

Research Orientation: A Guide to UofM & CCFA Resources

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Welcome to UofM:

The University of Memphis (UofM), founded in 1912, is a Carnegie R1 (Very High Research) research university. UofM's central campus is in Memphis, Tennessee, the urban heart of the Mid-South. UofM operates a second, four-year campus in Jackson, TN, a satellite campus in Millington, TN, a law school in downtown Memphis, and a university-industry research park adjacent to the main campus. Additionally, the university hosts UofM Global, which offers fully online, accredited degree programs. In total 1,031 full-time tenured and non-tenured faculty members provide instruction and/or research experience in 250 undergraduate areas of study and 120 graduate degree programs to nearly 22,000 students. The university houses 43 research centers and institutes and new campus facilities for research in nursing, hearing and speech, environmental health, biometrics, engineering, and music. University faculty researchers have developed extensive collaborations with regional biomedical research and clinical healthcare institutions, including St. Jude Children's Research Hospital, the University of Tennessee Health Sciences Center, Baptist Health Sciences University, and numerous industry partners. UofM's sponsored projects awards in fiscal year 2023 totaled \$85,956,290, including support from 11 federal agencies, and broke \$100M for the first time in FY 2024.

The UofM College of Communication and Fine Arts (CCFA) houses six departments/schools: Music, Art and Design, Architecture, Journalism and Strategic Media, Communication and Film, and Theatre and Dance. Its 130 full-time faculty teach across a wide range of disciplines (baccalaureate through doctoral), including music therapy, art education, health communication, mass media, and graphic design. CCFA faculty have been funded, as PIs or site PIs, by the NIH, NSF, and NEA. CCFA researchers are supported by department and college business officers who interface with the university's sponsored programs office to assist with pre- and post-award grant services, two full-time technology support assistants, a internal grant programs for individuals and teams, a team science grant for multidisciplinary teams pursuing pilot funding for arts and health research (AhRT grants), travel funding, and paid professional development assignments (sabbaticals). The college also received significant investment from the state and private donors to open new, state-of-the-art facilities in music performance and recording.

The UofM Division of Research and Innovation (DRI) provides a one-stop shop for sponsored projects and grants accounting services. DRI is comprised of three units: the Office of Sponsored Programs (OSP), the Office of Post Award Management (OPAM), and Research Compliance (RC). OSP assists with all pre-award services, while OPAM handles award set-up to closeout. RC is responsible for operating UofM's IRB, reviewing CITI certifications, monitoring financial conflicts of interest, and ensuring animal care. DRI also sends out weekly notifications of grant and research participation opportunities, sponsors team science pilot projects that bring together new teams of campus researchers (CoRS grants), and acts as a connector and convener for university-community partnerships.

UofM Information Systems (IS) provides access to and support for UofM's learning management system, Canvas, as well as MS Teams (conferencing, planning, and file sharing), email, and academic and research unit websites. Local service providers are assigned to each unit to provide software, hardware, and networking support. A centralized, electronic service portal routes service requests to the appropriate LSPs. IS also maintains UofM's Qualtrics subscription. Canvas, Teams, Qualtrics, and LSP support are readily available to all faculty and external researchers with UofM email addresses. Two LSPs are assigned to CCFA and IAH to assist with all research and course technology needs. For service requests, begin here: https://www.memphis.edu/umtech/service_desk/index.php and click "submit a service request online."

The UofM Libraries include the Ned R. McWherter Library and five branch libraries: Audiology and Speech Language Pathology, Chemistry, Earth Sciences, Mathematics, and Music, which are contiguous to the appropriate university departments. The McWherter Library offers access to both electronic and print resources. The libraries maintain agreements with other local institutions for shared use of library collections by students, faculty, and staff. These institutions include Rhodes College, LeMoyne-Owen College, Mid-America Baptist Theological Seminary, Memphis Theological Seminary, Southwest Tennessee Community College, the University of Mississippi, Christian Brothers University and Mid-South Community College. The University of Memphis Libraries provide access for all students and faculty to its electronic resources and databases, including PubMed, BioMed Central, ClinicalTrials.gov, MedLine & MedlinePlus, PsycInfo, and EBSCOhost. Online search tools are available here: <https://www.memphis.edu/libraries/>.

