# 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 where possible or using black ink

## 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
  1. All details must be entered
  2. The directorate and relevant subdirectorates are chosen from those listed (See Appendix)
  3. Manager must sign (typed/electronic signature is fine) and date the form

## Section C
1. All course details have been completed
2. Included summary evidence/information for your course of study – **2 pages max. Do not include any additional materials, e.g. job descriptions etc.**
3. If final cost for this year has not been confirmed yet – enter previous year’s cost and highlight this
4. Complete details of all sources of funding that you have explored/applied for and the outcome, even if this has not been confirmed

## Section D
1. Ensure you have answered all 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
2. Completed application sent to staff.bursary@ggc.scot.nhs.uk. You MUST copy your line manager into this email. To avoid duplication do not post a copy of your application if you have sent it by email. If you need to post your application send it to:
   - Staff Bursary Administrator
   - Learning & Education
   - 2nd Floor, West Glasgow ACH
   - Dalnair Street
   - Glasgow
   - G3 8SJ
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. **Closing date is Friday, April 6th. No late applications can be accepted.**
5. The Bursary Administrator can be contacted on staff.bursary@ggc.scot.nhs.uk or 01412782700 (option 3)