Maynooth University
John & Pat Hume Doctoral Awards 2020-21
Guide for Applicants

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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 scheme. 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 of the scheme.

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 make arrangements with two nominated referees who will provide a reference directly via the online application system. It is the applicant’s responsibility to ensure that referees submit their reference before the specified deadline.
- 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 first four pages of the text submitted by the applicant will be considered by the evaluators.

Important Dates: Extended to 24 April 2020

<table>
<thead>
<tr>
<th>Deadline for applicants:</th>
<th>12:00am (GMT), 24 April 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deadline for supervisors</td>
<td>12:00am (GMT), 24 April 2020</td>
</tr>
<tr>
<td>Deadline for referees:</td>
<td>12:00am (GMT), 24 April 2020</td>
</tr>
<tr>
<td>Outcome of the competition:</td>
<td>June/July 2020</td>
</tr>
</tbody>
</table>

Applicants and referees are strongly encouraged to submit applications/references well in advance of the deadline. Late applications/references 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:

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 the applicant had applied to PAC previously, they have a PAC account. Please proceed to login.

If the applicant has forget/misplace 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

Click in Institutions and choose Maynooth University
From here, the applicant must choose the following:

- Under **TYPE**: Click Scholarship
- Under **DEPARTMENT**: Choose Department

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 your 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 and referees have uploaded their support documentation.

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: pdf (preferred file format), .docx, .doc, .rtf, .wpd, .txt, .xlsx, .xls, .jpg, .pct, .gif, .bmp, .tif or .png. The file name must include the appropriate three- or four-letter extension. 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. Contact Details
3. Academic History
   a. Undergraduate Qualifications
   b. Postgraduate Qualifications
4. Proposed Research Project Information
5. Personal Statement
6. Hume – EDI Awards (to completed only if applying for a WISH/MAP Hume Awards)
7. Supervisor/Recommenders Support
8. Document Upload Checklist
9. Review of Application
10. Submit

“Personal Details” Section
Ensure that all fields marked with * are completed.
“Contact Details” Section
Fields in this section are used to capture applicant’s contact details.

“Your Academic History” Section
This section allows they applicant to provide a summary of their academic history to date.

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

**Current Studies:** 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”.

This screen allows you to give a summary of your Academic History.

- **Highest Qualification Awarded to date:** Not Applicable
- **If you are currently studying:** Not Applicable
  - **Select your current qualification type from the drop-down list:**
  - **If you are currently not studying select “Not Applicable”**
  - Please indicate date final results are expected: dd/mm/yyyy
    - Answer if you are currently pursing or undergraduate or postgraduate programme
**Undergraduate qualification - Bachelor's degree or equivalent**
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.

**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:

- 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 project proposal is to be uploaded as a file into the online 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, minimum margins 2cm (left/right/top/bottom each margin minimum 2cm). 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 or narrower margins, the University reserves the right to deem such application ineligible.

- 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.

- Note: Research Proposal 4 pages maximum plus 3 pages for additional charts or lists = 7 pages in total.

- 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.

Fields described previously can be seen in the following screen snapshots:
“Personal Statement” Section
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. Fit of applicant should not exceed 300 words.
“Hume - EDI Awards” Section

[Diagram of document structure]

**HUME: EDI AWARDS**
As part of the John & Pat Hume Doctoral Awards, Maynooth University funds three Equality, Diversity & Inclusion (EDI) Hume Awards annually in areas where there is significant under-representation, including women in STEM (WISH), and the target groups highlighted in our Strategic Plan 2018-2022, for greater support as part of the Maynooth Access Programme (MAP).

John & Pat Hume: Equality, Diversity & Inclusion Doctoral Awards includes:

- **Women in STEM Hume (WISH) Doctoral Awards**
- **Maynooth Access Programme (MAP) Hume Doctoral Award**

Full details can be found here.

All eligible applications for WISH/MAP awards will also be considered automatically for the John & Pat Hume doctoral awards.

Do you want to apply for a Women in STEM Hume (WISH) Award?*

[Options: Yes, No]

By selecting yes, I am confirming that I am a female applicant making an application for a PhD in a STEM-related research project.

Do you wish to apply for a Maynooth Access Programme (MAP) Hume Award?*

[Options: Yes, No]

By selecting Yes, I am confirming that I meet the eligibility requirements contained in the Hume Awards Terms and Conditions. The information provided by applicants in this section will be kept strictly confidential in line with the University’s Data Protection Policy and will be provided to the Maynooth University Access Programme only.

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**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 & Recommender Support” Section

Part A: Supervisors

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

Part A: Supervisor Name *

Please indicate the name of your supervisor above and select them from the drop down list under the Orange box on the left of application form. You cannot submit your application until your supervisor has responded to the email.

When an applicant selects to request a supervisor this is the screen they are presented with: Here they can select a supervisor from a pre-defined list, they can re send and cancel the request once it has not already been answered. If your proposed supervisor is not on the drop-down list, please email: humephdscholarship@mu.ie.

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.
Part B: Recommenders
The applicant must also enter details of two Recommenders, indicating name, institution and position and insert the email address under **ORANGE BOX** on left of application form. The applicant cannot submit their application until the recommenders have uploaded recommendations.

When an applicant selects to request a recommendation, this is the screen they are presented with:

The applicant must enter the referee’s email address into the relevant screen. Ensure that the email address is valid and entered into the system correctly. The online system automatically send a request to the recommender.

Applicants can delete a recommender and enter details of a new recommender.
“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 supervisor and recommenders.

Please note that the application cannot be submitted until the applicant’s supervisor and recommenders have uploaded support documentation.

In addition, applicants are advised to Validate Answers (Blue Button on left hand side)
“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 they 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 humephdscholarship@mu.ie with “FAQ Doctoral Awards 2020-21” 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/study-maynooth/postgraduate-studies/fees-funding-scholarships/john-and-pat-hume-doctoral-awards

The FAQ process will close at 5pm on 18th March 2020.