

MAYNOOTH UNIVERSITY

JOHN & PAT HUME DOCTORAL AWARDS PROGRAMME 2025-2026

Step by Step Guide for Applicants

Summary:

The purpose of this guide is to provide applicants with practical information in making an application for funding under the Maynooth University John & Pat Hume Doctoral Awards Programme. Full details, including eligibility criteria for individual awards, are provided in the [Hume Terms & Conditions](#).

Key Points to Remember When Making an Application:

- Applicants are required to read the Terms & Conditions before making a scholarship application.
- Applicants must make contact with their prospective supervisor and discuss their proposed research in advance of making an application.
- Applicants can only apply for a Hume scholarship in the research areas advertised on the [University Hume webpages](#).

How to apply for a John & Pat Hume Doctoral Scholarship Award

Applications can be made via the: [Maynooth University online application portal](#)

The application portal opens on March 20th at 12 noon and closes April 17th 2025 at 11:45pm

You must create a user account before you can start the scholarship application process. A scholarship application involves the following 2 steps.

Step 1: complete the application form on the application portal.

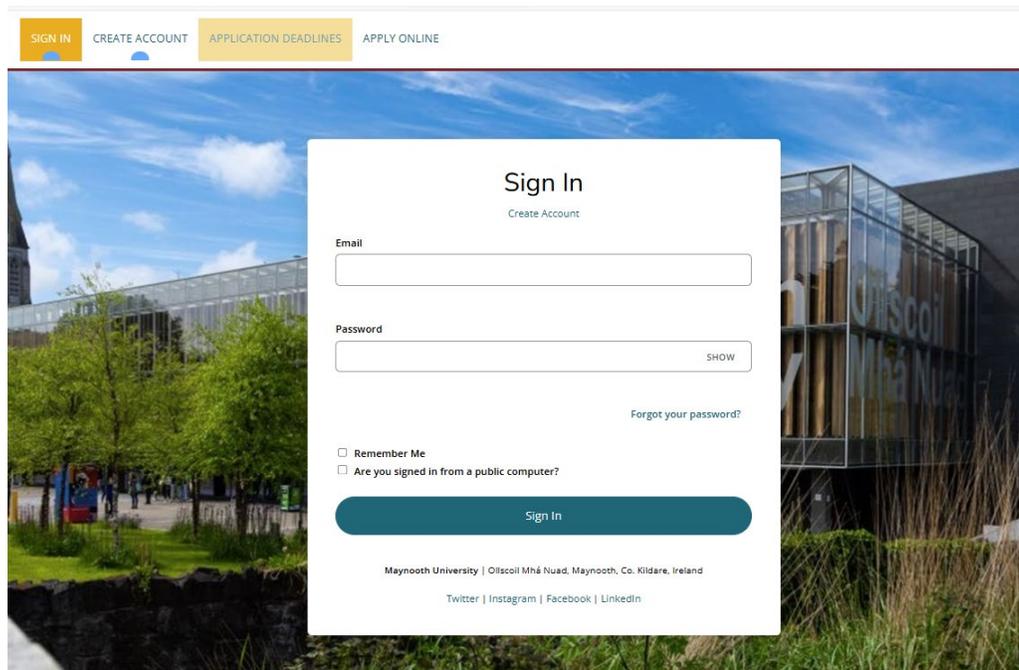
Step 2: upload all relevant supporting documentation.

Once Step 1 is completed you will be prompted to upload your documents at Step 2 to complete your application. You can also indicate if you wish to apply for WISH and MAP at Step 2. To submit a valid application you must complete Step 1 and Step 2 and all document uploads must be correct. Incorrect document uploads will invalidate your application. The academic reference upload must be on the template provided by the MU supervisor.

Step by Step Guide:

“Create Account” via the [MU online application portal](#) below if you are a first time user.

