



CNME, Mayo / Roscommon

New eForm - Funding for Formal Academic Studies

Information for Applicant / Line Managers and Directors of Services

Steps for Applicant

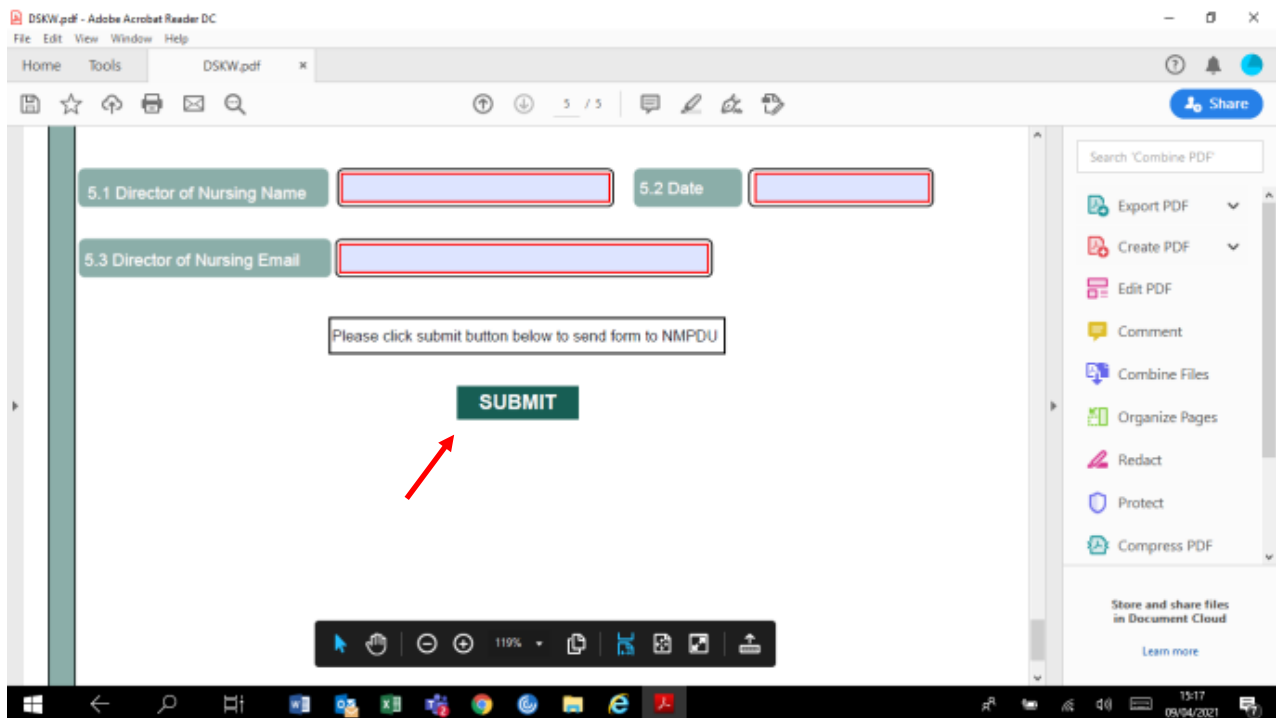
- The applicant completes the new Formal Academic Study Application eform
- Please complete sections 1,2,3 and 4.1
- On completion of all fields the form must be saved by the applicant
- The applicant must ensure all mandatory fields are completed prior to emailing to line manager for approval
- The applicant saves a copy of the form
- The applicant emails the completed form to Line Manager for discussion and approval.

