**Securing internal and then transitioning to external funding
with help from CCFA and the Division of Reseach and Innovation**

Overview

This document provides a set of instructions specific to integrating CCFA and DRI resources to support CCFA faculty in their pursuits of both internal university funding from DRI and support from external funders. Two sets of instructions are provided: one for teams and one for individuals.

Teams

1.
Develop or join a CCFA-led community of interest

 We can help you with this. Here's how:

- CCFA has developed a networking tool: The "Collaboration Tool: Topic-Discipline Matrices" is an interactive tool for identifying areas of common interest among CCFA faculty, campus partners, and community members, available at https://www.memphis.edu/ccfa/resources/resources-faculty.php.
(Please reach out to Mike for questions about updating this product.)
Use this tool as a starting point for identifying potential collaborators.

- CCFA has a guide to over a dozen existing collaborations and over 40 potential collaborations, available upon request (email mschmidt@memphis.edu).
Use this tool to access a large set of project ideas derived from the matrices.

- The AD of Research and Community Engagement (Mike) and members of the College's Research and Community Engagement Committee will reach out personally with invitations and suggestions to help get communities started.
Likewise, please come to us with ideas.

- For those seeking a wider community of interest, The Division of Research and Innovation (DRI) now offers CCFA a campus and community platform for sharing calls for participation through widely distributed communications as well as meetings hosted in the FedEx Institute of Technology.
Please email mschmidt@memphis.edu well in advance if you are interested in this opportunity.

2.
Work with CCFA to get your community/team internally funded

 DRI sponsors the Community of Research Scholars (CoRS) grants. Amounts are $2,500 for round 1 (project period of one-two years) and $5,000 for round 2 (project period of one-two years). Total funding is $7,500.
 We will help your team secure CoRS funding. Here's how:

- CCFA has an extensive network of campus and community partners who can help your teams fill gaps in expertise and resources.
Email mschmidt@memphis.edu for help with this.

- CCFA has a comprehensive list of external funding opportunities tailored by unit and topic area, available at https://www.memphis.edu/ccfa/resources/resources-faculty.php. The identification of external opportunities is becoming critical for round 1 awards, and proof

SOP draft date: 9.18.2025

of an application submitted to an external funder is already required for round 2 eligibility. *Use this information in your CoRS proposal*.

- When requested, we will also provide input on CoRS grant applications.
  Schedule a meeting by emailing mschmidt@memphis.edu.
- For projects requiring IRB determination or approval, CCFA has created an IRB help kit, available here: https://www.memphis.edu/ccfa/resources/resources-faculty.php
  If you still have questions, email mschmidt@memphis.edu.
- New in 2025/26, teams appying for CoRS grants are required to make a live presentation. When requested, we will provide practice run-throughs to help prepare your team.
  Request a practice session by emailing mschmidt@memphis.edu.

3.
Prepare to apply for external funding

- CCFA will provide professional development opportunities to help you secure external funding to continue the work of your CoRS team. Here's how:
  - DRI is tailoring presentations for CCFA departments.
    Email mschmidt@memphis.edu to request a grant wiritng presentation from DRI.
  - CCFA will also host a grant writing presentation for visual and performing artists, beginning in spring 2026. More information soon.
  - Check back for more resources and opportunities, which are under development.
- CCFA has a comprehensive list of external funding opportunities tailored by unit and topic area, available at https://www.memphis.edu/ccfa/resources/resources-faculty.php. (This document is currently being augmented with award amount and deadline information.)
  Use this document to locate funding opportunities.
- CCFA is now receiving assistance from DRI to build relationships with large private foundations, specifically those that accept grant applications by invitation only.
  Email mschmidt@memphis.edu to request this support.

4.
Apply for external funding

We can help guide you through the process of applying for an external grant. Here's how:

- First, familiarize yourself with CCFA's Guide to UofM's Key Research Support Resources & Policies (AKA Research Orientation Guide), available at https://www.memphis.edu/ccfa/resources/resources-faculty.php.
- Check back here soon for a Cayuse SP help guide. For all grants awarded to insitutions, applicants use Cayuse SP to enter information and upload materials for their grant applications.
- For all grants awarded to individuals, e.g., individual artist grants, use the "other" Cayuse SP help guide found here: https://www.memphis.edu/ccfa/resources/pdfs/how-to-submit-a-cayuse-sp-record.pdf. This guide outlines the simpler process used for this type of grant.
- Between DRI's pre-award services and CCFA's resources, we will help you through the process of submitting a grant application to an external funder.
- *Email mschmidt@memphis.edu with questions regarding any of the above.*

Individuals

1.

Work with CCFA to get your project internally funded

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 award amount is $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
Apply through InfoReady.

Recognizing the downturn in federal support, DRI is allocating more money to this program in 2026.

Like the CoRS grant, the intention of this program is to help faculty transition to external funding. Specifically, "[t]his program encourages the growth of externally funded research through the production of scholarly and creative works...."

To help demonstrate to reviewers that your project has potential for external funding, CCFA has identified a large number of private funders. The list of funding opportunities can be found here: https://www.memphis.edu/ccfa/resources/resources-faculty.php.
Use this information in your grant proposal.

2.

Prepare to apply for external funding

- CCFA will provide professional development opportunities to help you secure external funding to continue your work. Here's how:
  - o DRI is tailoring presentations for CCFA departments.
    Email mschmidt@memphis.edu to request a grant wiritng presentation from DRI.
  - o CCFA will also host a grant writing presentation for visual and performing artists, beginning in spring 2026. More information soon.
  - o Check back for more resources and opportunities, which are under development.
- CCFA has a comprehensive list of external funding opportunities tailored by unit and topic area, available at https://www.memphis.edu/ccfa/resources/resources-faculty.php. (This document is currently being augmented with award amount and deadline information.)
  Use this document to locate funding opportunities
- CCFA is now receiving assistance from DRI to build relationships with large private foundations, specifically those that accept grant applications by invitation only.
  Email mschmidt@memphis.edu to request this support.

3.

Apply for external funding

We can help guide you through the process of applying for an external grant. Here's how:

- First, familiarize yourself with CCFA's Guide to UofM's Key Research Support Resources & Policies (AKA Research Orientation Guide), available at https://www.memphis.edu/ccfa/resources/resources-faculty.php.

- Check back here soon for a Cayuse SP help guide. For all grants awarded to insitutions, applicants use Cayuse SP to enter information and upload materials for their grant applications.
- For all grants awarded to individuals, e.g., individual artist grants, use the "other" Cayuse SP help guide found here: https://www.memphis.edu/ccfa/resources/pdfs/how-to-submit-a-cayuse-sp-record.pdf. This guide outlines the simpler process used for this type of grant.
- Between DRI and CCFA, we will help you through the process of submitting a grant application to an external funder.
- *Email mschmidt@memphis.edu with questions regarding any of the above.*