

Maynooth University John & Pat Hume Doctoral Awards 2024-2025 Guide for Applicants

Contents

Table of Contents

| Purpose of the Guide | 2 |
|---|----|
| Important Dates | |
| How to Apply | |
| Step One: Register on PAC | |
| Step Two: Login to Commence Application | |
| Step Three: Starting your application for a MU John & Pat Hume Doctoral Award | 5 |
| Step Four: The Application | 8 |
| "Personal Details" Section | 9 |
| "Proposed Research Project Information" Section | 11 |
| "Personal Statement" Section | 13 |
| "Hume - EDI Awards" Section | 14 |
| "Applicant Documentation Upload Checklist" Section | 18 |
| "Review of Application" Section | 19 |
| "Submit" Section | 20 |
| Recommended system requirements | 20 |
| Enquiries | 20 |

Purpose of the Guide

The purpose of this Guide is to provide applicants with practical information in preparing and submitting an application for funding under the Maynooth University John & Pat Hume doctoral awards scholarship programme. The scheme provides a range of doctoral research awards for prospective doctoral students. Full details, including eligibility criteria for individual awards, are provided in the terms and conditions.

Key Points to Remember When Making an Application:

- ✓ Applicants are required to read the Terms and Conditions of the scheme as well as this guide carefully before completing their application.
- ✓ All applicants must make contact with their proposed supervisor and discuss their proposed research in advance of creating an application in the online system.
- ✓ The name of the proposed supervisor is mandatory and the supervisor must confirm their support via the online application system. This is not a reference.
- ✓ All applicants are also required to organize one referee who will provide a reference for the student. It is the applicant's responsibility to ensure this reference is uploaded to their application. All references will be validated on successful applications.
- ✓ Applications that are incomplete or not submitted (i.e. remain as drafts) in the online system after the application deadline will be deemed ineligible.
- ✓ Where text in the application form exceeds the specified limit, only the text within the limit will be considered. For example, should an applicant submit five pages for a section which is limited to four pages maximum, only the first four pages of the text submitted by the applicant will be considered by the evaluators.

Important Dates

| Hume Call Opens: | Friday, 2 nd February 2024 at 1pm |
|------------------------------------|--|
| Closing deadline for applications: | Tuesday, 5 th March 2024 at 9am |
| Outcome of the competition: | May 2024 |

Applicants are strongly encouraged to submit applications well in advance of the deadline.

Late applications cannot be accepted.

How to Apply

Applications are made via an online application system accessible from the following link:

https://v2.pac.ie/institute/11

Step One: Register on PAC

To begin an application on PAC, the applicant must first register an account. This is done by visiting https://v2.pac.ie/ and selecting **Register** at the top of the page: (Check link is rolled over)



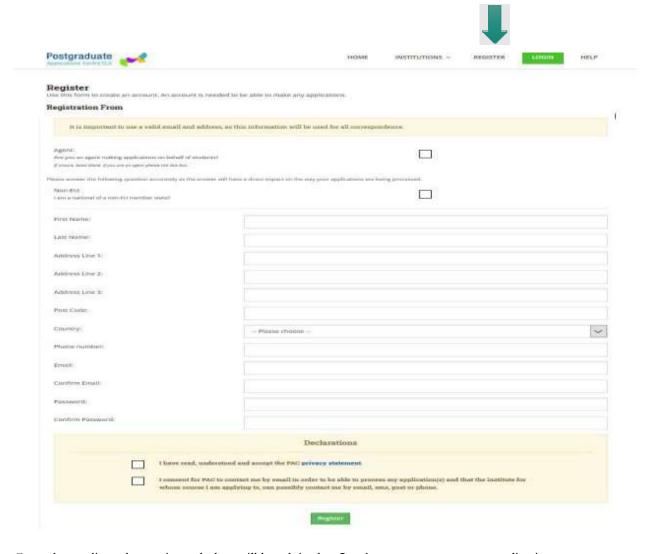
The applicant must input the information as seen below. It is important to use a valid email address so that they have access to. All correspondence regarding the application will be sent to this email address.

Note: that if an applicant has applied to PAC previously, they already have a PAC account.

