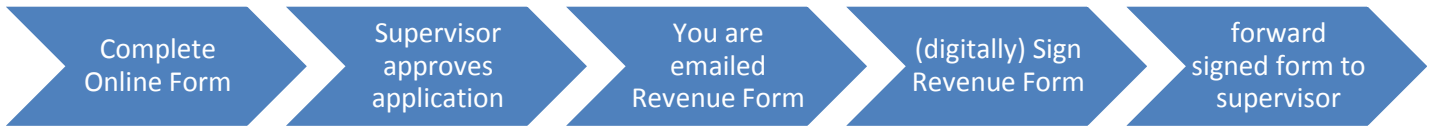


Scholarship Application Process

A Guide for Students

The Process:



Important Points to Note:

- ! The submission of correctly completed forms is the **7th** of each month for payments in that month.
- ! Incomplete / Incorrect forms will not be processed and will result in a delay or non-payment.
- ! Contact Your College Office / Supervisor with any queries regarding your scholarship process.
- ! Payment Dates are available [here](#)
- ! System generated emails may be tagged as spam, check your junk mail folder.

Instructions for Students:

1. Complete and Submit [Online Scholarship Form](#):

NUI Galway
OÉ Gaillimh

Scholarship Form

ID Information

Visiting Student?: No
PPS Number: 8837473H
NUIG Student ID: 09188344

Personal Details

First Name: Joe
Surname: Bloggs
E-Mail Address: joe.bloggs1@gmail.com
Postal Address: 10 The City Galway
Previous Scholarship Recipient?: Yes
Scholarship Payslip Number: 113223
Internal University Address: C/O College Of Engineering NUI Galway

Course Details

Summer Student?: No
College: Engineering
Course Year: 1st Year
Course Type: Masters
FULL TIME Course Title: DERI [Engineering] (MAppSc)
Course Summary: Information Technology
Budget Holder Name: Mary Smith
Budget Holder EMAIL: mary.smith@nuigalway.ie

Bank Details

Bank Name & Address: Bank of Ireland, Eyre Square, Galway
BIC: BOIIE2XXX
IBAN: IEBO 1546 6546 8787 9879 7987 9879 7987 87

Submit

Valid Email address is required

Take particular care in filling in your correct bank details

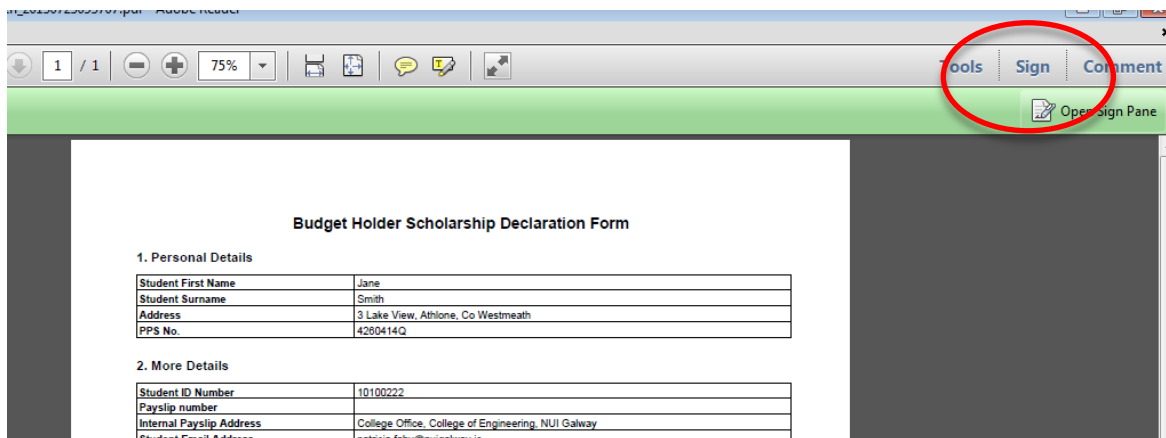
Click Submit to complete and click ok on the next popup box to confirm. When approved, you will be emailed the Revenue Declaration Form to sign

2. When the form is approved by your supervisor, you will receive a Revenue Declaration Form. This must be digitally signed and emailed to your supervisor.

How to Digitally Sign the Revenue Form

Open the document with Adobe Reader X (available free to download here).