Information regarding the Music Library can be found here:

<https://www.memphis.edu/music/academics/library.php>

And online Music Library resources can be accessed here:

<https://www.memphis.edu/libraries/musiclibrary/index.php>

Getting started:

Research networks:

The UofM Institute for Arts and Health (IAH) supports multiple disciplinary research in neuroarts, art and design in public health, and complementary and integrative health, with emphases in research, intervention/evaluation, and training. The IAH combines the expertise of over thirty researchers and clinicians across the UofM campus and the US, covering music and art therapy, public health (epidemiology, biostatistics, and social and behavioral sciences), research and clinical psychology, social work, audiology and speech language pathology, engaged scholarship, health communication, dance, theatre, visual art, music, literature, graphic design, mass media, and architecture. The IAH manages virtual studios composed of IAH researchers, external partners, and community stakeholders. The core value of the IAH is to improve whole-person health and quality of life for populations presently

underserved and disproportionately burdened by disease risk and illness. For more information, visit <https://www.memphis.edu/artsandhealth/>.

DRI maintains a list of links to UofM research networks, here:

<https://www.memphis.edu/research/researchers/funding/collaboration/collaborations.php>

Relatedly, the FedEx Institute of Technology (FIT), which falls under the same authority as DRI, maintains a wide range of research clusters:

<https://www.memphis.edu/fedex/research/index.php>

More information about the FIT can be found here:

<https://www.memphis.edu/fedex/index.php>

A further list of UofM centers and institutes can be found here:

https://www.memphis.edu/research/facilities/centers_institutes.php

Grant searching:

DRI provides access to a database of funding opportunities, called Atom Grants:

https://www.memphis.edu/research/researchers/funding/atom_grants.php

To improve your search results, you can enter your entire proposal abstract rather than just key words.

Listserve are another way to receive and review information about funding opportunities. DRI has put together a list with links to a variety of listserve:

<https://www.memphis.edu/research/researchers/funding/onlinefundportalslistserve.php>

CCFA now has a comprehensive list of external grant funders, broken down by discipline as well as topics. That list can be found here: [External Grant Opportunities.docx](#) or on CCFA's website under "Resources."

Grant proposal examples:

Open Grants is one source for reviewing a wide range of grant proposals:

<https://www.ogrants.org/>

Internal funding:

CCFA funds three internal grant programs per year. The Arts and health Research Team (AhRT) grant is administered through the Institute for Arts and Health (IAH). CCFA faculty are encouraged to partner with faculty in other colleges and community members to create project teams. AhRT grant applications are typically due in October. The IAH Director will send out the CFP in April.

The two other programs are the Faculty Research Grant (FRG) and the Faculty Scholarship and Creative Activity Grant (FSCAG). Information about both programs can be found here: <https://www.memphis.edu/ccfa/resources/resources-faculty-internal-grants.php>

DRI funds a team science initiative called Community of Research Scholars (CoRS), which funds interdisciplinary project teams of UofM researchers. The deadline for submissions is in October, with interest meetings beginning in September. CoRS grants have two levels. First-time awardees receive \$2,500. If awardees apply for an external grant, then they may also apply to the CoRS program again the following year for a second round of funding worth \$5,000. Awardees will not be considered for a second award of \$2,500 for the same project. The call for proposals can be found on this page: <https://www.memphis.edu/research/researchers/funding/cors/corscallforproposls.php>

DRI also funds the Fine Arts, Humanities and Social Sciences Support Program. Awards include the Professional Indexing Grant, Image Reproduction Fund, Subvention Grant, and Field Work & Archival Grant. The CFP comes out in February. Each award is worth \$2,500. Application details are posted to InfoReady. A shortcut link can be found on this page: <https://www.memphis.edu/research/researchers/funding/humanities.php>

Another DRI initiative, the Technology Transfer Assistance Consortium (TTAC) grant program, helps “university researchers advance their intellectual property toward commercialization.” Information about the program can be found here: https://www.memphis.edu/research/impact/newsletter_2025/july25_stories/turning_ideas_into_impact_uofm_faculty_awarded_ttac_grants_to_advance_innovation_and_commercialization.php

The University Libraries provides funding to cover journal publication costs for all Springer, open access venues.