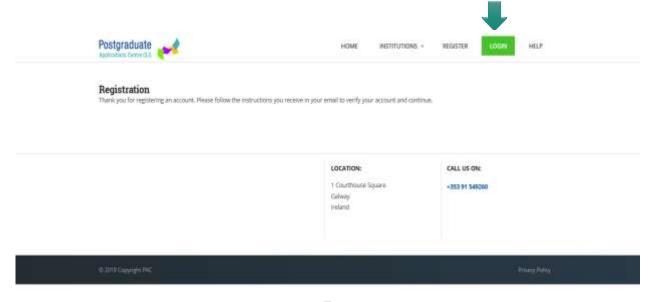
Please proceed to login.

If the applicant has misplaced their username or password, click on "Forgot your User Name or Password?" at the bottom of the login screen and follow instructions provided by the system.

It is important for the applicant to select the correct EU status as they may be asked to provide evidence to back up the selection. If the applicant is unsure of their status, they should contact the MU directly at humephdscholarship@mu.ie before registering.



Once the applicant has registered, they will be advised to Login to commence your application



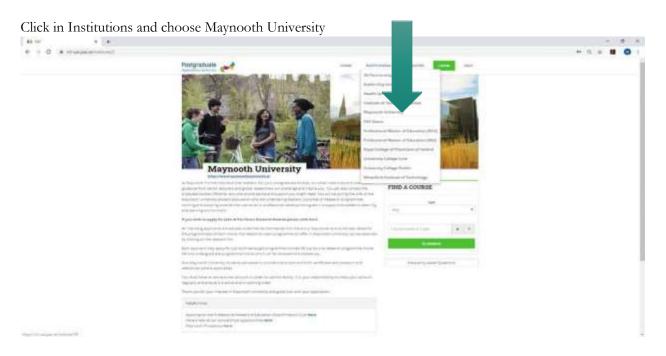
Step Two: Login to Commence Application

The applicant must now Login to commence their application, using the email and password created.

Once the applicant has logged in to the account, the email they have registered with will be noted on the top of the screen.



Step Three: Starting your application for a MU John & Pat Hume Doctoral Award



From here, the applicant must choose the following:

- Under TYPE: Choose "Scholarship"
- Under DEPARTMENT: Choose Department e.g. "Biology"
- "Search" (green box) to find your course e.g. "John & Pat Hume Doctoral Award Biology"



Welcome to the application portal for the Maynooth University John & Pat Hume Doctoral Awards Scheme 2024-2025.

OPENING FOR APPLICATIONS ON FRIDAY 2ND FEBRUARY AT 1PM.

You are required to read the **Terms & Conditions**, **Student Information Document** as well as the **Guide for Applicants** carefully before completing your application.

Each application will be considered for the John & Pat Hume Doctoral Awards. In addition, your application can be considered for the Women in STEM Hume (WISH) Fellow Scholarships and the Maynooth Access Programme Hume (MAP) Scholarships, should you meet the criteria (outlined below), and if you select that option on your application.

To commence your application, you must calest your scholarship time, department and course, in the "Eind your

To commence your application, you must select your scholarship type, department and course, in the "Find your Course" box on this page,

- 1. Under TYPE: Choose "Scholarship"
- 2. Under DEPARTMENT: Choose "Department" e.g. Chemistry
- 3. "Search" to find your course e.g. John Hume Chemistry Scholarship

Full details of the awards are outlined below.

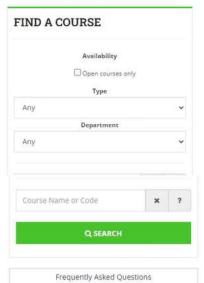
John & Pat Hume Doctoral Awards

The John & Pat Hume Doctoral Awards will be offered to successful doctoral applicants with demonstrated excellence in academic course work and research.

There is one type of award offered. This is a 4 year scholarship, the amounts below are paid each year.

John Hume Award:

| Award | Stinend | Research expenses allowance | EU Fees | Open to |
|--------------------|---------|--------------------------------|--------------|-----------------------|
| Hume Fellowship | €22,000 | €2,000 | Full EU fees | Full-time students |



Once an applicant finds the department they wish to study in, the applicant must click Apply.



