



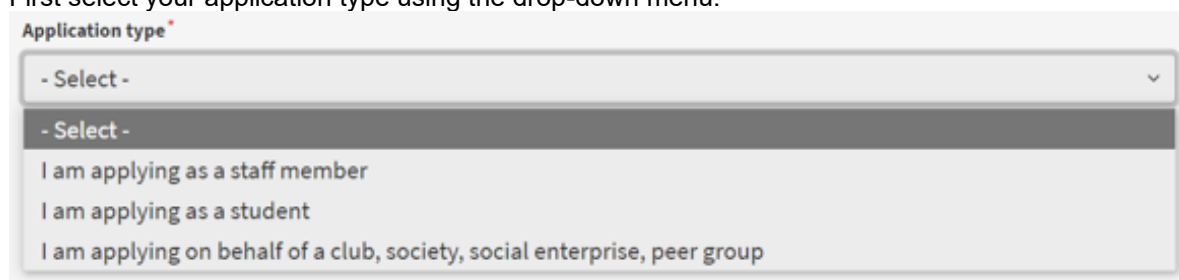
# STUDENT EXPERIENCE GRANTS ONLINE APPLICATION FORM GUIDE

Section 1: Application checklist .....	2
Section 2: Personal details.....	2
Section 3: Co-applicants (if applicable) .....	5
Section 4: Project proposal .....	6
Section 5: Project Budget.....	7
Section 6: Referee details .....	8
Section 7: Preview & Submit application .....	8

Please remember to fully read the [Application Guidelines](#) before applying.

## SECTION 1: APPLICATION CHECKLIST

First select your application type using the drop-down menu.



Application type \*

- Select -

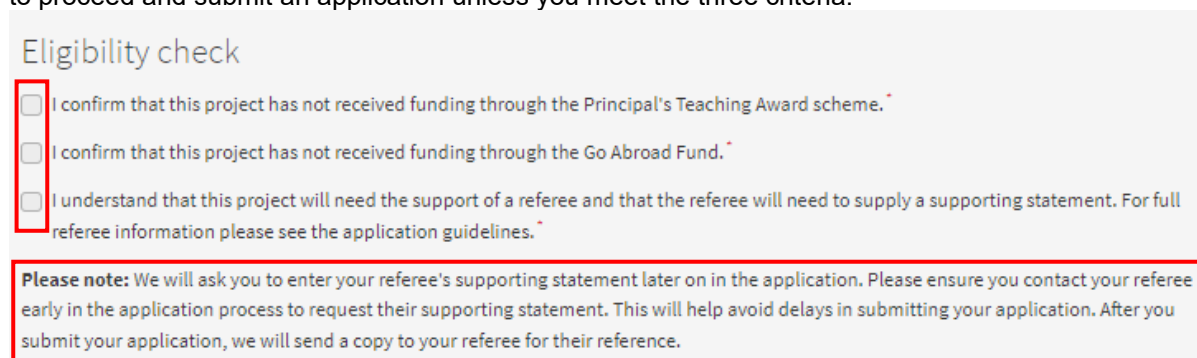
- Select -

I am applying as a staff member

I am applying as a student

I am applying on behalf of a club, society, social enterprise, peer group

Confirm your eligibility to apply by reading and ticking the boxes next to each statement. You will not be able to proceed and submit an application unless you meet the three criteria.



Eligibility check

I confirm that this project has not received funding through the Principal's Teaching Award scheme. \*

I confirm that this project has not received funding through the Go Abroad Fund. \*

I understand that this project will need the support of a referee and that the referee will need to supply a supporting statement. For full referee information please see the application guidelines. \*

**Please note:** We will ask you to enter your referee's supporting statement later on in the application. Please ensure you contact your referee early in the application process to request their supporting statement. This will help avoid delays in submitting your application. After you submit your application, we will send a copy to your referee for their reference.

**Please note** we will ask you to enter your referee's supporting statement later in the application. Please ensure you contact your referee early in the application process to request their supporting statement. This will help avoid delays in submitting your application. After you submit your application, we will send a copy to your referee for their reference.

- **Academic staff applications** (including researchers who hold a contract with the University for the duration of the project) - the referee provided in your application should be your Head of School/Deanery or their authorised deputy/delegate.
- **Student applications** - the referee provided in your application should be your personal tutor, research supervisor, or another relevant member of staff.
- **Sports club applications** - the referee provided in your application should be the current Sports president or a staff member from the Edinburgh University Sports Union.
- **Student societies, social enterprise or peer group applications** - the referee provided in your application should be a staff member from the Activities Office at the Edinburgh University Students' Association.
- **Non-academic staff applications** - the referee provided in your application should be the director of your department or unit.

Finally, please complete the simple Math question, which is to prevent spam submissions.

Please note that throughout the application, if there are any incomplete required fields, you will be unable to save and continue. A relevant warning message will appear at the incomplete field.

## SECTION 2: PERSONAL DETAILS

Please enter all the relevant personal details dependant on your application type as detailed below. Please ensure the email address provided is correct as this is how we will contact you regarding the outcome of your application.

**Please note that to receive a Student Experience Grant, you must be a current student or member of staff for the full duration of the project** (This requirement may be waived for final year students). All staff applications must include a student co-applicant.

## Staff Application:

### Personal details

**Title \***

Please enter your title

**First name \***

Please enter your first name

**Surname \***

Please enter your surname

**Email address \***

Please enter your email address. Ensure this email address is correct. Verification of your submitted application will be sent to this address.