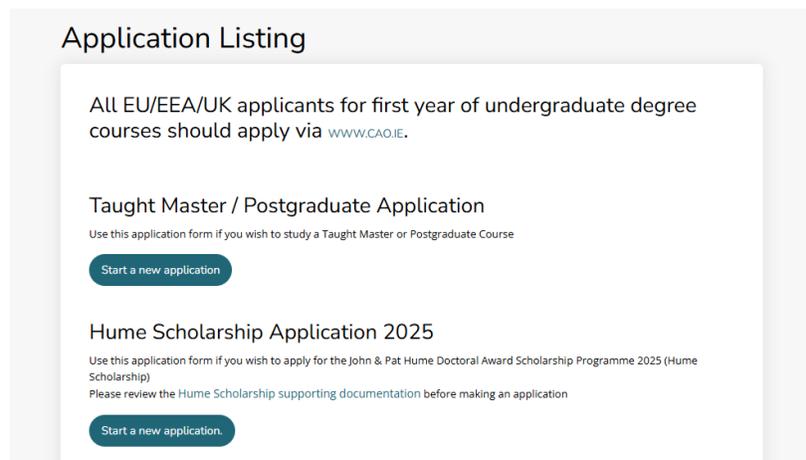
“Sign in” to your account via the same link to start your scholarship application.



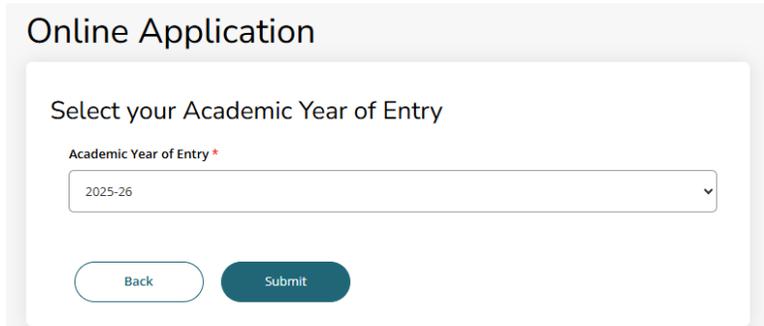
Choose the “Apply Online” button on top ribbon, to start your application

Step 1:

From the application listing select “**Hume Scholarship Application 2025**” and start a new application.



For your online application your Academic Year of Entry is 2025-26. Then start a new application by clicking submit.



The screenshot shows a web form titled "Online Application". Below the title is a section "Select your Academic Year of Entry". There is a dropdown menu labeled "Academic Year of Entry" with a red asterisk, currently showing "2025-26". Below the dropdown are two buttons: "Back" and "Submit".

Step 1:

Please complete each of the following sections as you progress through the application form.



The screenshot shows a progress bar with five sections: "Review", "Supplemental Items & Documents", "Hume Scholarship Academic Plans", "Personal", "Demographics", "Academics", and "Closing". The "Academics" section is currently selected and highlighted with a blue underline.

- ✓ Hume Scholarship Academic Plans
- ✓ Personal
- ✓ Demographics
- ✓ Academic
- ✓ Closing

Hume Scholarship Academic Plan:

Choose your correct Hume department e.g. “Hume Scholarship – Physics” from the dropdown menu if you want to apply for a scholarship in the Department of Physics or “Hume Scholarship – History” if you want to apply for a scholarship in the Department of History.

Please indicate the name of your proposed supervisor from the dropdown menu – if your supervisor is not listed please email humephdscholarship@mu.ie with this issue. Remember you must have made advance contact with your supervisor prior to making a Hume scholarship application as he/she must provide you with an academic reference.

Personal details:

Answer all personal details questions.

Demographics:

Answer all citizenship questions.

Academic:

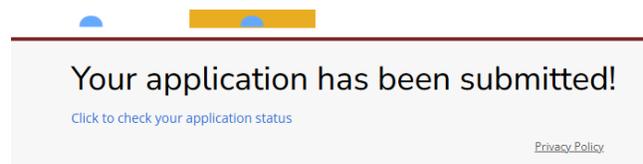
Your education to date – please add “+ college” or remove college as required to capture your education history. You can enter up to 3 colleges.

Closing:

Certification questions and sign off by applicant. You can use text in the name/signee box.

Please preview your application form. Any incomplete sections will be highlighted in red text at this stage.

Once you have selected “submit application” form at Step 1 you will see the message below “your application has been submitted”. You cannot edit your details after this.