InfoReady is intended as a university-wide platform for one-stop internal grant searching. At the time of this writing, few internal funding opportunities were listed. Nonetheless, it is still worth checking out: <https://memphis.infoready4.com/>

Preparing to conduct research:

Ethical conduct of research and the IRB:

The UofM uses Cayuse IRB for the submission and review of study protocols. Cayuse IRB can be access from the link provided on this page: <https://www.memphis.edu/research/researchers/cayuse/index.php>

The CCFA has an IRB help kit that you can access here: [Mike's IRB How-To](#). (Contact Mike Schmidt at mschmidt@memphis.edu if the link is outdated.) The kit takes the reader step-by-step through the IRB process, compiling resources from across the UofM’s website and

sharing examples of past IRB protocols, recruiting flyers, recruiting scripts, study instruments, letters of support, and informed consent documents.

Bioethics training is required for all research involving human subjects. If you have not completed Collaborative Institutional Training Initiative (CITI) training, go to the University's CITI information page and follow the login instructions to get started:

<https://www.memphis.edu/research/researchers/compliance/citi.php>.

If you have completed CITI training in the past but need to renew your CITI certifications, go to <https://about.citiprogram.org/> to login.

Information about CITI training is also included in the IRB help kit.

Research data security:

If you will be engaging in data sharing, and therefore data sharing agreements, or working with the Department of Defense, you will need to familiarize yourself with the policies and protocols on this page:

<https://www.memphis.edu/research/researchers/compliance/researchdatasecurity.php>

Animal Care:

This is not something CCFA researchers typically encounter, but should animals be involved in your research, please consult this page:

<https://www.memphis.edu/research/researchers/compliance/animalcareanduse.php>.

Biological materials:

Also unusual for CCFA faculty and staff is research that would require review from the Institutional Biosafety Committee. Information can be found here:

https://www.memphis.edu/research/impact/newsletter_2023/march_stories/research_comps_res_protocols.php

Disclosing financial conflicts of interest:

Sponsored research also includes disclosing financial conflicts of interest. Even if you do not have FCOIs, you may still be asked to complete these forms:

Financial conflict of interest form (FCOI) (This one is about you.):

<https://memphiscentral.etrive.cloud/?isAnonymous=true#form/251>

FCOI Responsible Personnel List form (This one is about your team, if you are the PI.):

https://www.memphis.edu/research/researchers/compliance/fcoi_responsible_personnel_for_m.pdf

International research:

If you are working with sponsors, institutions, or team members outside the US, you may be required to complete an export control review. See the decision tree at this link:

https://www.memphis.edu/research/researchers/compliance/export_control.php. If the decision tree indicates your research falls under export control regulations, contact researchcompliance@memphis.edu.

Additional considerations for international research should be reviewed here:

https://www.memphis.edu/research/researchers/compliance/research_security.php.

If you will be traveling internationally, be sure to consult the information on this page:

https://www.memphis.edu/research/researchers/compliance/export_control.php.

Research misconduct policies:

Find important information here about avoiding costly mistakes in research conduct:

<https://www.memphis.edu/research/researchers/compliance/responsibleconductofresearch.php>.

Training:

The UofM provides live trainings and an archive of past trainings. Go to the following link and look for “Training Resources” in the lefthand navigation:

<https://www.memphis.edu/research/researchers/index.php>.

More information about training can be found here:

<https://www.memphis.edu/research/researchers/funding/index.php>

Preparing to submit a grant:**Setting up identification and accounts:**

Depending on the sponsor, you may need specific forms of identification to associate with your name on grant proposals. The NIH uses eRA Commons, so you will need an eRA commons ID when applying to the NIH. The NSF uses Fastlane/Research.gov. Both eRA Commons and Research.gov are systems used to manage grant awards.

To set up a Fastlane ID, you can find information here:

<https://www.memphis.edu/research/researchers/proposal/howdoiproposaldev.php>

To set up an eRA Commons ID, contact the Office of Sponsored Projects. These IDs require OSP’s assistance to set up.

More information can be found here:

https://www.memphis.edu/research/researchers/route_submit/sponsor.php

You may also need to set up a Login.gov account. Some federal agencies are requiring these accounts to login to their systems. Simply go to Login.gov to create an account.