**Phone or mobile number**

**Job title**


**Staff ID number**

**College \***

**Contract end date - staff on fixed term contracts only**

dd/mm/yyyy 

**Please tell us your anticipated project start date \***

dd/mm/yyyy 

To receive a Student Experience Grant, you must be a current student or member of staff for the full duration of the project. This requirement may be waived for final year students.

**Do you have a co-applicant for this project? \***

## Student Application:

### Personal details

Title \*

Please enter your title

First name \*

Please enter your first name

Surname \*

Please enter your surname

Email address \*

Please enter your email address. Ensure this email address is correct. Verification of your submitted application will be sent to this address.

Phone or mobile number

Matriculation number


College \*

Programme of study


Level of study

Personal tutor or research supervisor


Programme start date

dd/mm/yyyy 

Programme end date

dd/mm/yyyy 

Please tell us your anticipated project start date \*

dd/mm/yyyy 

To receive a Student Experience Grant, you must be a current student or member of staff for the full duration of the project. This requirement may be waived for final year students.

Do you have a co-applicant for this project? \*

## Club, Society, Social Enterprise or Peer Group Application:

### Personal details

**Title**\*

Please enter your title

**First name**\*

Please enter your first name

**Surname**\*

Please enter your surname

**Email address**\*

Please enter your email address. Ensure this email address is correct. Verification of your submitted application will be sent to this address.

**Phone or mobile number**

**Society, social enterprise, sports club or peer group name**

**Please tell us your anticipated project start date**\*

To receive a Student Experience Grant, you must be a current student or member of staff for the full duration of the project. This requirement may be waived for final year students.

**Do you have a co-applicant for this project?**\*

### SECTION 3: CO-APPLICANTS (IF APPLICABLE)

If you are applying with co-applicants, click 'Yes' on the 'Do you have a co-applicant for this project?' question in the Personal Details section above. This will take you to the Co-applicants page where you can enter the details of up to a maximum of 8 co-applicants.

Click 'No' if your project does not have any co-applicants and it will take you to the Project Proposal page.

### Co-applicants

**Co-applicant details (up to a maximum of 8)**

**Name of co-applicant**\*

**Matriculation number or staff ID of co-applicant**

**Programme and study level or staff job title of co-applicant**

**Do you wish to add a 2nd co-applicant?**

Yes

No

If there is more than one co-applicant, click 'Add a 2nd co-applicant' to enter their details, and repeat for any further co-applicants. Please ensure their details are entered correctly.

## SECTION 4: PROJECT PROPOSAL

Please complete each section of the project proposal with as much detail as possible.  
2000 characters = roughly 250 words including spaces.

**Project proposal**

**Project title\***

80 character(s) remaining  
80 characters max

**Project overview\***

250 character(s) remaining  
250 characters max

**Aims and objectives: What are you hoping to achieve through this project?\***

2000 character(s) remaining  
2,000 characters max

**Project benefits: How will your project benefit students at the University of Edinburgh?\***

2000 character(s) remaining  
2,000 characters max

**Project innovation: What makes your project innovative?\***

2000 character(s) remaining  
2,000 characters max

**Project feasibility: How can your project be delivered given your timeline and resources?\***

2000 character(s) remaining  
2,000 characters max

## SECTION 5: PROJECT BUDGET

Please give a total project budget amount that you wish to be funded through Student Experience Grants. Then provide a detailed breakdown of this amount, adding each item and its individual cost, up to a maximum of 8 different items. If you have more than 8 items, please group relevant ones together into one line with a total amount.

### Project budget

**Total project budget amount applied for\***

£

(maximum of £5000)

### Budget breakdown

In this section, please state all items you wish to be funded through this application up to a maximum of 8 different items (if more items please group relevant ones together into one line with a total amount).

#### Budget item 1

**Description of item 1**

**Amount of item 1**

£

**Do you wish to add a 2nd Budget Item?**

Yes

No

Additionally, if you have applied for or secured funding from another source outside of this application, please detail and describe them in this section. Again, this is limited to a maximum of 8 items.

### Other funding

In this section please state all other funding already applied for, secured or required outside of this application (maximum 8 items). Please also state whether such funding is **confirmed** or **subject to a decision**.

#### Other funding item 1

**Details of other funding item 1**

**Amount applied for other funding item 1**

£

**Do you wish to add a 2nd other funding item?**

Yes

No

## SECTION 6: REFEREE DETAILS

Please enter your referee's details and ensure their email address is entered correctly. Your referee will receive an automatic email once your application has been submitted.

Type or copy and paste the text from your referee's statement into the box as seen below.

Please note the referee provided in the application should be appropriate for the type of application being submitted as per Section 1 above.

**Referee's title \***

Enter title of your referee

**Referee's first name \***

Enter first name of your referee

**Referee's surname \***

Enter surname of your referee

**Referee's position \***

Enter job title/position of your referee

**Referee's email address \***

Enter email address of your referee.

**Referee's supporting statement \***

Type or copy and paste your referee's statement in the above text box

## SECTION 7: PREVIEW & SUBMIT APPLICATION

The final stage of the application process is to preview your application and is your chance to check all details carefully before submission. If any details are missing or incorrect, please go to the previous screens and update accordingly.

Click 'Submit' when you are happy with all the details.

Once submitted, an automatic email confirmation will be sent to the email address you provided in the 'personal details' section of the application.

If you have any further questions, please contact the Student Experience Grants team at: [student-experience-grants@ed.ac.uk](mailto:student-experience-grants@ed.ac.uk)

**Good luck with your application!**