**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. All details must be entered 2. The directorate and relevant subdirectorate are chosen from those listed (See Appendix) 3. Manager must sign (typed/electronic signature is fine) and date the form *(manager must be copied into the e-mail when submitting form)* |  |
| 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 |  |
| 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](mailto:staff.bursary@ggc.scot.nhs.uk). You MUST copy your line manager into this email. 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 midnight on Thursday, 16th July 2020. No late applications can be accepted.** 5. The Bursary Administrator can be contacted on [staff.bursary@ggc.scot.nhs.uk](mailto:staff.bursary@ggc.scot.nhs.uk) |  |