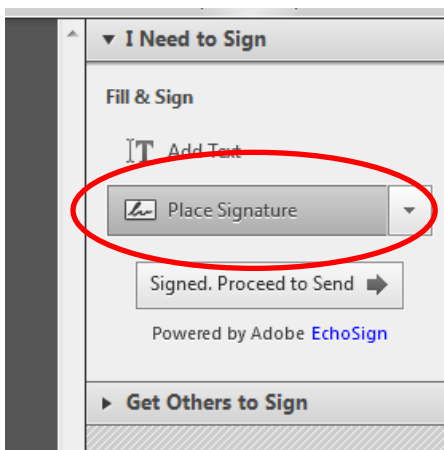
Click on the 'Sign' button on the top right of the screen, or click the 'Open Sign Page' button



The screenshot shows the Adobe Reader X interface. The top toolbar contains 'Tools', 'Sign', and 'Comment' buttons. The 'Sign' button is circled in red. Below the toolbar is a green bar with an 'Open Sign Page' button. The main content area displays a 'Budget Holder Scholarship Declaration Form' with two sections: '1. Personal Details' and '2. More Details'. Each section contains a table of fields with pre-filled values.

1. Personal Details	
Student First Name	Jane
Student Surname	Smith
Address	3 Lake View, Athlone, Co Westmeath
PPS No.	4260414Q

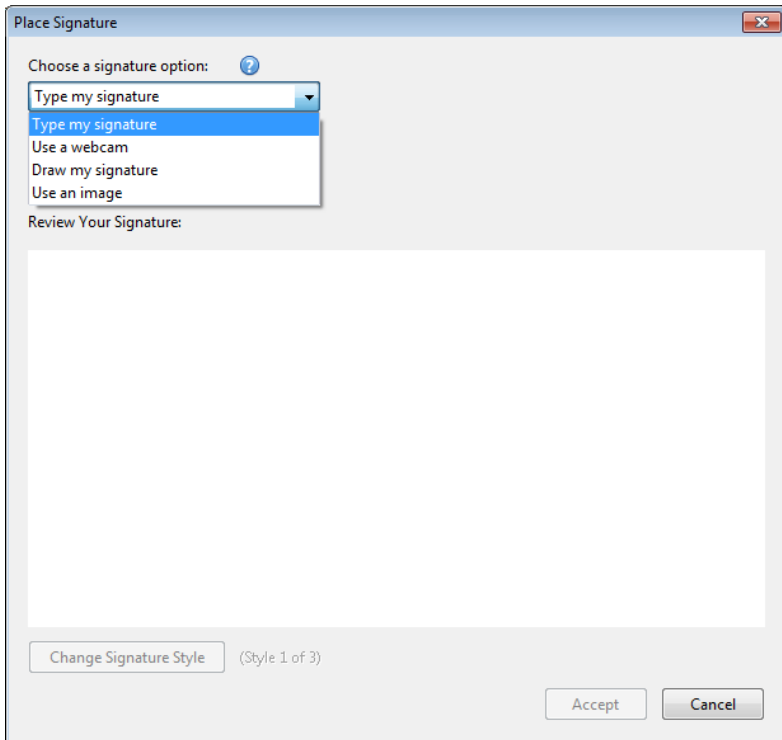
2. More Details	
Student ID Number	10100222
Payslip number	
Internal Payslip Address	College Office, College of Engineering, NUI Galway
Student Email Address	patricia.fahv@nuiagalway.ie



The screenshot shows the 'I Need to Sign' panel in Adobe Reader. It has a 'Fill & Sign' section with an 'Add Text' button. Below it is a 'Place Signature' button, which is circled in red. At the bottom of the panel is a 'Get Others to Sign' button.

Click 'Place Signature'

If you have already created a signature the signature will be attached to the cursor and you just click to place it on the signature line



You have various options to create your signature.

The RAO office will accept signatures created with these options:

- Use the mouse to draw your signature with the 'Draw my signature' option;
- Use a webcam to take a picture of an existing handwritten signature; (You will need a working webcam to use this facility)
- You can upload a jpeg of a signature with the 'Use an Image' option



Click on 'Draw my signature'

Then use the cursor to create the signature

Click 'Accept' to save the signature.

This signature will then be available to the user every time they log in and want to sign a document.

(It is possible to have different signatures depending on who has logged in i.e. if different staff use the same PC.)

