

RCN Foundation Mair Scholarship

Application Guidance

Please read these notes carefully as they are intended to help you to provide us with the information we need to assess your application properly.

Section 2 – Brief summary of the activity/course and professional outcomes

Briefly outline the themes or topics of the activity and explain what the learning and professional outcomes will be for you. For example: if you are applying for funding to undertake a course on pain management, you could explain it as follows:

The course focuses on management of pain, and includes optional modules in palliative care. Participating will meet my professional goal to further develop my knowledge and skills in patient care for children with life limiting conditions. The course will complement my work experience (10 years in children's nursing) and assist me to move towards specialisation in pain management.

If applying for research, briefly describe the investigation and the outcome for you as a professional.

Section 3 – Details of costs of proposed activity

Please give a breakdown of all costs and a total grant amount.

Where costs are based on estimates (e.g. travel) rather than known costs (e.g. course fees) please ensure that these are as accurate as possible as the amounts cannot be changed after the application stage.

Section 5 - Statement by applicant in support of request for funds

NB: If using an abbreviation please explain it in full the first time you use it.

1. What are your professional goals and how will the activity/research contribute to your career development?

Explain what you propose to do, how it builds on what you have done so far and how it is relevant to your future career. Be as specific as you can. If you are returning to work explain how the activity will assist you in your return.

- a. If the activity relates to **research**

Explain the rationale for the research and methodology, including background and justification for the investigation, a description of the problems, the rationale for the methods chosen (e.g. why focus groups, questionnaires etc.)

- b. If the activity relates to **personal professional development**, how have you demonstrated your commitment to self-development so far in your career?

This could be through formal learning and development activities such as courses and also less formal means such as membership of network groups, contributions to publications or volunteering to research topics to present as part of an education day.

2. How will the activity improve the health and wellbeing of patients and/or carers?

Please describe which groups of patients/carers could benefit, how many there are and what the potential benefits will be. How will it improve upon what is already in place? Describe what you will do to ensure that the benefits are realised.

3. How will you share your learning and development with colleagues or other nursing teams?

Outline how you plan to communicate your findings and/or what work place practices you will develop based on your learning.

4. How have you demonstrated your commitment to self-development so far in your career?

Please provide details of courses or activities that you have undertaken to develop and enhance your own knowledge. How have they helped your career?

5. What challenges do you foresee in completing this activity and how do you plan to address them (for e.g. time constraints, work place support, financial)?

Take time to reflect on what the likely challenges may be, such as existing work demands. This will enable us to see that you have thought things through and will put plans in place to tackle them.

6. How will you evaluate the effectiveness of your learning and development?

Evaluating the effectiveness of your learning and development is an important component of this bursary scheme. This could be undertaken in a number of ways including obtaining feedback from others such as course tutors and line managers.

You could also describe how you will review and reflect upon own practise in a structured way once the course or activity is complete, setting out what evidence of reflection you will use.

The following information from the application form will also be taken into account:

- Evidence of thorough planning, for example, by how comprehensive your budget is.
- Employer support: whether or not any financial help is given by them, we would hope to see practical support from your employer (e.g. study leave). Lack of support from an employer will not necessarily be a reason not to fund you but must be addressed in the challenges section of the application (see question 6 above).

Section 6 - Supporting References

- a) If in employment, your manager should be asked to complete and sign the reference section 6a to show how the proposed activity will be supported. For those applicants who are not currently working, are self-employed or are seeking funding for a career change, an alternative appropriate professional reference will be acceptable, for example past tutor or employer.
- b) In addition for applications for courses at Post-Graduate level and above, you will need to attach a formal academic reference, for example from a past tutor or a senior professional colleague.

NB: Manager and academic references need to be from two different people

- c) Where funding is being requested for staff replacement arrangements, a manager will also need to complete and sign section 6c of the application form.

Final Words

This is a very competitive process so please take the time to complete the application as carefully and accurately as you can.

Good luck!