Step Four: The Application

Applicants do not have to complete and submit their application in one sitting; they can save the information in the online system and return to their application repeatedly, by clicking their email details on top of screen and accessing "My Account".



Please note that once an application is submitted, it is not possible to make any changes.

The application cannot be submitted until the supervisor has confirmed their support of student application.

The application form consists of a number of fields. Many fields are mandatory and if left empty, the system will provide an error message as applicants save their work and progress to another section, or when checking the application before submitting. Some fields are not specified as mandatory in the online system; however, applicants must provide information in fields relevant to their funding proposal for full consideration. Some fields require text to be entered into a box and some fields require documents to be uploaded into the system.

Where applicants are required to upload a document, they can upload a file in one of the formats supported by the online system: <u>.pdf (preferred file format)</u>, .docx, .doc, .rtf, .wpd, .txt, .xlsx, .xls, .jpg, .pict, .gif, .bmp, .tif or .png. The file name must include the appropriate three- or four-letter extension. <a href="Important: do not attempt to upload a document that is password protected or contains macros or some other active content; such files cannot be uploaded, and the upload process will fail.

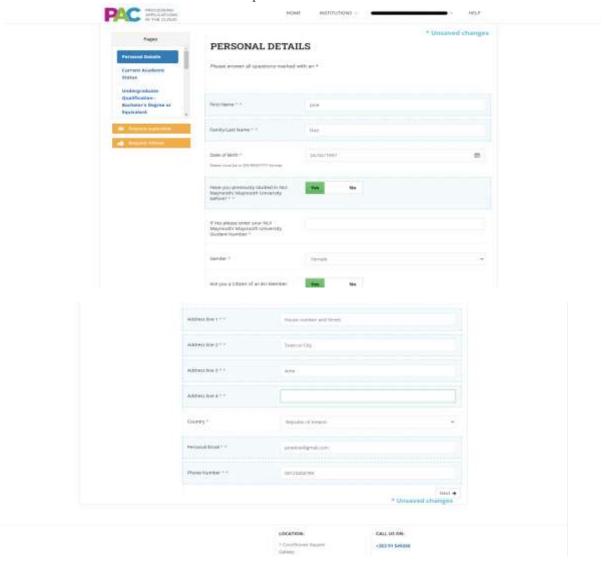
It is recommended that applicants save their documents as .pdf, selecting "smallest file size" option when they create the .pdf file.

The application form comprises of key sections, which must be populated.

- 1. Personal Details
- 2. Current Academic Status
 - a. Undergraduate Qualifications
 - b. Postgraduate Qualifications
- 3. Proposed Research Project Information
- 4. Career Development Plan
- 5. Personal Statement
- 6. Hume-EDI Awards (to be completed only if applying for a WISH/MAP Hume Awards)
- 7. Supervisor/Referee Support
- 8. Document Upload Checklist
- 9. Review of Application
- 10. Submit

"Personal Details" Section

Ensure that all fields marked with * are completed.

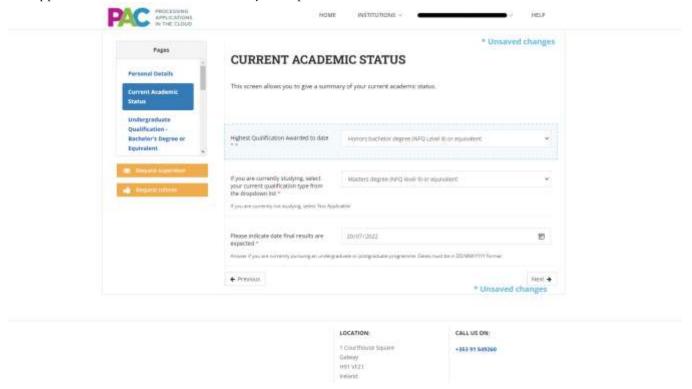


"Current Academic Status" Section

This section allows the applicant to provide a summary of their academic history to date.

<u>Highest Qualification Awarded to date:</u> Please specify your highest qualification awarded (i.e. fully completed, with official final results available) to date.