If you do need to correct an error you will need to start a new Step 1 application.

The above is Step 1 of the 2 steps – your application is not completed or valid until you have completed the document upload at Step 2.

You will also receive an automatic email into the email address you provided once you have completed Step 1, example below.

Hume Scholarship Application Submitted CRM:0010029



pgadmissions@mu.ie
To  Lorraine Kane

Dear Lorraine ,

You have completed Step 1 of your Hume scholarship application.

Please proceed to Step 2 and upload all supplemental items and documents to complete your application.

If you have any questions about your application, please reach out to the following team:

[John & Pat Hume Doctoral Awards 2025-2026](#)

Yours sincerely,

Step 2:

Uploading your relevant documentation.

Once “your application has been submitted” at Step 1 you will receive an automatic email from the application portal, example below, asking you to upload your documentation to complete your application.

Kindly reminder to your next step to at Maynooth University CRM:0010620

 pgadmissions@mu.ie
To  Lorraine Kane

Dear Lorraine ,

This is a kindly reminder that we have been assessing your application for a place to study at Maynooth University. To help us make a decision, we need you to provide some additional information,

These can be uploaded to the [MU Apply](#). You can see a real-time list of the items that you have uploaded or are outstanding by logging into your account. If you have any questions about your application or these items, you can get in touch with us through one of the following teams:

Kind regards,

Admissions and Student Recruitment Office, Maynooth University

Please log back into your MU Apply account: [MU application portal link](#)

Under “My Applications” you will see a status of “action required”. Please select “view” to reveal your action.

[Create a New Application](#)

My Applications

APPLICATION	STATUS	ACTION
▶ 2025-26 - Hume Scholarship - Physics	Action Required	View

You then proceed to complete step 2 below.

Step 2:

Below is a screenshot of your “supplemental items & documents” that require action. Please be careful to upload the relevant document to each line item.

The first supplemental item on the screen is the Hume WISH and MAP awards - FOR ALL APPLICANTS - please start this question and indicate “yes” or “no”. If you choose to apply (or indicate “no”) for either of these awards, select “view” or “start” under the **Action** header and answer the relevant questions.

For the MAP awards: only applicants who answer “Yes” to the question “Do you want to apply for a Maynooth Access Programme Hume Award?” will have access to this section and will be required to

answer the relevant questions. If the applicant answers “No” to this question, the applicant can skip this section of the guide. The MAP section is confidential and will be reviewed by the Maynooth University Access Programme Office only.

For the Women in STEM WISH awards: by selecting yes, the applicant is confirming that they are a female applicant making an application for a PhD in a STEM-related research area that are under-represented and include, Chemistry, Computer Science, Electronic Engineering and Physics. If the applicant answers “No” to this question, the applicant moves to the next section of the form.

Please ensure you select the “submit” option once you have completed your selection for WISH and MAP.

To progress through Step 2 please select “back to Supplemental Items & Documents” in the top ribbon on your screen. This will take you back to the full screen below and you can proceed to upload your documents.

2025-26 - Hume Scholarship - Psychology

[Review](#) [Supplemental Items & Documents](#)

ITEM	SUBMISSION STATUS	ACTION
<p>* Hume WISH and MAP Awards</p> <p>If you are eligible to apply for either of these additional Awards please select the "Start/Edit" option to proceed and fill out the form.</p>	Received	View
<p>* Academic Reference</p> <p>Please upload your academic reference signed by your supervisor and Head of Department - use reference template provided.</p>	Not Received	Choose Files No file chosen
<p>* Personal Statement</p> <p>Please upload your personal statement.</p>	Not Received	Choose File No file chosen
<p>* Research Project Proposal</p> <p>Please upload your research project proposal.</p>	Not Received	Choose Files No file chosen
<p>* University Transcripts</p> <p>Please upload academic transcripts for each year of study - If not yet completed, please upload a transcript of results-to-date.</p>	Not Received	Choose Files No file chosen
<p>Awards and Achievements</p> <p>Please upload evidence of your awards and achievements.</p>	Not Received	Choose Files No file chosen
<p>Career Development Plan</p> <p>Please upload your career development plan.</p>	Not Received	Choose Files No file chosen
<p>Supplementary Material</p> <p>Please upload any additional relevant documentation.</p>	Not Received	Choose Files No file chosen

The remainder of the supplemental items include the following.

