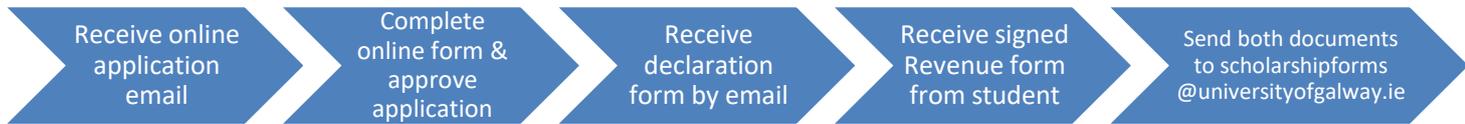


# Scholarship Application Process

## A Guide for Supervisors

### The Process:

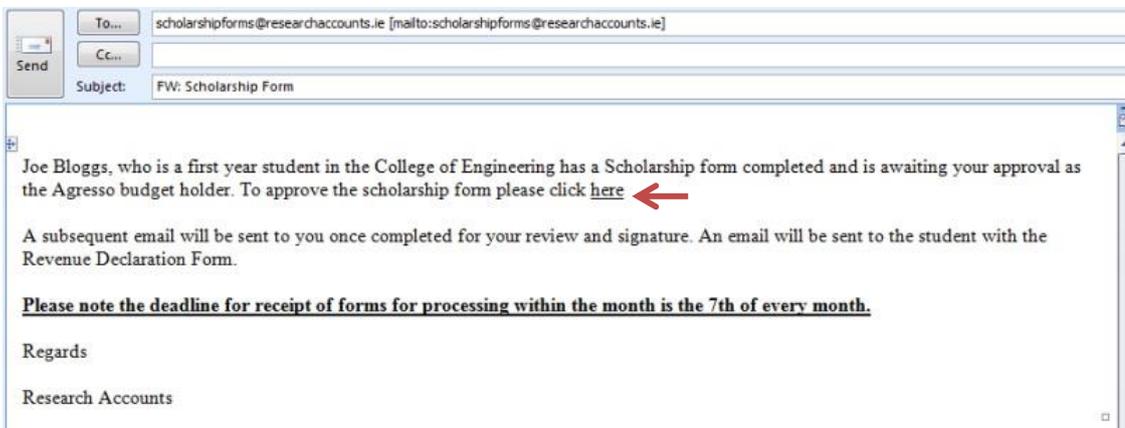


### Important Points to Note:

- ! The submission of correctly completed forms is the **7<sup>th</sup>** of each month for payments in that month, except for December when the deadline is **1<sup>st</sup>** December due to the earlier scheduled Scholarship pay run.
- ! 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.



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@universityofgalway.ie](mailto:scholarshipforms@universityofgalway.ie)