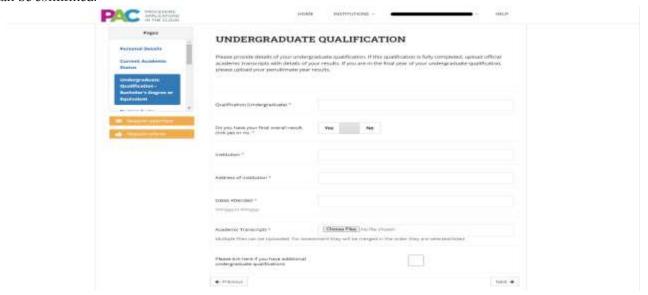
<u>Current Studies:</u> If the applicant is currently studying/have not fully completed your most recent studies, please select the relevant qualification level from the drop-down list. If this does not apply to you, select "Not Applicable". Please indicate the date of your expected final results.



<u>Undergraduate qualification - Bachelor's degree or equivalent</u>

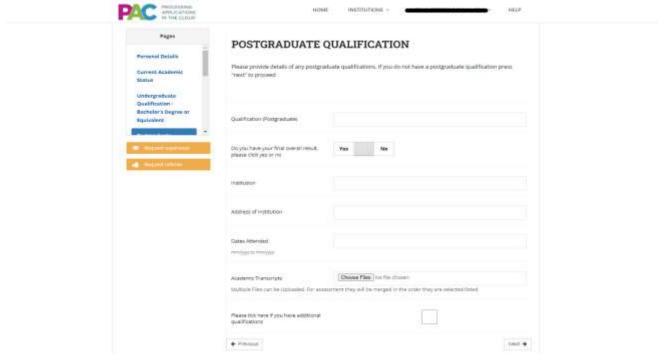
Provide details of your undergraduate qualification. If this qualification was fully completed, upload official academic transcripts with details of your results. If the applicant is in the final year of undergraduate qualification, please upload penultimate year results.

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.



Postgraduate Qualification - Master's Degree or equivalent

Provide details of your postgraduate qualification. If this qualification was fully completed, upload official academic transcripts with details of your results.



"Proposed Research Project Information" Section

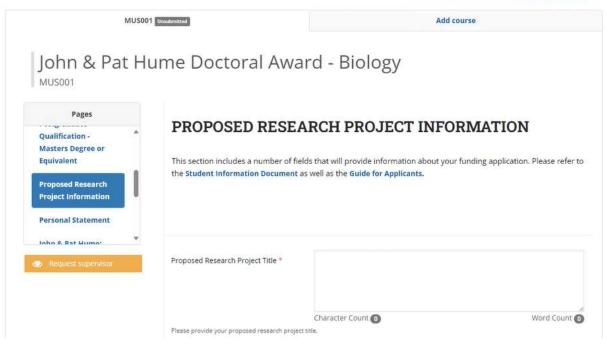
Please note the following:

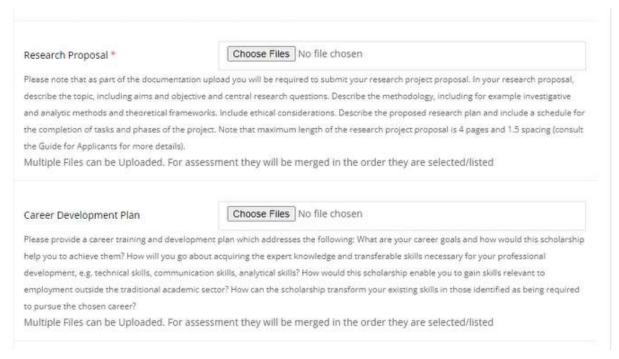
- **Proposed Research Project Title:** this title may be directly from one of the advertised research area topics or may be a unique student led research topic.
- Abstract: Applications will be assessed by both expert and non-expert evaluators during the two-step
 evaluation process (as outlined in the 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. The abstract should not exceed 300 words.
- Research proposal is to be uploaded as a file into the online Hume PAC system (preferred format .pdf). In your research proposal, describe the topic, including aims and objectives, and central research questions. 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.
 - **Important:** the research project proposal must not exceed four (4) pages, minimum font size 11, line spacing should be 1.5. Should an applicant upload a longer proposal, any text exceeding four (4) pages will be ignored. Should an applicant upload a proposal using a smaller font size the University reserves the right to deem such application ineligible.
- Career Development Plan is to be uploaded as a file into the online application system, (preferred format .pdf). In your plan please 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?
 - (The career development plan should not exceed two (2) pages, minimum font size 11, line spacing should be 1.5)
- The applicant can also upload an additional document with a Gantt chart showing your project plan and/or a bibliography/reference list. Note that this additional document must not exceed three (3) pages. If the additional document exceeds three (3) pages, only the first three (3) pages will be considered when the proposal is assessed.
- **Fit of applicant** should not exceed <u>300 words</u>.

