

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 Performance Team Leaders 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. Refer to the [HPSNZ Expenditure Guidelines](#) for help with accurate budgeting.
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 at scholarships.hpsnz.org.nz.

FOR GROUP SCHOLARSHIP ACTIVITIES

1. Develop and sign-off a group development plan with your line manager and/or General Manager, i.e. for APS discipline specific activities these must be endorsed by the GM-APS.
2. Identify activities within the plan that are suitable and eligible to be considered for a scholarship application.
3. Draft a scholarship application with your line manager if not already part of the group on the [word template](#).
4. Discuss and receive written endorsement for your activity (based on the specifics of the activity the endorsements required may vary. As a minimum this will be the Discipline Lead and PTL (if applicable). Please check with the PM Scholarships team to confirm which endorsements are required.
5. Develop a budget for your activity – source quotes if required. Refer to the [HPSNZ Expenditure Guidelines](#) for help with accurate budgeting.
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 at scholarships.hpsnz.org.nz.

PM SCHOLARSHIP PORTAL

1. 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 with your issue and we will get you into the system.
2. 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.
3. 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.
4. If you need to make a change to the application after you have submitted, email 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.