

Scholarship Application Process

A Guide for Supervisors

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.
- ! 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



Joe Bloggs, who is a first year student in the College of Arts has a Scholarship form completed and is awaiting your approval as the Agresso budget holder. Firstly, To approve the scholarship form please click [here](#) 

2. Once Approved, an email will be sent to you with the Scholarship Declaration Form.

3. 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

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

Budget Holder Form

Student Input

Student Name: Joe Bloggs
 Visiting Student?: No
 Summer Student?: No
 College: Engineering
 Course Year: 1
 Course Type: MASTERS
 Course: DERI (Engineering) (MAppSc)
 Annual Fee: 4305 Levy: 224

Account Holder Input

Agresso Account Code: RHB081
 Funder: HRB
 Funder Name and Address: Health Research Board, 73 Lower Baggot Street, Dublin
 Scholarship Start Date: 01/01/2014
 Scholarship End Date: 31/12/2017
 Stipends Charged to Account?: Yes
 Fees Charged to Account?: Yes
 Type Of Fee Charged: Percentage
 Charged amount: 100 %
 EU/Non EU?: EU
 Calculate Periods And Dates

Fees

Academic Year	Tuition Paid	Levy Paid	Total Paid
13/14	€4,305.00	€224.00	€4,529.00
14/15	€4,305.00	€224.00	€4,529.00
15/16	€4,305.00	€224.00	€4,529.00
16/17	€4,305.00	€224.00	€4,529.00
Total Fees Paid			€18,116.00

Stipends

From	To	Monthly Stipend	Months	Total
01/01/2014	31/12/2014	1000.00	12.00	12000.00
01/01/2015	31/12/2015	1000.00	12.00	12000.00
01/01/2016	31/12/2016	1000.00	12.00	12000.00
01/01/2017	31/12/2017	1000.00	12.00	12000.00
Total Stipends				48000.00

Total And Approve

TOTAL SCHOLARSHIP: 66116.00
 Approve The Application

Callout Boxes:

- The Agresso Account Code that monies are coming from
- The Funders name and address (required for Revenue declaration)
- When the scholarship starts and finishes
- Whether fees and/or stipend are being paid (if so what percentage amount)
- Click to calculate annual fees/stipends
- Click to Approve and click ok on the next prompt box to confirm

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 scholarshipforms@nuigalway.ie.