

1



2

- Research
- Faculty Research
- ▶ Student Assistantships
- ▼ Projects
  - ▶ Archive
- Forms & Procedures
- Centers & Labs
- Funding Sources
- Grants & Awards
- ▼ Publications
  - Dissertations
  - Master's Papers
  - Technical Reports
- Partners
- Conferences and Symposia

Home > Research >

### Funding sources

#### Funding at SILS 3

There are a variety of opportunities for funding at SILS.

#### [Student Assistantships, Fellowships, and Internships](#)

#### [Scholarships and Grants for Under-Represented Students in Library and Information Science](#) 4

#### [UNC at Chapel Hill Research Support](#) ↗

#### [Additional Funding Opportunities for ILS Graduate Students \(identified by the Grant Source Library\)](#)

#### [Grant Source Library and Workshops](#) ↗

#### Carnegie Grants

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Small grants are available to SILS students for assistance with research costs where unusual expenses are involved.

X

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**Master's students may apply once for up to \$200** for expenses associated with their master's paper. **Doctoral students may apply twice for up to \$200** each time (\$400 total) for expenses associated with their research projects.

**Grants can be made for the costs of travel, postage, compensation of human subjects, and certain other expenses.**

Grants are not made for the mechanical preparation of the resulting paper, i.e., typing, photocopying of the finished paper, etc. Your application must be approved before you make any expenditures for which you are requesting funds. 7 X

#### Procedure

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1. Talk with your research advisor and secure the advisor's approval for submitting a request.

2. Complete the [Carnegie grant application](#) ↗ for apply for funding. 5

X

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- a. Develop a brief statement as to how the funds are to be used, along with a proposed budget.
- b. Have the faculty advisor complete the advisor approval section.
- c. Turn in the completed application to the SILS assistant dean for administration.
- d. You will be notified upon approval of your application

3. To apply for a cash advance for subject payments, meet with the SILS accounting technician for appropriate paperwork and instruction. To obtain reimbursement for payments, submit receipts for covered expenditures to the SILS accounting technician.

10

4. Note on compensation for human subjects: Normally, compensation should be made via gift cards. If the student and his or her advisor decide that compensation must be in cash, the following procedures should be followed:

11

- a. Each subject must sign and date a receipt acknowledging they received payment as compensation for participation in the study. These receipts should be kept confidential, along with the signed informed consent forms, either by the advisor or with the IRB forms in the main office for five years.
- b. To receive reimbursement, the student should submit a receipt containing the following information: number of subjects, amount given to each subject, date(s) of disbursement, statement of who holds the subjects' acknowledgements receiving payment, signature of student, signature of advisor.
- c. In case of audit, the subjects' acknowledgements may need to be produced for review.

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**CARNEGIE GRANT APPLICATION**

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To: Tammy Cox, SILS Business Manager (100 Manning Hall, CB #3360)

**Student Information**

Name:

Date:

Degree:  BSIS  MSIS  MSLS  PhD

E-mail:

Address:

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X 20

Master's students may apply once for up to \$200 for expenses associated with their master's paper. Doctoral students may apply a maximum of twice for a grand total of \$400 for expenses related to their research.

21

Brief description of the research:

Purpose(s) for which grant is to be used:

22

**Proposed Budget**

Travel (describe):	\$
Supplies/survey production:	\$
Postage:	\$
Subject Compensation:	\$
Other (explain):	\$
<b>TOTAL AMOUNT REQUESTED:</b>	<b>\$</b>

I understand and accept the terms and conditions set forth in the Carnegie Research Fund regulations.

23 X

\_\_\_\_\_  
Applicant Signature

24

To be completed by advisor - Overall rating of research project:

Not particularly worthy       Average       Outstanding

Comments:

Approved \_\_\_\_\_ (Research Advisor)      Date \_\_\_\_\_

Approved \_\_\_\_\_ (Dean)      Date \_\_\_\_\_

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## Comments for Carnegie Artifact Models

### Website

1. This page is part of the SILS website, created with its template including headings, navigation tools, and footer.
2. This page is listed under the "Research" tab, although it includes resources mostly for students, not faculty.
3. The purpose of the page is to inform students of sources for a variety of funding, including assistantships, not just research funding.
4. Top portion of page contains links to other funding resources. Bottom of page is information specifically about Carnegie Grants – the only details on the page.
5. Link to Application
6. Overview of Grant: eligibility of students, amount available, what can and can't be funded.
7. Warning that application must be approved before making expenditures could be emphasized; it's a little buried here. **X**
8. According to Assistant Dean and the application form, BSIS students are also eligible, but the instructions don't mention them, or indicate how much they can apply for. **X**
9. Instructions for how to apply for the grant, referring to the Application form. Steps 1 and 2 would apply to any applicant; Step 3 starts as though its relevant only to those seeking funding for reimbursing subjects, but the need for receipts applies to all. Step 4 is only relevant to subject reimbursement.
10. Information on subject reimbursement suggests usual form of reimbursement, emphasizes the documentation that must be kept, warns of possibility of audit.
11. Implication: Documentation of expenditures at SILS, such as this funding, must be clearly documented to assure that all expenditures follow policies.
12. Multiple people (4) are involved in this process: student, research advisor, Assistant Dean for Administration, Accounting Technician.
13. Procedure doesn't describe criteria for approval. Advisor provides first level of approval, prior to submission to Assistant Dean. Who makes final approval? **X**

### Application

14. SILS letterhead; suggests official nature of form.
15. Title clearly indicates purpose of form; to apply for Carnegie Grant.
16. Form is linked to from funding page, but is also available from Students/Forms page. Since form doesn't mention instructions found on funding page, it is possible that someone could try to complete the form without the instructions.
17. non-fillable pdf, so student must print off form and complete it by hand. Neither form nor instructions indicate whether form should be submitted on paper or in electronic form, but format suggests paper is most common.
18. Form has 3 sections: information about student and research, budget, and approvals.
19. Form layout is logical and follows likely workflow.
20. Includes checkbox for BSIS, but information about allowable amounts doesn't mention them. **X**
21. Very little space provided to describe research and purpose of grant. Suggests either that 1 or 2 sentences is sufficient, or that additional pages should be attached.

22. In contrast, budget table requests amounts broken out into categories, including explanations for travel and "other".
23. Where are Carnegie Research Fund regulations to be found? Should student read them before agreeing to them? No information given here or on webpage. Agreement is indicated by student signature. X
24. Box at bottom of the page for rating and approvals. Interview with Assistant Dean suggests that all applications are funded (as long as funds are available), yet advisor must rate and comment on project.
25. Role of advisor, as indicated by instructions and form: a) advise student on project and use of funds, b) rate project, c) approve proposal. Interview suggests that advisor's don't assign ratings below average; would instead discourage from applying.
26. Dean gives final approval for funding, as evidenced by signature. That makes 5 people involved in the process.
27. Several layers of approval needed to disburse the funding. Criteria seem to include advisor approval, student eligibility, appropriate expenditures, Dean's approval.
28. Automation boundary crossing: form starts in electronic form, gets printed out and completed, submitted on paper.