

Top 10 Tips for Potential Applicants

by the SAS Education Adviser network

- Make contact with your local SAS Education Adviser (EA) early in the process. They can guide you in your application and help you meet the deadline dates for the funding panels.
- Remember to emphasise the service benefits that will be delivered by you should your application be successful.
- Please type in the application form; you can type your name or insert an e-signature to sign. Make sure to save your form as an MS Word document so that your CD and DME can complete their sections.
- Ask your EA to check through your application form *before* it goes to your DME & CD.
- Leave enough time to obtain signatures from the DME and your CD, allowing for annual leave, public holidays etc.
- Be specific about the money required to complete the project even if it seems expensive. Travel and accommodation expenses cannot be covered by NES, but your employing Board may be able to help with them.
- If you are applying for backfill or additional hours costs, please enclose a copy of a recent pay slip. Your EA can help you get the secondment costings from your Board payroll / finance team.
- For a course, copy a link to the course webpage into your form. If there are different options for length of course, modules, etc. let us know on the form which ones you intend to choose.
- If you are applying for a Portfolio Pathway-related project, you will need considerable detail in the application. Liaise closely with your EA, read the guidance and contact your local Training Programme Director (TPD).
- Note that research and audit will not be funded, including as part of postgraduate degrees (e.g. as part of year 2 or 3 of a Masters or Diploma).