# Scholarship Application Process

## A Guide for Supervisors

#### The Process:



#### **Important Points to Note:**

- ! The submission of correctly completed forms is the 7<sup>th</sup> of each month for payments in that month.
- ! Incomplete / Incorrect forms will not be processed and will result in a delay or non-payment.
- ! System generated emails may be tagged as spam, check your junk mail folder.

### **Instructions for Supervisors**

1. When the student submits their Online Scholarship form, an email is sent to their supervisor with a link to the form to approve their application.

**To:** firstname.lastname@nuigalway.ie **Subject:** Scholarship Funding Approval

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Joe <u>Bloggs</u>, who is a first year student in the College of <u>Arts</u> has a Scholarship form completed and is awaiting your approval as the Agresso budget holder. Firstly, To approve the scholarship form please click <u>here</u>

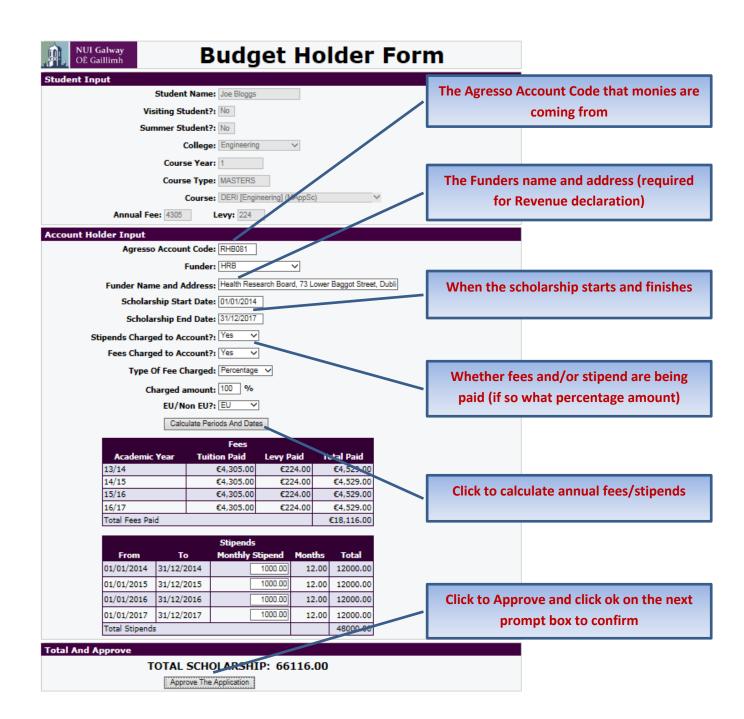
- 2. Once Approved, an email will be sent to you with the Scholarship Declaration Form.
- An email will be sent to your student with the Revenue Declaration Form, they must sign this and email it to you
- 4. You must email both forms together to scholarshipforms@nuigalway.ie

Please note the deadline for receipt of forms for processing within the month is the 7th of every month.

Regards

Research Accounts

2. The Account Holder portion of this form must be completed in full and approved.



- 3. When the Scholarship is approved, two emails are sent: The Scholarship declaration form is sent to the supervisor and a Revenue Declaration Form is sent to the student.
- 4. The student must digitally sign the Revenue form, then email it to their supervisor.
- 5. The supervisor must then send **both** forms (Scholarship declaration form & Revenue Declaration Form) to <a href="mailto:scholarshipforms@nuigalway.ie">scholarshipforms@nuigalway.ie</a>.