

**Centre for Nursing and Midwifery Education HSE West Mid-West (Limerick, Clare and North Tipperary)**  
**Funding Process 2023**

*Applications will be considered for funding within available financial resources*

**Process for applying to attend Funded Learning Event / Conference:**

- Applicant must complete the Funded Learning Event / Conference Application Form
- Applicant must get written approval from DON/ M/ delegated officer
- Completed Application Form to be emailed to [cnmemidwest@hse.ie](mailto:cnmemidwest@hse.ie)
- Application forms must be submitted to the CNME prior to the event. **CNME does not fund retrospectively**
- CNME will inform applicant via email as to whether they have been successful in achieving funding to attend a Conference / Learning Event
- Applicants must pay course provider attendance fee
- For reimbursement purposes, applicant must furnish CNME with receipt of payment and evidence of attendance at Learning Event / Conference within **8 weeks** of completion
- On submission of receipts of payment and certificates of completion the CNME will process reimbursement.

**Process for applying for all Formal Academic Studies** (as per HSE Circular 20/2014)

- All sections of the Formal Academic Studies Form **must be completed**
- All programmes must be relevant to the applicant's role and meet organisational service need
- If undertaking a 2 year programme or longer, the applicant must apply for funding for each subsequent year
- Completed Application Form to be forwarded to CNME Director via [cnmemidwest@hse.ie](mailto:cnmemidwest@hse.ie) (for all programmes except Post Grad Diplomas) and via [Postgraduatediploma.Midwest@hse.ie](mailto:Postgraduatediploma.Midwest@hse.ie) (for post grad diplomas programmes only) with programme outline and costings as per programme provider
- Funding is provided only to the level applicable to an EU/EEA citizen
- CNME will inform applicant as to whether they have been successful in achieving funding via email and copy to DON/M/delegated officer
- Sponsored applicant must send their approval email to the relevant Higher Education Institute who in turn will invoice the CNME for the amount being sponsored
- Applicants must not have already received funding for a specialist course within the last 36 months (i.e. from the month of commencement of the previously funded programme) unless specifically required by service need.

**Levels of Funding (Please note CNME does not fund retrospectively)**

**All Modules & Certificate Programmes**

- 100% of fee paid directly to Higher Education Institute
- If the applicant progresses to a Post Graduate Diploma/Higher Diploma through the CPD (modular) route, the cumulative funding of 100% will be applied for a designated time period of three consecutive years
- If the applicant progresses to a Master's Degree through this CPD route, the cumulative funding should not exceed 75% for a designated time period of five consecutive years.

**Post Graduate Diploma/Higher Diploma in specialist area of Clinical Nursing/Midwifery Practice**

- 100% of fee paid directly to Higher Education Institute
- Should applicant progress to a Master's degree through the CPD route, cumulative funding will not exceed 75% for a designated time period of 5 consecutive years.

**Master's Programmes Funding**

- **Following a funded Post Graduate Diploma/Higher Diploma in specialist area of Clinical Nursing/Midwifery Practice:**
- Balance of cumulative funding up to a total of 75% paid directly to Higher Education Institute
- **Master's Degree where no prior funding has been received**
- Year 1 75% of fee paid directly to Higher Education Institute
- Year 2 75% of fee paid directly to Higher Education Institute
- **Master's Degree related to AN/MP role development approved by HSE funded healthcare organisation**
- Year 1 100% of fee paid directly to Higher Education Institute
- Year 2 100% of fee paid directly to Higher Education Institute

**Closing date for receipt of completed Formal Academic Forms to the CNME is:**

- Autumn 2023 intake – **Closing date 30<sup>th</sup> June 2023**
- Spring 2024 intake – **Closing date 30<sup>th</sup> November 2023**