**CCFA Graduate Student Research Award**

**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 a graduate student research award. 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 property of the University of Memphis upon completion of the grant. Funds may not be used to cover stipend or living expenses while completing the thesis or dissertation.

Awards are for a one-year period. Applicants may apply for one (1) no-cost extension (extended time to complete the project without additional funding). A limited number of awards are available, and selection is made on a competitive basis by the CCFA research committee.

**Application Procedures**

Applications will be accepted twice a year, in April and November. In 2023, the dates are as follows:

* Due April 3rd(for awards beginning July 1st).
* Due November 15th (for awards beginning January 1st) .

Applications will submit the following as a single PDF through [this form](https://forms.gle/RuzNaVcPC3tdydSCA).

* A cover letter indicating support from your academic adviser or another faculty designee, and your chair/director’s signature indicating that you have sought out financial support through your unit.
* A project description (not more than 4 pages), including the following:
* 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 in the CCFA Research Committee. Applicants will learn the results of their application within 6 weeks of the submission deadline.

**Award Completion Timeline**

At the end of the grant period, award 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 1st will submit the report by January 15th of the following year.
	+ A successful applicant in November 2023 application cycle will receive funding in January 2024 and submit a report by January 15th, 2025.
* Those who receive the award beginning on July 1st will submit the report by August 15th of the following year.
	+ A successful applicant in the April 2023 application cycle will receive funding in July 2023 and submit a report in by August 15th, 2024.