Fields described above can be seen in the following screen snapshot.

Application



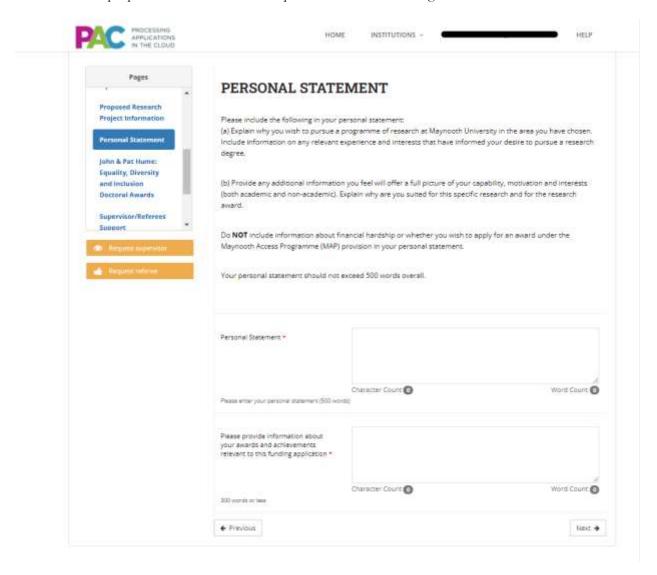




"Personal Statement" Section

Personal statement: The personal statement should include information about your capabilities, motivation, interests, and non-academic achievements relevant to your application. The personal statement should not exceed 500 words.

Awards and Achievements: Applicants also have the opportunity to highlight their **awards and achievements** relevant to the proposal and to the scheme requirements. Maximum length of this field is 300 words.



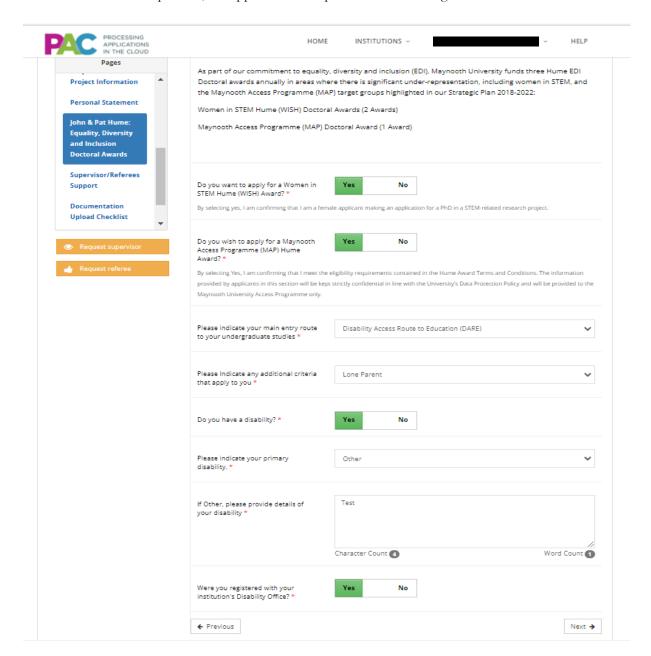
"Hume - EDI Awards" Section

Women In Stem Hume 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 project. If the applicant answers "No" to this question, the applicant can skip this section of the guide.

Maynooth Access Programme Hume 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.

