

Materials and Travel Grant Proposals Call for Proposals AY 2026

The Center for Undergraduate Research & Scholarship (CURS) is pleased to announce a call for proposals for grants supporting student-faculty research sponsored by the Provost and the Vice Provost for Instruction. CURS Materials and Travel grants are open twice per year (Fall/Spring) and support original scholarly work through faculty-mentored student research. Funding each term depends on the number of applicants, available funds, and feasibility of the proposed research or scholarship. Each proposal will be reviewed by an interdisciplinary advisory committee and evaluated on its contributions to undergraduate student development and the research mission of Augusta University. Grant requests can be made for travel to conduct or present research, or to purchase materials and supplies. Funding is competitive; see the CURS website for full details and tips for successful proposals.

Deadlines:

Fall grants: August 31 by midnight

Spring grants: January 31 by midnight

Maximum Request:

\$1,000 per proposal

Unallowable expenses include publication fees, membership dues, personnel (stipends, consulting fees, technicians, etc.), participation incentives, and core facility charges.

Important Information for Faculty Mentors

- Faculty may submit proposals for Materials or Travel requests but may not submit more than one proposal per round. For travel funding, faculty must be traveling with a student to collect data or present scholarly work.
- Faculty are required to submit a mentorship philosophy. Your mentoring philosophy explains how you approach mentoring relationships and should serve as the guide for your mentorship experience. Please see [this guide](#) from Indiana University.
- Faculty research projects must be submitted to the [CURS Undergraduate Research Opportunity Portal](#) by August 31st /January 31st to be reviewed for CURS funding.
- Documentation of student enrollment in a research course for the term of funding (ex. CURS 2990, HONR 3990H, or Department 4990) is required to receive funding. Students need to complete the [UR Course Registration Request](#) to be registered for a CURS course.
- Faculty may not contribute to the writing of student grant proposals.

Important Information for Students

- Students may submit proposals for Travel requests (no Materials requests) and may not submit more than one proposal per round. **The student is expected to write the full proposal.** Faculty may provide feedback or guidance but should not write the proposal.

Proposals copied from published abstracts or that appear likely to have been written by faculty or AI will be rejected. Student projects must have a faculty advisor or mentor to be considered for funding.

- Cost Sharing: If two or more people are traveling to the same location to present or conduct research each person will submit their own grant proposal. Any shared expenses such as lodging should be clearly explained in the Budget Justification narrative of the application. Each person should submit their Travel Authorization Form which states all travel costs. Additionally, applicants should submit the CURS travel budget form where applicants will indicate any costs are being shared (e.g., Uber, hotel costs). Only one person may be reimbursed for a given receipt, thus reimbursing among travelers for shared expenses is the responsibility of the travelers.
- AU expects responsible financial stewardship.
- Documentation of student enrollment in a research course for the term of funding (ex. CURS 2990, HONR 3990H, or Department 4990) is required to receive funding. Students need to complete the [UR Course Registration Request](#) to be registered for a CURS course.

Application INSTRUCTIONS:

Applications for CURS grants will be submitted through the [InfoReady](#) portal as of January, 2026.

We highly recommend that you work in a Word document first and transfer your answers to InfoReady when you are ready to submit. Applicants should review the evaluation rubric and tips for grant preparation on the CURS website. The evaluation rubric is also provided in the supporting documents of InfoReady. **Read Carefully** and follow the instructions; failure to follow instructions may result in your proposal being rejected without further review. *Be sure to click the “Save Draft” button frequently so that you do not lose your work.*

Supporting Documents. The following supporting documents are required as part of the application. **Applicants must download the standardized templates provided in the Details section of the InfoReady portal, edit the information and then upload the forms into the application.** Self-made forms or other budget forms will not be accepted.

Student – Travel application	Faculty - Travel application	Faculty - Materials application
AU Travel Authorization Form*	AU Travel Authorization Form*	CURS Materials Budget Form*
CURS Travel Budget Form*	CURS Travel Budget Form*	Student List*
Student List*	Student List*	

Travel Grant Proposals

The following sections are required within the InfoReady portal.

1. **Grant Proposal Title.** Provide a unique proposal title such as "Davis_Travel Grant Proposal_SEPA Conference Spring 2025". This proposal title is NOT your research project title.
2. **Research Project Title** (10-word max; Capitalize Each Word). If collaborating or co-authoring a research project, this title may be the same for all applicants.
3. **Budget Specialist Name and Email.** Provide the name of the department or college person who will handle financial transfers.
4. **Student List.** Use the provided template to identify all students involved in the project who the grant would directly support.
5. **Research Project Description** (300 - 500 words). *This section should focus on the project itself and what has been carried out.* First, provide an accessible overview of the research topic, purpose and questions. Explain the big picture: what is being studied or learned? Provide a simple description of the methods and tasks (what you are actually doing). Second, connect the travel destination and importance of the travel. What will you professionally gain out of this travel and how does the travel contribute to research progress? What activities will you do there (e.g., fieldwork, archival research, conference presentation). Write for an interdisciplinary audience and carefully review the evaluation rubric.
6. **Significance of Contribution** (300 - 500 words): *This section should focus on why the project matters in a broader context.* Show the value beyond your own experience: how does it advance understanding, education, or societal benefit? You may address: the value to humanity or society, the importance to the field (e.g., filling a gap in the research), the contribution to knowledge (generating new insights, theories, data), the impact on education (e.g., training, mentoring, public engagement). It is incumbent upon the applicant to articulate the importance to reviewers, regardless of their disciplinary background.
7. **Mentoring Philosophy (Faculty only; 300-800 words).** Your mentoring philosophy is an integral part of this application. Please see Faculty Resources on the CURS website for guidance. Be sure to address mentorship before, during, after any travel.
8. **Student Success. (Students only; 300-500 words).** Student will describe what they have learned thus far in the research process and how research engagement has contributed to their overall success as a college student and their career readiness. Students should address what they hope to gain from the travel and how the activity will contribute to their professional development.
9. **Abstract** (Conference proposals only)
10. **Travel Purpose and Involvement.** Choose the purpose of your travel to support student presenters, attended or data collection, or collaboration.
11. **Status of conference submission.** Choose the status of conference submission and acceptance (if not relevant, answer not applicable).
12. **Start and End Date of Travel Research Activity.** Please note that funds MUST be dispensed in the semester requested; if you are traveling in the spring but requesting funds in the fall, please wait until the spring to submit your proposal. Travel documents and receipts must be submitted to CURS within 30 days after the

