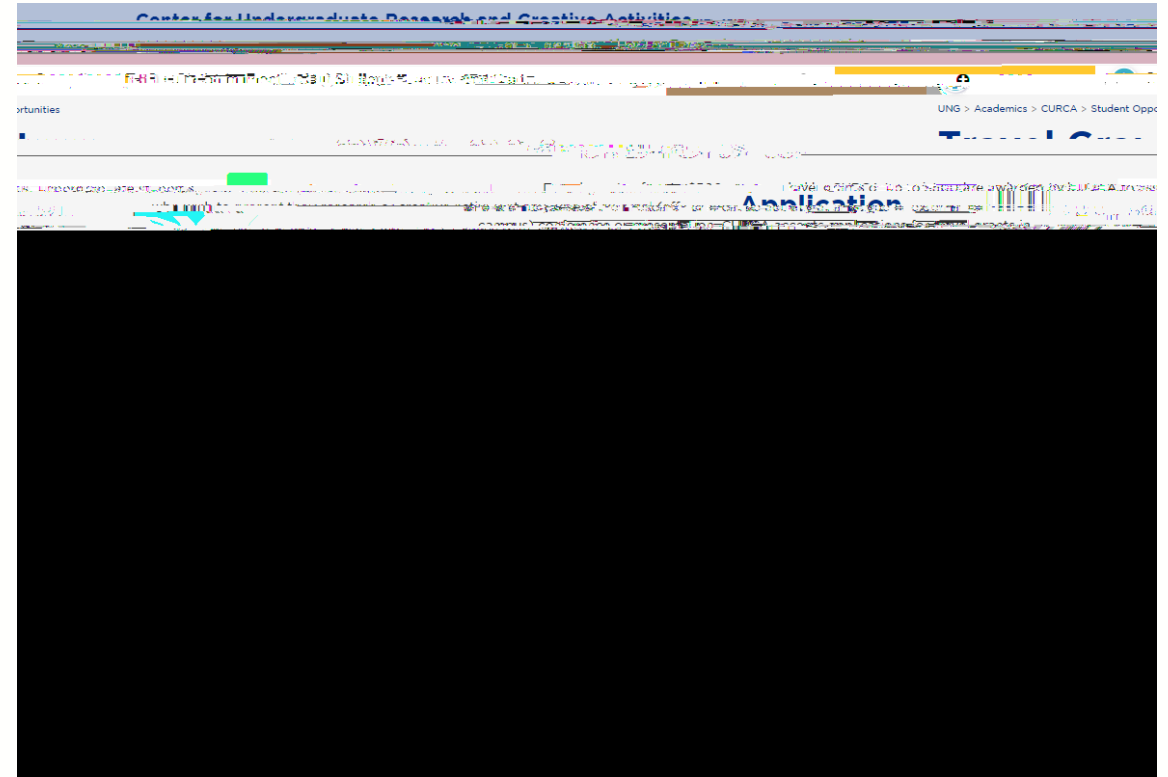
Information about the program including RFP and Rubric on program page

Apply on InfoReady (ung.infoready4.com)

Competition titled "2024 Fall CURCA Student Travel Grants"

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

Deadline: September 20, 2024 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.

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!

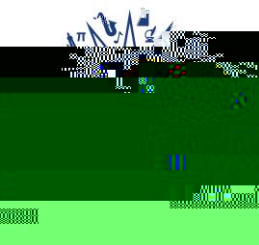
Working/performing with a group?

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.

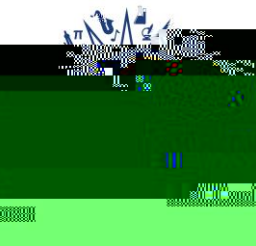
Note that we cannot promise teams will be
funded together as we have limited funds to
support students.