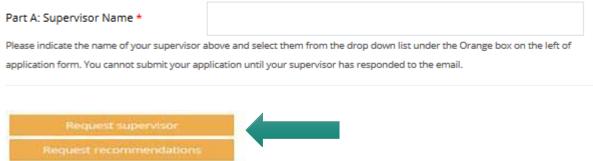


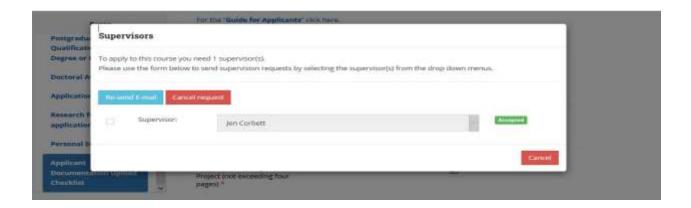
"Supervisor & Referee" Section

Part A: Supervisors

The applicant must make initial contact with their proposed primary supervisor and ensure the supervisor has agreed to support the application. Please indicate the name of the supervisor below and select the primary supervisor from the drop-down list under the ORANGE BOX on left of application form.

Part A: Proposed Primary Supervisor Please note you should make direct contact with your prospective supervisor and have discussed your proposed research proposal BEFORE completing this section. If you do not make prior contact, the supervisor is likely to REJECT your request and you will not be able to submit your application. If contact has been made, please provide the name of your prospective supervisor below and also select the supervisor from the drop down list under the "Request Supervisor" ORANGE BOX on the left of the application form. An automatic email will issue to your prospective supervisor. The application system will not allow you to submit your application until your prospective supervisor has responded positively to the email asking them to confirm the following of two options: 1. I am willing to supervise this student subject to them being awarded a Hume scholarship or 2. I am not in a position to supervise this student. Please note, the above relates to your Primary Supervisor. If your Primary Supervisor is not available on the dropdown list provided, please contact humephdscholarship@mu.ie.



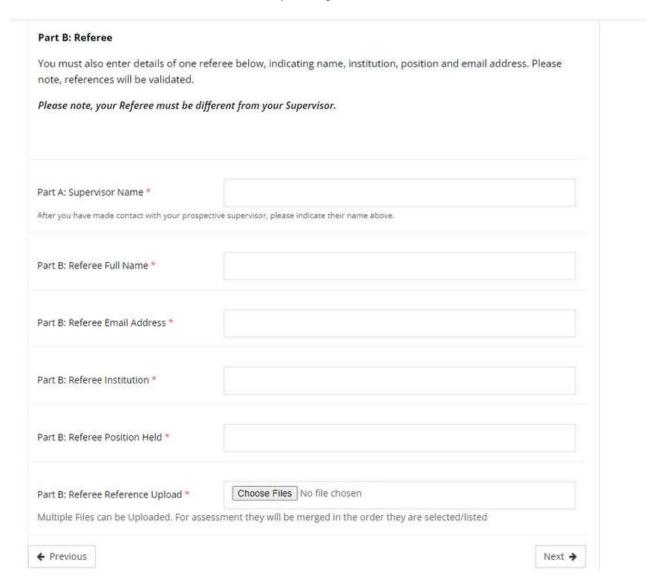


An automatic email will be issued to your prospective supervisor. The application system will not allow you to submit your application until your prospective supervisor has responded positively to the email asking them to confirm the following of two options:

- 1. I am willing to supervise this student subject to them being awarded a Hume scholarship or
- 2. I am not in a position to supervise this student.

Part B: Reference

The applicant must populate the fields as requested on the application form and upload one reference to this section. The reference cannot be from your supervisor.



"Applicant Documentation Upload Checklist" Section

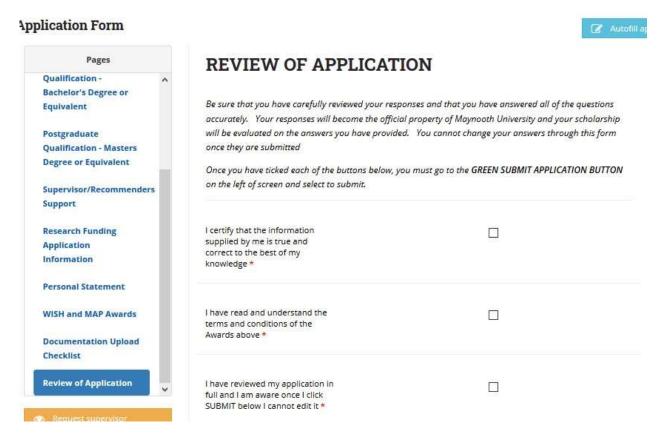
Prior to submission, applicants should indicate that they have checked they have uploaded all supporting material and have provided the correct required documentation and requested their supervisors support of their application.

