**CCFA Graduate Student Research Funding**

**Overview**

CCFA students enrolled in a **master’s degree program with a thesis/practicum component** and/or **doctoral program (Ph.D. or D.MA.) with a thesis/dissertation project** are eligible to apply for graduate student research funding.

Students may receive a maximum of $3000 in funding for research-related expenses.

Appropriate research-related expenses include (but are not limited to) the following:

* travel to conduct research or attend conferences
* research participant incentives
* purchase of software
* purchase of datasets
* participation in a workshop to learn research skills
* purchase of equipment, books, or other appropriate materials
	+ Note: Any equipment purchased will be the property of the University of Memphis upon completion of the funding. Funds may not be used to cover stipends or living expenses while completing the thesis or dissertation.

Funding is for a one-year period. Applicants may apply for one (1) no-cost extension (extended time to complete a project without additional funding). A limited amount of funding is available, and selection is made on a competitive basis by each school/college

**Application Procedures**

Applications will be accepted twice a year:

* **Applications are due November 30th. 2022 (for awards beginning January 1st, 2023)**
* **Applications are due April 1st, 2023 (for awards beginning July 1st. 2023)**

Applicants should email their application as a single PDF and include the following:

* A completed application form (attached to the website)
* A cover letter indicating support from your academic adviser or another faculty designee
* A project description (not more than four pages) including:
	+ An abstract of your proposed study
	+ A narrative describing the project written to an interdisciplinary audience, making sure to discuss your relevant experience
	+ A timeline for your project
	+ An itemized list of expenses for the project (budget)
* A one-page CV summary

Applications will be reviewed internally by the CCFA Research Committee. Applicants will learn the results of their application within six weeks of the submission deadline.

**Funding Completion Timeline**

At the end of the funding period, recipients will be expected to submit a 1–2-page (800-word maximum) statement detailing progress and accomplishments to the CCFA Associate Dean.

* Those who received the award beginning on January 1, 2023 should submit the report by January 15.2024.
* Those who receive the award beginning in July 2023 should submit the report by August 15, 2024.