Getting familiar with the UofM grant submission and award cycle:

DRI's website provides an overview of the grant submission and award cycle and which units you can contact for assistance: <https://www.memphis.edu/research/researchers/index.php>

Contracts are handled separately. To inquire about new contract proposals, contact researchcontracts@memphis.edu

Notification of intent to apply:

You will need to notify DRI of your interest in applying for a grant if the national call for proposals is for limited submissions, meaning the sponsor will only accept a limited number of applications—sometimes just one—from the same organization (the UofM). If others are interested in applying, DRI will decide which team to allow to go forward, based on their relative chance of success. To inquire about a limited submission, email researchdev@memphis.edu.

Calls for limited submissions also occur at the local and state levels. If you are interested in submitting a proposal for a limited submission local or state funding opportunity, please notify Mike Schmidt at mschmidt@memphis.edu so he can consult with DRI, Dean Burns, and the CCFA Research Committee before you move forward.

Help with grant submission guidelines:

You can find links to checklists for common NIH and NSF grant application requirements as well as links to NIH and NSF grant proposal guides here: <https://www.memphis.edu/research/researchers/proposal/checklistprepareproposals.php>. Additionally, you can request a PDF of agency-specific proposal guides from the CCFA's Associate Dean for Research and Community Engagement, Mike Schmidt, at mschmidt@memphis.edu.

DRI also has NSF templates available for use, here:

https://www.memphis.edu/research/researchers/template_library.php

Biosketches:

Federal agencies have specific formats for biosketches, which resemble CVs. The main difference between a biosketch and a CV is that a biosketch combines a short bio with

elements you would find on a CV, i.e., education, professional appointments, and “contributions to science,” which are listings of prior grants received and related publications. Consult the website of the agency to which you are applying to download the appropriate biosketch template.

Preparing grant budgets:

Support:

The CCFA does not yet have a pre-award coordinator, meaning we rely on a combination of help from our college business officer and our OSP contact person, Makeda Porter (mmporter@memphis.edu), to complete the internal budget form required for all grant submissions. Links to the internal budget form can be found here:

https://www.memphis.edu/research/researchers/route_submit/index.php. Other important information for budgeting, such as the indirect cost rate, GA stipends, equipment, and supplies can be found here:

<https://www.memphis.edu/research/researchers/proposal/howdoiproposaldev.php>

Scroll down to “Rates and Budget.”

Indirect cost rate and exceptions:

Not all sponsors will agree to pay the indirect cost (45% in FY25, 46% in FY26) for facilities and administration. This is a federally negotiated rate, and applies to federal grants received from, e.g., NSF and NIH. In other words, NSF and NIH will award the total project budget amount *plus* another 45% of that total project budget amount. Private foundations and other grants makers, however, typically operate differently. Their funding guidelines may state a lower rate or stipulate that they will not pay indirect costs at all. When you upload your grant materials to Cayuse, be sure to include the sponsor’s policy on indirect costs. OSP (part of DRI) states that they will then “ensure your proposal receives the correct approvals.” It may also be helpful to give OSP advance notice by emailing Makeda Porter and providing her with the sponsor guidelines limiting your indirect costs.

Cost Share:

Cost sharing is when the applicant organization is asked to specify project-associated costs that it will cover to partly or entirely match the sponsor’s contribution to the project. The National Endowment for the Arts (NEA), for example, requires cost sharing on many of its grants. For example, a proposal to the NEA for \$100K in NEA funding for a research lab will require a \$100K cost match from the UofM. Cost share budgets require additional time to develop and get approved, so be sure to start early.

Uploading your application materials:

Cayuse SP:

The UofM uses Cayuse SP for uploading and approval routing of all internal forms (i.e., internal budget form) and external sponsor application documents. Once your Cayuse record is complete, it will be routed for supervisor approvals. Cayuse SP can be accessed from the link provided on this page:

<https://www.memphis.edu/research/researchers/cayuse/index.php>.

If you are unable to log in, you will need to set up a Cayuse account. Go to:

https://www.memphis.edu/research/researchers/route_submit/era.php. Scroll down to "Account Set-Up" for instructions. The account setup process may take 48 hours.