Steps for Line Manager

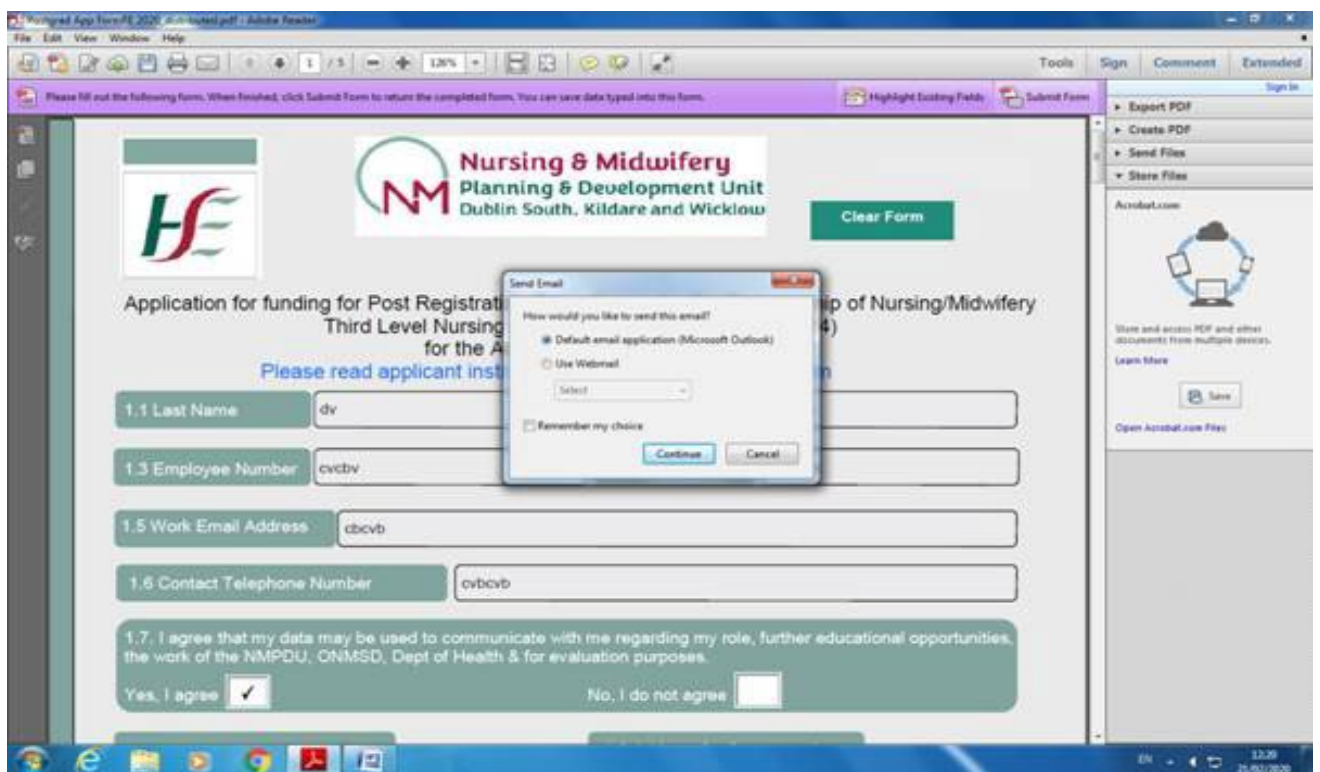
- The Line Manager discusses the application with the applicant
- If the line manager supports the application they complete section 4.2 titled Line Managers Declaration of Understanding
- The line manager saves the application to their PC
- Once saved, the line manager emails the form to the Director of Nursing/Midwifery/Services for discussion and approval.

Steps for the Director of Nursing/Midwifery/Services

- The Director of Nursing/Midwifery/Services reviews the form
- The Director of Nursing/Midwifery/Services Directors completes Section 5
- The Director of Nursing/Midwifery/Services saves the form for their records
- The Director of Nursing/Midwifery/Services submits the application form to the CNME (CNME.MayoRos@hse.ie) by clicking the submit button located at the bottom of the form - see screenshot below



- The Director of Nursing/Midwifery/Services clicks send. A pop up box appears, click the pop up box and click continue. A confirmation message will show confirming the email has been sent to the CNME.



Please Note:

- If the Line Manager and Director of Nursing/Midwifery are the same person they complete both sections 4.2 and 4.3 as the form cannot be completed and submitted if any mandatory fields are left blank.

If you have any queries in relation to this please contact CNME.MayoRos@hse.ie