Application Checklist – Completing and Submitting

Front Sheet	1) Read the Bursary Scheme Information pack before completing the form	☐
	2) Sign (typed/electronic signature is fine) and date the form	☐
	3) Application form to be completed electronically	☐
Section A	**To be completed by employee** 1) All details must be entered	☐
Section B	**This section of the application must be completed by manager** If this section is incomplete or is not supported by the manager, the application cannot be considered	
	1) <u>All</u> details must be entered correctly	☐
	2) The directorate and relevant sub directorate are chosen from those listed	☐
	3) Manager must complete the separate form email directly to them	☐
Section C	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	☐
	3) 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 D	1) There are six questions. Ensure you have answered <u>all</u> of the questions fully. **This is a competitive process and funding decisions will be based on the information provided here.**	☐
Submitting Your Application	1) Keep a copy of your application form for your records. We would advise typing the answers to your questions out first and then copying and pasting them into your online application form	☐
	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.	☐
	3) When we have received your application you will receive an application receipt with 5 business days. Please do not contact us prior to the 5 days as we will be very busy during this time. If you do not receive a receipt application within 5 business days, you MUST contact the Bursary administrator	☐
	4) **At present, the closing date is 23:59hrs on Wednesday, 14th September 2022. Please ensure that your application is in before this time as <u>no late applications can be accepted.</u>**	
	5) The Bursary Administrator can be contacted on staff.bursary@ggc.scot.nhs.uk	