

# PROCEDURE FOR SETTING UP EXTERNALLY FUNDED SCHOLARSHIPS

## CREATE

1. Liaise with College Research Office and funder in order to process PAF and create University finance project.

<http://www.gla.ac.uk/colleges/socialsciences/info/staff/research/>

2. Liaise with School Finance Team to create MyCampus Item Types which will facilitate payments to students.

3. Pass project and item type numbers to Graduate School.

4. Confirm any restrictions on funding with Graduate School e.g. start date for payments.

## ADVERTISE

1. Liaise with Graduate School who will arrange to advertise scholarship using College template advertisement and application documents.

2. Scholarships will be advertised on University and College webpages as standard.

3. Scholarships linked to a pre-defined project will be advertised via the College's account with FindaPhD.com.

4. If funder has included advertising in their grant, liaise with Graduate School regarding additional advertising.

## AWARD

1. Agree timeframe for selection of candidates using set application documents.

2. Notify Graduate School (Alan McConnell) when successful candidate selected. Must be done by end of June for candidates beginning their studies in September.

3. Admission application must be submitted by candidate in order to generate student record and confirm the award. May be required at initial scholarship application stage, depending on timing of advertisement (Graduate School will advise)

4. Graduate School will issue official award letter which will be subject to the acceptance of an unconditional offer of a place on the relevant PhD programme