Submitting grant proposals to federal agencies:

Cayuse 424:

Materials requiring submission through Grants.gov and Research.gov (i.e., NIH, NSF, AHRQ, CDC, NIFA, ONR, CDMRP, DoD) go through Cayuse 424. Cayuse 424, however, is best used with the assistance of OSP staff or a knowledgeable department or college pre-award coordinator. Still, you can access information regarding how to use Cayuse 424 at this link:

https://www.memphis.edu/research/researchers/route_submit/era.php

Scroll down to "System to System."

OSP staff are available to assist you with the many forms required by federal agencies, such as the NIH, via Cayuse 424. You will be responsible for providing all required sections of the proposal listed in the Notice of Funding Opportunity (NOFO) to Cayuse SP. You are advised to review the application document sent back to you to check that all required sections are included. It is useful to allow at least one week just for the submission process. It is also important to notify Makeda Porter at least two-three weeks before the submission deadline that you will need her assistance. OSP submits a lot of grant proposals.

Submitting grant proposals to foundations and other grants makers:

Once your Cayuse SP record has been electronically routed for signatures and approved, you will need to submit your grant proposal to the sponsor. Consult the sponsor's submission instructions. For institutional information required by the sponsor, consult this page:

https://www.memphis.edu/research/researchers/route_submit/information.php. Prior

Cayuse approval is always required, but it is particularly important when the sponsor's guidelines stipulate an indirect cost rate lower than the UofM's federally negotiated rate.

Receiving a grant:

Notice of award (NoA):

If you are the PI, you will receive the NoA from the sponsor. First, work with CCFA's business officer and Mike Schmidt to review the language in the NoA. Second, upload the NoA to your Cayuse SP proposal record. Third, email the NoA to ospawards@memphis.edu.

Grant budget:

The NoA will include the sponsor-approved budget. The Office of Post Award Management (OPAM) will enter the budget into UofM's financial management system. If, however, the awarded budget does not match your proposed budget, you and the CCFA business officer are responsible for revising the internal budget form and uploading it to the Cayuse SP proposal record.

Account setup:

OPAM will set up a grant account under the name of the principal investigator. This account will have a series of numbers attached to it, including an organizational code, which links the grant to the PI's college. It can, however, take time for funds to arrive. Depending on the circumstances, such as a federal grant received through another university (a subaward), legal agreements and subcontracts will need to be completed by Legal and OPAM. These circumstances can lead to delays. Rather than pushing back the start date of your project, you can request an advance account. With an advance account, UofM basically fronts the money, knowing that they will eventually receive the funding.

Advance accounts:

Instructions for setting up an advance account can be found here:

<https://www.memphis.edu/research/researchers/proposal/howdoiproposaldev.php>

Scroll down to "Rates and Budget: How do I request an Advance Account?"

Additional information about advance accounts and how to use them can be found here:

https://www.memphis.edu/research/researchers/route_submit/advance_account.php

Hiring:

If your project requires hiring GAs, student workers, staff, part-time hires, or contractors, consult the information on this page:

https://www.memphis.edu/research/researchers/manage_award/award-setup.php

Project timeline (no-cost) extensions:

If your project runs behind schedule and you have already expended your budget, you will need to request a no-cost extension from the sponsor. If approved, this will allow you more

time to complete the project before your final report is due to the sponsor. Information about no-cost extensions can be found here:

<https://www.memphis.edu/research/researchers/proposal/howdoiproposaldev.php>

Scroll down to “Changes and Extensions.”

To access the no-cost extension application form, click this link:

https://www.memphis.edu/research/researchers/manage_award/post-award-toolbox.php

Open the “Post Award Forms” dropdown menu and select “No Cost Extension Request Form.”

You will need to login to access the Softdocs form.

Post Award Toolbox:

The post award toolbox contains links to checklists, forms, tools, and trainings. Follow this link: https://www.memphis.edu/research/researchers/manage_award/post-award-toolbox.php

Post Award Helpdesk:

This is not an actual helpdesk but rather links to some of the same forms mentioned above.

New features are coming, so we have listed this resource in case it will be of future use:

https://www.memphis.edu/research/researchers/manage_award/post-award-helpdesk.php

Roles and responsibilities in post-award management:

See the dropdown menus on the righthand side of this page:

https://www.memphis.edu/research/researchers/manage_award/award-management.php

OPAM expects college and department business officers to assist with post-award management responsibilities. CCFA is building towards providing this assistance. In the meantime, we are negotiating with OPAM for additional support.