- travel occurs. For guidance about travel toward the end of a semester or during the summer, please speak with the CURS Coordinator.
13. **Total Funding Request** from CURS (max \$1,000).
 14. **Travel Authorization Form:** Complete an Augusta University Travel Authorization Form and upload into the application. AU Travel information and Single Day and multi-day forms can be found [here](#). Please note that signatures are **not** required on travel authorizations to apply for a CURS grant.
 15. **Budget Justification Narrative:** Clearly articulate the importance and use of the funding in regard to the research. If the travel expenses can be modified to reduce costs (e.g., in the case we cannot fund a full proposal), please describe or communicate your priorities. On the budget sheet you will be asked the total cost of each itemized expense as well as what portion you are requesting from CURS. If a fellow traveler will pay the initial bill for the hotel and you will pay the initial bill for the car rental, then your requested amount for the lodging is 0 and your requested amount for the car is the total expense for the car.
 - a. Example justification narrative regarding **LODGING**: "I will be going to a conference in Dallas for 5 days and 4 nights. I am sharing a room with two other people (Joe, Moe), and the total hotel estimate is \$1056.00 for four nights. The share of the hotel cost for each of us is \$352. I will be putting the hotel costs on my credit card and Joe and Moe will reimburse me for their share. Joe and Moe are requesting \$0 from CURS on their travel budget sheet for the hotel.
 - b. Example justification narrative regarding **TRANSPORTATION**: "I will be going to a conference in Atlanta for 3 days and 2 nights. I am riding with Joe in his car and he is requesting costs for mileage from CURS. The trip to Atlanta and back is 290 miles. Mileage is reimbursed at \$0.67 per mile driven. Our shared cost for mileage is 290×0.67 : \$194.30 (\$97.15 each) which is requested by Joe; my request from CURS for transportation is \$0.
 16. **CURS Itemized Travel Budget Form:** Complete a CURS Travel Budget Form and upload into the application. For each item, include the total cost required for the expense and count of each item. The total cost per item will be added for you. Enter the amount of the total cost requested from CURS. For shared items such as hotels, see the budget narrative section for how to describe the shared expenses. Indicate other potential sources of funding such as student organization or departmental funds.

Materials Grant Proposals

The following sections are required within the InfoReady portal:

1. **Grant Proposal Title.** Provide a unique proposal title such as "Davis_Materials Grant Spring 2026". This proposal title is NOT your research project title.
2. **Research Project Title** (10-word max; Capitalize Each Word). If collaborating or co-authoring a research project, this title may be the same for multiple applicants.
3. **Budget Specialist Name and Email.** Provide the name of the department or college person who will handle financial transfers.

4. **Student List.** Use the provided template to identify all students involved in the project who the grant would directly support.
5. **Research Project Description** (300 - 500 words). *This section should focus on the project itself and what has been carried out.* Provide an accessible overview of the research topic, purpose and questions. Explain the big picture: what is being studied or learned? Provide a simple description of the methods and tasks (what you are actually doing). Write for an interdisciplinary audience and carefully review the evaluation rubric.
6. **Significance of Contribution** (300 - 400 words): *This section should focus on why the project matters in a broader context.* Show the value beyond your own experience: how does it advance understanding, education, or societal benefit? You may address: the value to humanity or society, the importance to the field (e.g., filling a gap in the research), the contribution to knowledge (generating new insights, theories, data), the impact on education (e.g., training, mentoring, public engagement). It is incumbent upon the applicant to articulate the importance to reviewers, regardless of their disciplinary background.
7. **Mentoring Philosophy.** Your mentoring philosophy is an integral part of this application. Please see Faculty Resources on the CURS website for guidance. Be sure to address mentorship before, during, after the travel.
8. **Total Funding Request from CURS (max \$1,000).** Please note that funds must be expensed by the fiscal year deadlines and follow all AU purchasing policies. Ensure that the amount requested on the CURS Budget Form matches the amount requested in the application.
9. **CURS Itemized Materials Budget Sheet:** Complete and upload the CURS Materials Grant Budget Form. Items needed should be named and specified (e.g., beakers vs pipettes/ brushes vs. canvases) with already priced amounts. Multiples of the same product (e.g., paint brushes, pipets) may be listed as one item. Budget should not simply list 'materials.' *Budgets without itemization will not be reviewed.*
10. **Budget Justification Narrative:** Clearly articulate the importance and use of the funding in regard to the research. If the research can be conducted with only some of the materials (e.g., in the case we cannot fund a full proposal), please describe or communicate your priorities.
11. **Plans for Dissemination:** (100-200 words). Describe your plans for scholarly dissemination with your undergraduate student.