



CNME, Galway

New eForm - Funding for Formal Academic Studies

Information for Applicant / Line Managers and Directors of Services

Steps for Applicant

- The applicant will download the form to their device and then open in Adobe
- 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 to their device
- The applicant emails the completed form to their Line Manager

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 and completes to section 4.9
- The line manager saves the application to their device
- 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 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.GUH@hse.ie) by clicking the submit button located at the bottom of the form - see screenshot below

Director of Nursing/Midwifery/Public Health Nursing/Director of Service - Please click submit button below to send form to NMPDU/CNME for approval.

Comment/Supporting Information (Optional): for completion by the Line Manager, Director of Nursing/Midwifery/Public Health Nursing/Director of Service

Submit

Should you have any queries regarding completion of this form please email: cnme.guh@hse.ie
Thank you!

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- The Director of Nursing/Midwifery/Services clicks Submit. A pop up box appears, click the pop up box and click continue

Director of Nursing/Midwifery/Public Health Nursing/Director of Service - Please click submit button below to send form to NMPDU/CNME for approval.

Comment/Supporting Information (Optional): for completion by the Line Manager, Director of Nursing/Midwifery/Public Health Nursing/Director of Service

Send Email

How would you like to send this email?

☒ Default email application (Microsoft Outlook)

☐ Use Webmail

Select

☐ Remember my choice

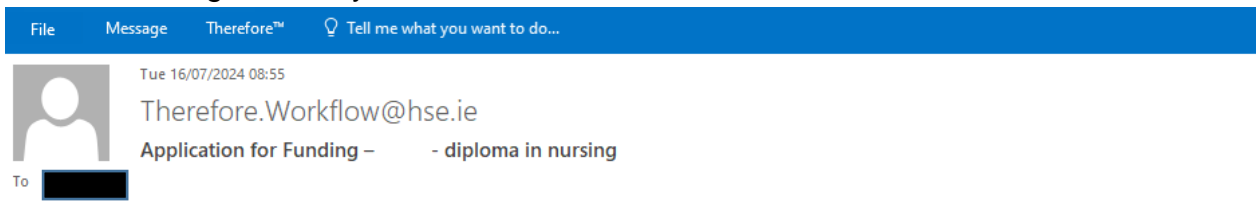
Continue **Cancel**

Should you have any queries regarding completion of this form please email: cnme.guh@hse.ie
Thank you!

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- An Email will generate with the address CNME.GUH@hse.ie with the Application form as a pdf attachment.

- A confirmation message will auto send to the email address given on your application form confirming the email has been received
- If you do not receive this email follow up with your Line Manager/Director of Nursing/Midwifery/Services



Thank you for your application for funding for the above named programme.

The Director of the CNME, Galway will review your application and on completion of this procedure, you will be informed of the outcome.

Please do not hesitate to contact CNME.GUH@hse.ie if you wish to discuss this further.

Yours sincerely,

CNME Galway

Please Note:

- If the Line Manager and Director of Nursing/Midwifery are the same person they complete both sections 4.2 to 5.7 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.GUH@hse.ie