


**NMPDU HSE NE Ardee – Post Graduate Education Funding Electronic Application Form**  
**Instructions for Completion and Submitting to NMPDU** ([nmpdu.dne@hse.ie](mailto:nmpdu.dne@hse.ie))


**APPLICANT**

1. Open the application form which you have saved to your computer/laptop.
2. All mandatory fields should appear in the application form outlined in a red border  **or** you may have to click on 'highlight existing form fields' (which should be on the top right hand side of the form) to display the mandatory fields.
3. Applicant must complete all of the fields from Section 1.1 to Section 4.1(inclusive).
4. Section 1.12 (Service Area) and Section 2.2 (Conferring Institute) have drop down boxes containing the most common answers and if your Service Area (1.12) or Conferring Institute (2.2) are not listed you should select 'other' and type in the relevant name.
5. Section 4.1 (Applicants Declaration of Understanding) must be read thoroughly and **Tick ✓** the box to confirm your acceptance of the Terms and Conditions and type in your name and the date (This form does not require your signature).
6. It is important to review the form thoroughly to ensure that you have completed all of the mandatory fields. **Please note that if a mandatory field is left blank your Director of Nursing/Director of Midwifery/Head of Service will not be able to submit your funding application.**
7. Save the form and email it as an attachment to your Line Manager.
8. Funding applications must be submitted to NMPDU at least six weeks prior to the commencement of the education programme.

**LINE MANAGER**

1. Save the application form (the Applicant's email attachment) to your computer/laptop.
2. The Line Manager, following discussion with the Applicant, should, if they are supporting the application complete the Line Manager's Declaration of Understanding (Section 4.2 – 4.8) and save the application form.
3. Send the application form as an email attachment to the Director of Nursing/Director of Midwifery/Head of Service.

**DIRECTOR OF NURSING/DIRECTOR OF MIDWIFERY/HEAD OF SERVICE**

1. Save the application form (the Line Manager's email attachment) to your computer/laptop.
2. The Director of Nursing/Director of Midwifery/Head of Service must complete Section 5 (5.1 – 5.6) and save.
3. Select the  button to submit the application form to NMPDU. If you have an issue with this submit option please send the application form as an email attachment to [nmpdu.dne@hse.ie](mailto:nmpdu.dne@hse.ie).
4. Please note this application form does not need to be signed by the Director of Nursing/Director of Midwifery/Head of Service but **must be submitted from the Director of Nursing/Director of Midwifery/Head of Service email account** which suffices as the 'sign off'.

**If you have any queries in relation to this Postgraduate Education Funding Electronic Application Form please contact;**

Bridie Mooney Email: [bridiec.mooney@hse.ie](mailto:bridiec.mooney@hse.ie), Tel: 041 6860733 / 087 4062929

Joan Lennon Email: [joan.lennon@hse.ie](mailto:joan.lennon@hse.ie), Tel: 041 6850677 / 087 9569739