Please note that the application cannot be submitted until the applicant's supervisor has agreed to support their application.

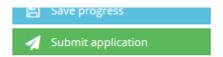
| Please tick to indicate that you have checked that you are uploading and have provided the correct required documentation and requested your supervisor and referee below. Please note that your application cannot be submitted until your supervisor has accepted your supervisor request. | | | | |
|---|--|--|--|--|
| | | | | |
| I have uploaded my Research Project (not exceeding four pages) * | | | | |
| I have provided the correct supervisor details * | | | | |
| I have provided the contact details of my referee and uploaded the reference * | | | | |

"Review of Application" Section

The application should ensure that they have carefully reviewed your responses and that the applicant has answered all of the questions accurately. All responses will become the official property of our institution and your scholarship will be evaluated on the answers the applicant has provided. The applicant cannot change their answers through this form once they are submitted.

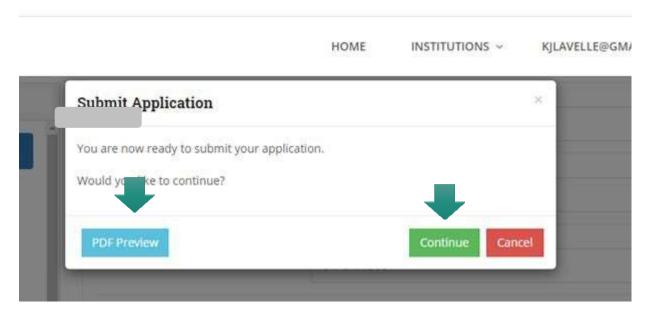


Once the applicant has ticked all the above buttons, the application is ready for submission and the applicant should hit the SUBMIT button:

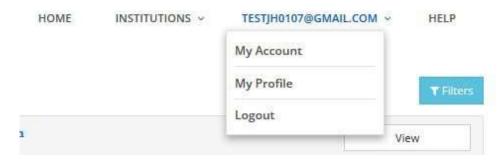


"Submit" Section

On clicking SUBMIT you have the opportunity to review your application in a PDF format. Please click continue to submit.



Following successful submission, the applicant's home screen will indicate that the application has been submitted and will allow viewing the application; see the screen snapshot below:



Recommended system requirements

Maynooth University uses a third-party service, therefore some email addresses and URLs used are those of the service provider. All information provided by applicants and referees will only be used by Maynooth University in the process of collecting and processing scholarship applications. No third party will have access to the data.

Supported browsers include Internet Explorer 9 and 11, Firefox, Chrome and Safari.

While the majority of features will work with other browsers, full compatibility is guaranteed and support offered only for the browsers listed above.

If the applicant is experiencing problems with the supported browsers, please upgrade to the latest version. If the applicant is still experiencing problems after upgrading, please make sure that the browser is set to accept cookies. Also, make sure the following browser settings are enabled:

- JavaScript must be enabled.
- Popup blockers must be disabled.

The applicant will need Adobe Reader 6.0 or higher to download, view and print PDF files. While PDF files should work with most other PDF viewers, we can only guarantee full compatibility and support for Adobe Reader 6.0 or higher.

If your email offers a whitelist, please add the following addresses: pachelp@pac.ie

Enquiries

If the applicant has any questions regarding the application process, please consult the documentation for applicants, such as this guide, Frequently asked questions (FAQ), and Terms and Conditions of the scheme.

If the documents available do not answer your question, please email https://humephdscholarship@mu.ie with "FAQ Doctoral Awards 2024-2025" in the subject.

For reasons of transparency and fairness, only email enquiries will be accepted, and responses will be included in the FAQ document published at:

https://www.maynoothuniversity.ie/graduate-research-academy/john-pat-hume-doctoral-awards

The FAQ process will close at 12.00 midnight (GMT) on 1st March 2024.

The APPLICATION DEADLINE is Tuesday, 5th March at 9am.

No late applications can be accepted.

E&OE