Brief summary of course/research undertaken	Wind Energy Systems
Hours of attendance	Full Time

3. Scholarship Details

Name & Address of Sponsor	Health Research Board, 73 Lower Baggot Street, Dublin 2.
Amount Of Scholarship	€1,770.00
Period, with dates, of duration of scholarship	FROM 03/06/2013 TO 26/07/2013

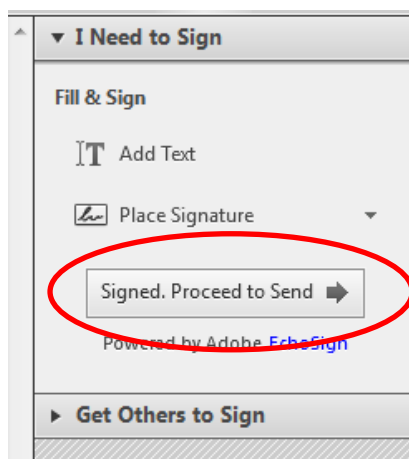
4. Declaration

I declare that -

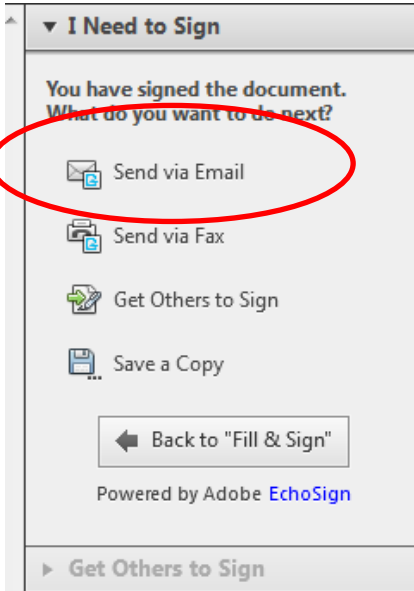
- I am in receipt of full-time instruction at an educational establishment;
- the object of the scholarship is the promotion of my education rather than the promotion of research through
- there is no element of service (directly or indirectly) between the sponsor and I or between the colleges/universities
- the scholarship does not arise from an office or employment (directly or indirectly) with the sponsor or with any other person
- all the particulars in this form are correct to the best of my knowledge and belief.

Signed: _____ Date _____
Jane Smith

NOTE: It is an offence to make a false declaration for the purposes of obtaining a tax exemption.

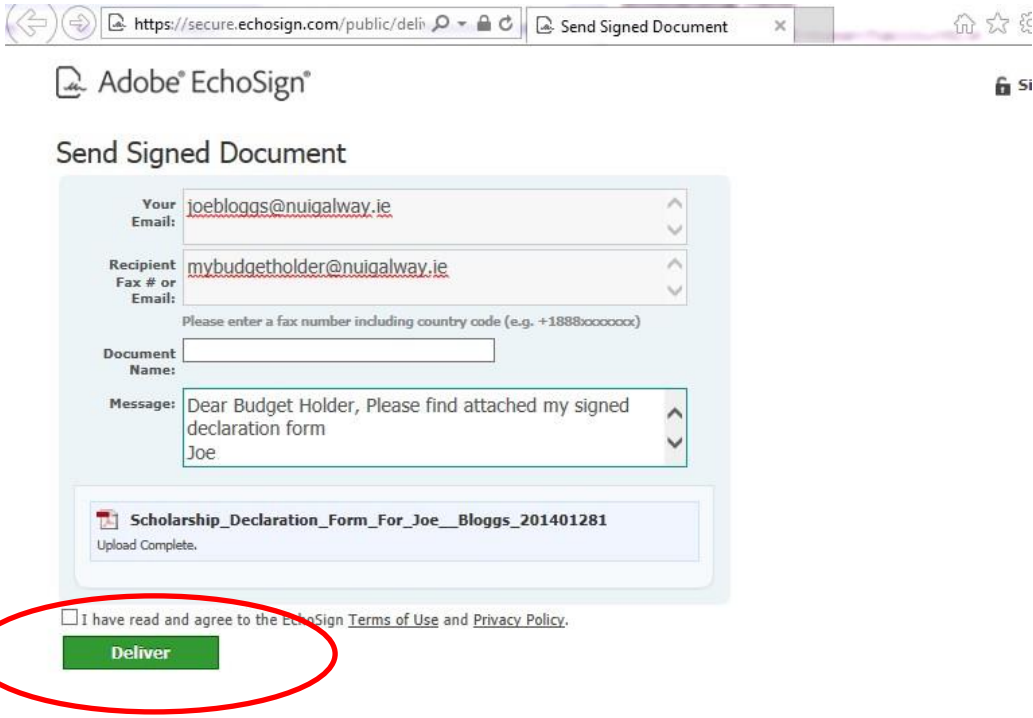


Click 'Signed. Proceed to Send'



Click 'Send via Email'

Document will be uploaded to your Echosign account, and you will then fill in the following online form to get the form delivered to the budget holder.



Student enters their won email address

Enter the budget holder email address in the recipient email address box;

Optional: Document Name; Message

Click 'Deliver'

Email and declaration doc will be sent to budget holder