Other Required Items

2. Original Submitted Abstract

a)



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, Sept. 20

Email DocuSigned copy to CURCA@ung.edu

Drop off original, signed copy to:

Dahlonaga Office: Dunlap 108A

Gainesville Office: Administration 111

Who needs to sign: Student Faculty Mentor



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)

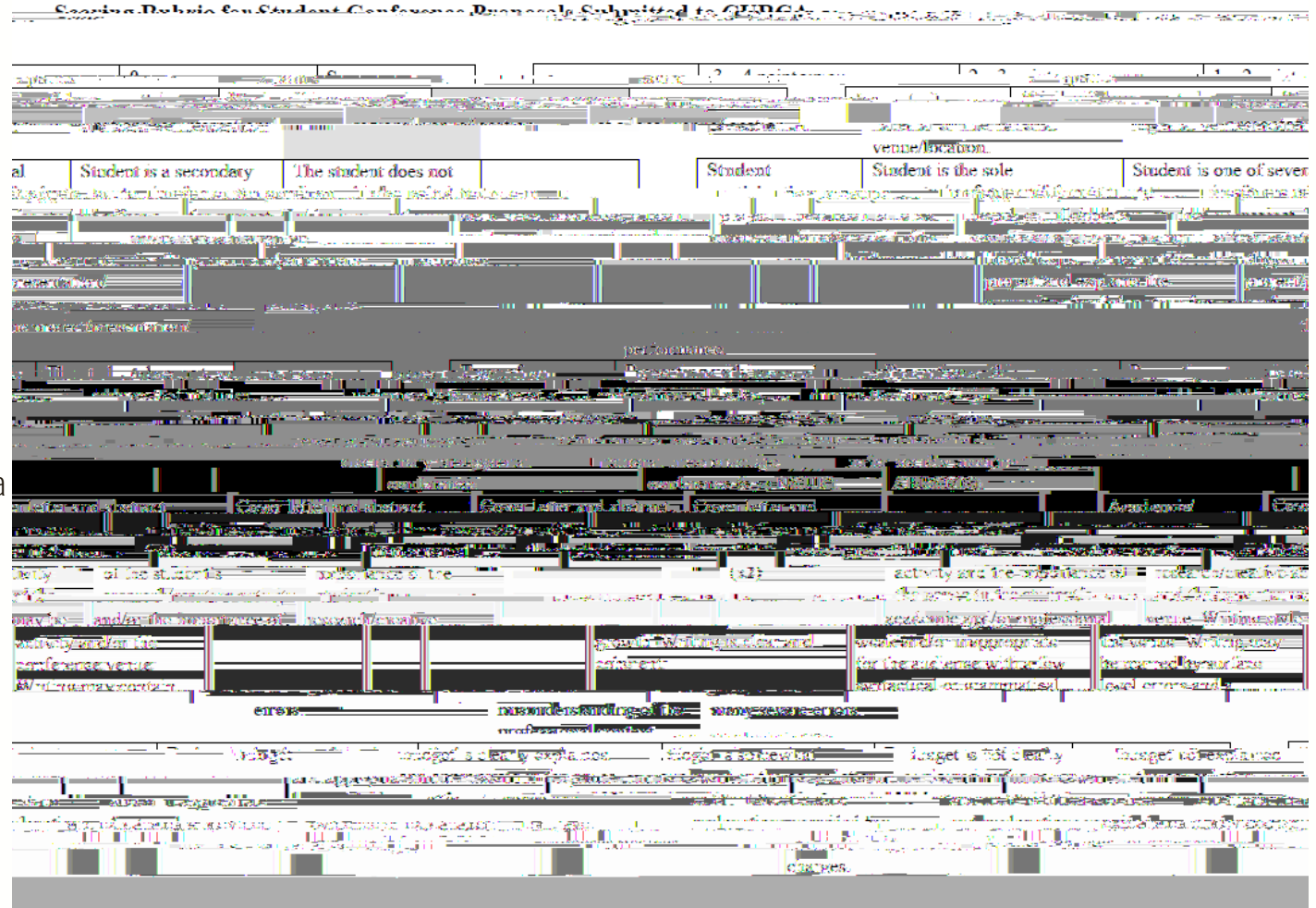
How does your attendance benefit you and UNG?

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!



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Budget Breakdown Cont.: Per Diem

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

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 OR 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 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):

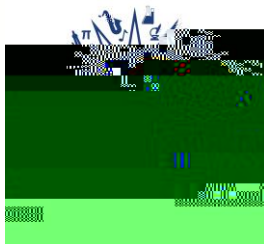
In State or Out of State Reimbursement Form (DocuSigned or signed in ink).

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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Thank you for joining us! Questions?