Please upload pdf documents where possible.

- ✓ Academic Reference – * essential upload
- ✓ Personal Statement - * essential upload
- ✓ Research Project Proposal – * essential upload
- ✓ University Transcripts – * essential upload
- ✓ Awards and Achievements – optional upload
- ✓ Career Development Plan – optional upload
- ✓ Supplementary Material – optional upload

To upload a document, you must “choose file”.

When the file is visible on screen please select “upload” to complete action.

You cannot progress your application without completing all essential uploads. If you upload an incorrect document your application will be deemed ineligible.

Supplemental Items		
ITEM	SUBMISSION STATUS	ACTION
<p>* Hume WISH and MAP Awards</p> <p>If you are eligible to apply for either of these Awards please select the "Start/Edit" option to proceed and fill out the form.</p>	Received	View
<p>* Academic Reference</p> <p>Please upload your Academic Reference documentation.</p>	Received	<input type="button" value="Choose Files"/> No file chosen  roisin.pdf (REMOVE)
<p>* Personal Statement</p> <p>Please upload of personal statement.</p>	Received	 roisin.pdf (REMOVE)
<p>* Research Project Proposal</p> <p>Please upload your project proposal.</p>	Not Received	<input type="button" value="Choose Files"/> roisin.pdf Upload

Academic Reference:

Each applicant must include an academic reference from their Maynooth University supervisor.

There is an [academic reference template](#) provided which must be used by the supervisor. Note: If you do not upload the academic reference from your supervisor on the correct template your application will be ineligible.

Each supervisor will be aware that they need to provide this reference to any prospective applicants. It is therefore very important that the applicant allows sufficient time to make contact with a potential supervisor and request the reference. The applicant must upload the reference to their Hume scholarship application before the deadline. This template includes a signature block which must be signed by supervisor and Head of Department.

Personal Statement:

The personal statement should include information about your capabilities, motivation, interests, and non-academic achievements relevant to your application. Max 300 words.

Research Project Proposal:

Please include the title of your research proposal and fully describe the topic, including aims and objectives, and central research questions. Max 1000 words.

Abstract: Applications will be assessed by both expert and non-expert evaluators during the two-step evaluation process (as outlined in the terms and conditions). Therefore, your abstract needs to be written effectively for a broad audience and should summarize all important aspects of your proposed project. Max 300 words.

Describe the methodology, including for example, experimental, investigative and analytical methods and theoretical frameworks. Include ethical considerations where relevant. The proposed research plan should include a schedule for the completion of tasks and phases of the project, and efficient management and performance of research. Max 1000 words.

University Transcripts:

Provide details of your undergraduate qualification. If this qualification was fully completed, upload official academic transcripts with details of your results. If the applicant is in the final year of their undergraduate qualification, please upload your penultimate year results.

In case of transcripts issued in languages other than English, applicants are required to upload an English translation together with the original transcript. Official translations are preferred where available; if providing an official translation at the time of application is not feasible, an unofficial translation can be uploaded into the online system instead. The University reserves the right to require official translations of transcripts before an award offer can be confirmed.

Provide details of your postgraduate qualification. If this qualification was fully completed, upload official academic transcripts with details of your results. Postgraduate Qualification is a Master's Degree or equivalent.

Awards and Achievements:

Applicants also have the opportunity to highlight their awards and achievements relevant to the proposal and to the scheme requirements. Max 300 words.

Career Development Plan:

A plan should address the following: what are your career goals and how would the scholarship help you to achieve them. How will you go about acquiring the expert knowledge and transferrable skills necessary for your professional development, e.g. technical skills, communication skills, or analytical skills? How would this scholarship enable you to gain skills relevant to employment outside of the traditional academic sector? How might this scholarship transform your existing skills in those identified as being required to pursue your chosen career? Maximum 300 words.

