

# PRIME MINISTERS SUPPORT TEAM SCHOLARSHIPS

## Application process for HPSNZ Staff and Contractors

### FOR INDIVIDUAL SCHOLARSHIP ACTIVITIES

1. Develop and sign-off a [professional development plan](#) with your line manager.
2. Identify activities within the plan that are suitable and eligible to be considered for a scholarship application.
3. Draft in partnership with your line manager a scholarship application on the [word template](#).
4. Discuss and receive written endorsement (this can be in the form of an email) from the following;
  - Your direct line manager for approval of the activity,
  - All HPDs (or equivalent) for the sports that you work with confirming that (if applicable) the activity is a priority and for approval for time away (if required),
  - All APS Consultants (if no APS Consultant, go to the Performance Consultant) for the sports that you work with confirming that (if applicable) the activity is a priority and for approval for time away (if required).
5. Develop a budget for your activity – source quotes if required.
6. Once the endorsements are received, budget completed and the draft application has been approved by your line manager submit the application into the online portal here <https://scholarships.hpsnz.org.nz/>.
7. If you have already registered in the system log in with your username and password. If you cannot remember these try the reset password link or alternatively email [pmscholarships@hpsnz.org.nz](mailto:pmscholarships@hpsnz.org.nz) with your issue and we will get you into the system. **Please don't re-register**, it only takes 1 minute to reset your password however it takes a lot longer to merge profiles if you register multiple times.
8. Once in the system complete the required fields with activity and budget information, remember to attach all endorsements and your confirmed PD plan then submit the application.

If you need to make a change to the application after you have submitted, email [pmscholarships@hpsnz.org.nz](mailto:pmscholarships@hpsnz.org.nz) and we will move your application back to draft and you will be able to edit and resubmit.

**Note:** prior to clicking the submit button you will be able to review your application, if you would like to save the application try print to pdf and save (most computers have this function).

Remember, you can always view your application and its current status by logging into the portal.
9. Once submitted you will receive an application submission confirmation email.