Post-award compliance:

Most of the requirements for post-award compliance have already been covered in this document, e.g., CITI training, financial conflict of interests, IRB approvals, and international travel. This page lists additional requirements:

https://www.memphis.edu/research/researchers/manage_award/opam-compliance-page.php

One of the additional key requirements is effort certification. If you have a percentage of effort allocated to a grant, whether you are the PI or not, you will receive an email each pay period asking you to certify your effort. This is quite simple. You will login to MyMemphis and navigate to your employee dashboard. Locate the period of effort and click to certify. It is very important that you certify your effort every pay period. If you miss a certification, you will not be eligible for faculty incentive compensation at the end of the fiscal year.

Award closeout:

If you have received a federal grant, you will need to follow the award closeout procedures listed here:

https://www.memphis.edu/research/researchers/manage_award/closing.php

If you have received a foundation or other private organization grant, consult OPAM for closeout requirements.

Understanding where the money goes:

Fringe benefits: On the internal budget form, you will notice that a rate for fringe benefits is assessed on your percentage of effort dedicated to the project. This money goes to a central pool; neither you nor the college will see it again.

Facilities and administration (F&A): F&A are DRI and related services paid for via the indirect cost rate. At UofM, the terms “facilities and administration” and “indirect costs” are used interchangeably. On the internal budget form, you will see F&A assessed on the total grant budget. Federal grants will pay the F&A over and above the grant budget, leaving your actual project budget untouched. DRI will generally agree to a lower F&A/indirect cost rate for sponsors that stipulate a lower rate (or no allowance for F&A) in their guidelines. Contracts operate differently. For contracts over \$10K, F&A will be assessed. The amount of F&A is negotiated with DRI, but that amount will come out of your project budget. DRI will only retain a small portion (approximately 10%) of the F&A amount collected on grants and contracts. The remainder will be sent to the PI’s college, where the funds will be overseen by the college’s dean.

A tricky detail about F&A and fringe benefits that could cost you money: If you are to receive funding on a grant received from the federal government by another university, it is in your best interest to be listed as site PI, meaning you will be the principal investigator for activities taking place at UofM. That way, the subaward you receive from the other university will pay your direct costs (e.g., course buyout, summer compensation), your fringe benefits, and the F&A/indirect cost rate. If, however, you are listed on the grant as a contractor, the fringe benefits and F&A will be subtracted from any compensation you receive. If the role of contractor is indeed most appropriate for your level of engagement, you can attempt to negotiate a lower F&A/indirect cost rate. The reduced rate will require the approval of the Executive Vice President for Research. Additionally, you will want to consider these factors when you negotiate your contract with the PI(s) at the other university, because the amount they budget you for will be subjected to fringe, F&A, and taxes on extra compensation.

Another tricky detail about F&A that could cost your college money: If you are not the PI, but say for example, a Co-I, your college’s F&A will go—temporarily—to the PI’s college. This is an issue if the PI is assigned to a different college. Each fiscal year, OSP will send a report to college business officers indicating the amounts the colleges owe each other for the work of non-PIs. It is currently the responsibility of the college business officers to follow up with each

other and ensure that the amounts owed are indeed transferred. You can help by notifying our college business officer, Lindsay Crews, at l.crews@memphis.edu that you have worked with another college on a grant in a non-PI role. This notification is important, because the report from OSP might not be accurate, and your effort might not be represented, since OSP staff build the report manually.

F&A and indirect cost recovery (IDCR): F&A, which is the overhead for grant and contract services, is paid based on an agreed indirect cost rate. Most of the amount collected is distributed to colleges each year through a process called indirect cost recovery (IDCR). IDCR is hugely important to colleges, because many essential research-related functions rely on these “soft” dollars. For example, IDCR may pay for pre- and post-award staff, saving you a lot of work on proposal submission and grant management tasks, or fund internal grants, providing you and your colleagues with “unrestricted” research, scholarship, and creative activity funding.

