Guidance for Applying for a College of Social Sciences PGR Funding Opportunity

This guidance is for applicants who wish to apply for a PGR Funding Opportunity within the College of Social Sciences through the University of Glasgow Scholarships Application Portal.

Once you have landed on the Scholarships Application Portal Home Page, find the ‘College of Social Sciences Postgraduate Research Funding’ application and click on apply to begin a new application.

Read the Privacy Notice and, if you consent to the University of Glasgow processing your personal data for the reasons given, check the box and click ‘Next’.

From the list, select the funding opportunity you wish to apply for.

When you are happy that you have chosen the correct funding opportunity, click ‘Next’.

Insert your personal details and click ‘Next’.
Select ‘Yes’ or ‘No’ depending on whether you have previously been a student or are currently a student at the University of Glasgow.

If you selected ‘Yes’, enter your Student ID. If you entered ‘No’, leave it blank.

Fill out the next sections as appropriate and click ‘Next’.

Upload your documents, starting with the Application form. This can normally be downloaded from the Student Funding Opportunities web page University of Glasgow - Colleges - College of Social Sciences - Student funding opportunities - Postgraduate Research

‘Num Required’ section of the table indicates the number of documents you should submit for each document type.

Now upload any other documents as necessary for your funding opportunity.

Where a document has ‘Optional’ next to it, you can choose whether or not to upload a document for that document type.

Once you have finished uploading your documents, click ‘Next’.
The next page shows a summary of your application, including any sections that are incomplete.

Where an application requires references*, a ‘Referee emails’ section will appear on this page. Click Add/Manage Referees’

The next page will allow you to enter the full name (including title) and the email of each of your referees.

*Note that not all Funding Opportunities will require references, especially if the opportunity is using documents submitted as part of another application (e.g. AHRC, ESRC, PhD application etc)

When you have entered the details of both your referees, click the ‘Back to Summary’ button.

Check that the referee details (especially the email address) are correct. If you need to amend any details, click the ‘Add/Manage Referees’

If you are happy that the details are correct, click the ‘Send Email to Referee(s)’ button. This sends a reference request to your referees.

Please note that it is expected that referees submit their references by the closing date of the funding opportunity. It is your responsibility to ensure your referees upload their references on time.

You can track when your referees were emailed and when they have uploaded their references from this page.
Confirm your email address by clicking ‘Confirm Email’ and navigating to your email inbox to verify your email address.

Once you have completed all sections of your application, click ‘Submit Application’.