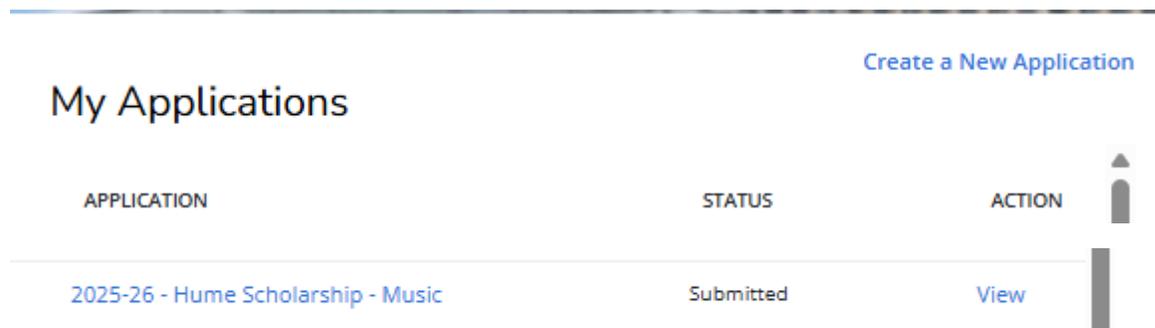
Supplementary Material:

The applicant can also upload an additional document with a Gantt chart showing your project plan and/or a bibliography/reference list. Limit to 3 pages.

You can include any relevant work experience in this section also.

When you have uploaded all your supplemental items and documents you will see your Hume scholarship application has been “submitted” in your account My Applications section. Below you can see the Hume Scholarship Music is “submitted” with no further Actions required. Once you have uploaded all supplemental items you have completed Step 2 of the application. There is no additional “submit” button in Step 2, but you can check on screen that you have uploaded all required documents.

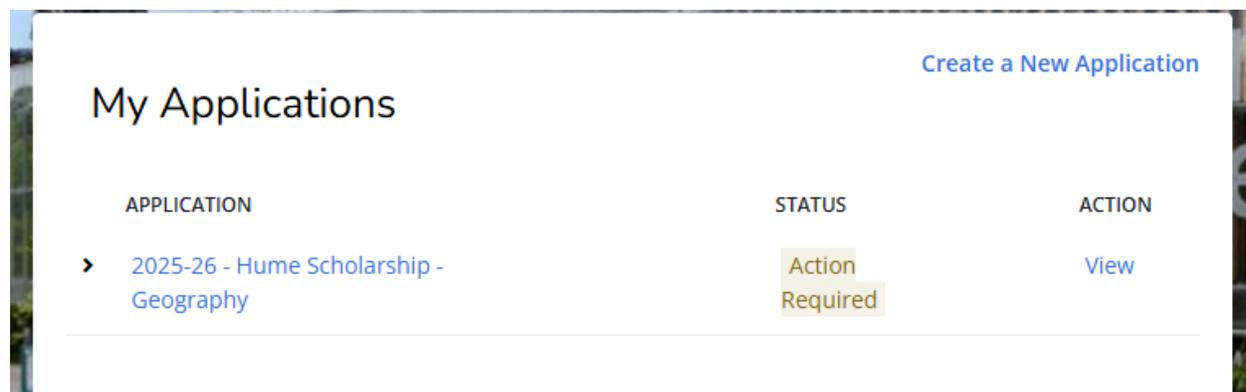
Once you have completed your application and we have verified your document uploads we will send you an email confirming you have successfully submitted a valid Hume scholarship application. This may be a few days after your submission as it is a manual process.



[Create a New Application](#)

APPLICATION	STATUS	ACTION
2025-26 - Hume Scholarship - Music	Submitted	View

If you have not uploaded essential supplemental documents you will see your application status as “Action Required” on the My Applications screen.



[Create a New Application](#)

APPLICATION	STATUS	ACTION
2025-26 - Hume Scholarship - Geography	Action Required	View

Just to note that there is no “submit” button at the end of Step 2.

You can review your submission under “My Applications” and your application status will say “Submitted”. If you have not uploaded all the essential documents you will see a red error message. It is up to the application to ensure all uploads are completed.

Please email humephdscholarship@mu.ie with any questions or issues.

Maynooth University reserves the right to update these Guidelines at any time.

Thank you.