Other forms of external funding:

OPAM handles a variety of funding mechanisms, including contracts. A full list can be found here:

https://www.memphis.edu/research/researchers/manage_award/opam-about-awards.php

Contracts:

Contracts typically require a budget and a scope of work. Very little information, however, exists on the UofM website regarding the process for handling contracts. The types of contracts faculty will engage in are described as “faculty sponsored research agreements, fee for service agreements, non-disclosure agreements, data-use agreements, material transfer agreements, memorandums of understanding, and institutional and industry cooperative agreements.” For assistance, the website suggests faculty contact the Office of Sponsored Programs at 901-678-5071 or researchcontracts@memphis.edu.

Additionally, information about industry, state, and federal contracts can be found here:

https://www.memphis.edu/research/researchers/manage_award/agreements.php

CCFA faculty have engaged in numerous contracts. Contract proposals, like grants, should be uploaded to Cayuse SP. Processes for streamlining contract proposal submission and award management are being negotiated.

Corporate sponsorships:

Contracts with corporations often require special negotiations regarding non-disclosure agreements and intellectual property. Additional time may be required to set up such sponsorship agreements.

Fellowships, residencies, and contracts \$40K and under:

Many CCFA faculty members receive fellowships, residencies, and performance honoraria. These projects may involve payments made by the sponsor directly to the faculty member as part of an individual award program. These opportunities may also involve support from the sponsor in the form of room and board, studio space, and materials. In each case, the faculty member should submit the project or contract proposal to Cayuse SP. Instructions are available on the CCFA's research page.

Book contracts:

Financial agreements with book publishers also count as funded research. Therefore, such proposals should also be submitted to Cayuse SP. Book contracts fall under the same arrangements with DRI as fellowships. If you have a book contract, please contact Mike Schmidt at mschmidt@memphis.edu for Cayuse SP reporting instructions.

Intellectual property protection, invention disclosure, and technology transfer:

The Office of Technology Transfer, located in the FedEx Technology Building, primarily handles patent applications, but they can also advise you on copyright and trademark protections.

More information about the office can be found here:

<https://www.memphis.edu/research/industry/ott/index.php>

And a list of FAQ's regarding intellectual property can be found here:

https://www.memphis.edu/fedex/ott/invention_disclosure.php

Finding answers:

Institutional information:

DRI maintains a list of UofM-specific information required by grant agencies:

https://www.memphis.edu/research/researchers/route_submit/information.php

FAQ's:

DRI has put together a list of frequently asked questions, which can be found here:

<https://www.memphis.edu/research/researchers/proposal/howdoiproposaldev.php>

People:

If you cannot find the answers you are looking for with the above resources, here is a list of people, by area of expertise, who may be able to help:

NIH submission requirements:

Brian Evans, Assistant Director, Strategic Research Initiatives

bevans8@memphis.edu, 901-678-4247

IRB questions:

Kellie Watson

Manager, Research Compliance

Phone: 901.678.6422

E-mail: kwatson10@memphis.edu

Sub-award questions (whether receiving or giving a sub-award):

Keith Sisson

ksisson@memphis.edu

Pre-award (grant submission) questions, including issues with Cayuse SP or questions about Cayuse 424:

Makeda Porter

Associate Director, Pre-Award Services

Phone: 901.678.3507

E-mail: mmporter@memphis.edu

Post-award set up questions, including advance accounts:

Natalie Butler

Grants and Contracts Specialist II

Phone: 901.678.3822

E-mail: ntdavis@memphis.edu

Post-award problems, including issues setting up advance accounts:

Linda Heide

Director, Post-Award Services

Phone: 901.678.4769

E-mail: lheide@memphis.edu

Intellectual property concerns or questions:

Hai Trieu

hhtrieu@memphis.edu or 901.678.1712

UM Foundation contract signature

Holly Ford

Foundation CEO

holly.ford@memphis.edu

All things CCFA research:

Mike Schmidt

Associate Dean of Research and Community Engagement

Phone: 901-568-8273

E-mail: mschmidt@memphis.edu

In-person: CCFA Dean's Suite

Finding forms:

The most convenient page for finding and downloading research-related forms can be found here: <https://www.memphis.edu/research/researchers/funding/researchforms.php>

A much more extensive list of forms, many related to research activity, can be found here: <https://www.memphis.edu/bf/forms/index.php>