Application Checklist – Completing and Submitting (2024/25)

Front Sheet	1) Read the Bursary Scheme Information pack before completing the form	☐
	2) Application form to be completed electronically (online application)	☐
Section 2 Personal Information	**To be completed by employee** 1) All details must be entered	☐
Section 3 About your course of study	1) All course details have been completed	☐
	2) If final cost for this year has not been confirmed yet – enter previous year's cost and highlight this	☐
Section 4 Additional Funding	1) Complete details of all sources of funding that you have explored/applied for and the outcome, even if this has not been confirmed. You must be able to demonstrate that you have explored all other funding streams.	☐
Section 5 Line Manager	1) You must enter all your Line Manager's details correctly. Your Line Manager will receive a separate form to complete. It is your responsibility to ensure that your Line Manager has endorsed your application, has received the form to complete and can return within the timescales stated. If your Manager is on leave, then please arrange for your 2nd Line Manager to complete. Contact the Staff Bursary Team if you have any issues. Your application will not be considered without your Managers endorsement.	☐
Section 6 Application Questions	1) There are six questions. Ensure you have answered <u>all</u> of the questions fully. Please note, Questions 1&6 are marked together. It is essential that you answer all questions. We would advise that you type your answers out before completing the online application form as there is not a function to 'save and continue later' **This is a competitive process and funding decisions will be based on the information provide in your answers.**	☐
Submitting Your Application	1) Keep a copy of your application form for your records. As this is an online application, we advise that you type your answers out on a Word document and paste your answers into the Application Form when ready as there is no 'save and continue later' option.	☐
	2) Completed application will be submitted when you click on the SUBMITT button at the end of the application. You must ensure that your line manager email is correct. Where possible, please use an NHSGGC email address. When we have received your application you should receive an automatic application receipt. If you do not receive a receipt within 24 hours, you must contact the Bursary administrator. You must also ensure that your Line Manager has received their separate email	☐
	3) **At present, the closing date is 23:59hrs on Thursday May 2nd. Please ensure that your application is in before this time as <u>no late applications can be accepted.</u>**	☐
	4) The Bursary Administrator can be contacted on staff.bursary@ggc.scot.nhs.uk	