

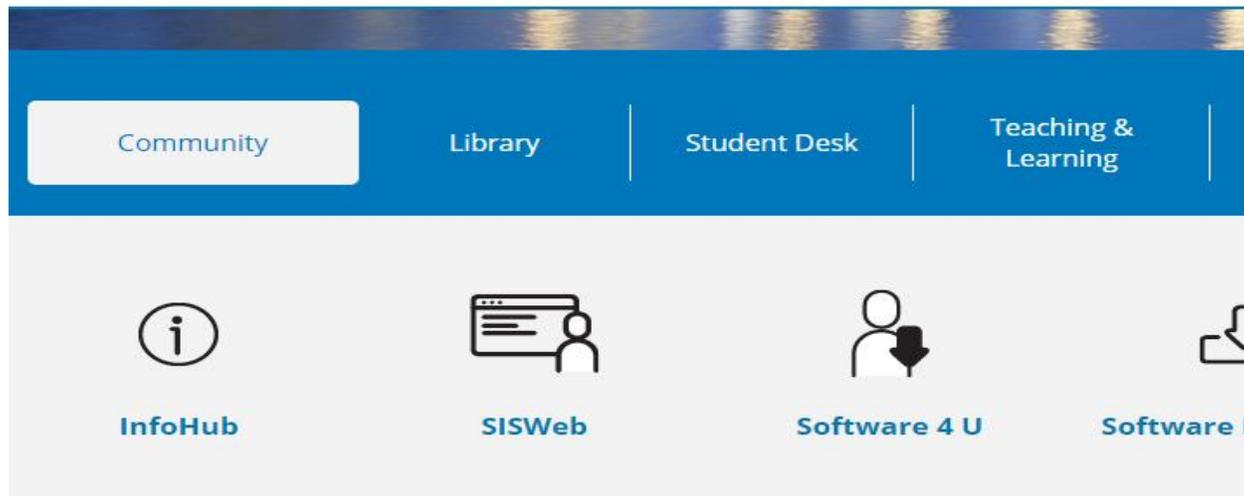
## Scholar

Once the PI has set up the scholarship form, the scholar will receive an email from Infohub informing him or her that a form requires their attention.

Once the form has been created by the principal investigator, the scholar can log into their Info Hub Account to approve their scholarship details.



# UCD Connect



## Welcome to InfoHub

Please login to access this page.

### Use an existing Account

Email, UCD ID or  
Connect Username

Password  [Forgot Password](#)

Login

# Scholar

Click on tasks to be completed.

Home >

## Programme Services

Listed below are services delivered by your Programme Office, your Student Adviser or the schools related to your programme.

- Applications for Extenuating Circumstances  
*Complete an Extenuating Circumstances application or view the status of previously submitted applications ☆*
- Erasmus Exchange Form  
*Online form for completing Erasmus Exchange Information ☆*
- Professional Work Experience  
*Used to record details of Professional Work Experience on Agriculture & Food Science programmes ☆*
- E-Thesis Submission Pilot  
*Submit your PhD Thesis ☆*
- My Peer Mentor Applications  
*Apply online here to become a Peer Mentor - available to Arts, Science, Veterinary Medicine & Engineering & Architecture students ☆*
- Tasks to be Completed  
*Items that require your attention ☆*
- My Peer Assisted Learning (PAL) Applications  
*Apply online here to become a PAL - available to Science students only ☆*
- Welfare & Assistance  
*Details of funds available to assist students in financial difficulties and how to apply for them*
- UCD Surveys & Feedback  
*Access any surveys to which you have been invited to respond ☆*
- My Research Ethics Submissions  
*Make a submission to the UCD Research Ethics Committees where ethical approval is required for your research project. Supported by the UCD Office of Research Ethics. ☆*

Home > Programme Services >

## Tasks requiring my attention

### Tasks requiring my attention

Some forms when submitted require approvals at various levels. Listed below are items which have been submitted to you for attention.

Reference	Form	Status	Last Update On
	Scholarship Request created by	Awaiting Action	11 Nov 2014

#### Form

Scholarship Request created by

## Scholar

The following screen will appear, if you already have an active bank account in UCD's finance system you will not see the red display.



Home > Programme Services > Tasks requiring my attention >

## Research Scholarship Request

To be able to receive payment you must enter your Bank Details before completing this form,

Please enter your Bank Details [Here](#)

### Revenue Scholarship Exemption Declaration Form

I declare that -

- ⇒ I am in receipt of full-time instruction at an educational establishment;
- ⇒ the object of the scholarship is the promotion of my education rather than the promotion of research through me;
- ⇒ there is no element of service (directly or indirectly) between the sponsor and I or between the colleges/university and I;
- ⇒ the scholarship does not arise from an office or employment (directly or indirectly) with the sponsor or with the college/university;
- ⇒ all the particulars in this form are correct to the best of my knowledge and belief.

NOTE: It is an offence to make a false declaration for the purposes of obtaining a tax exemption

Please enter details of your PPS Number and tick to accept the Scholarship Exemption declaration

## Research Scholarship Details

Research_Project:	
Project Dates:	From 01st Nov 2014 To 31st Dec 2018
Source:	
Reference:	
Student ID:	
Student Level:	Graduate Research
Degree:	Doctor of Philosophy (PhD)
Annualised Amount €:	16,000

### Student Details

Student Comments

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Student's PPS Number

### Finance Details

Monthly Amount

Exemption Declaration

*If you have any queries with your scholarship please refer to your supervisor.  
For any issues with the form contact [rfo@ucd.ie](mailto:rfo@ucd.ie)*

[Submit to Finance Office](#) [Return to PI](#)

If you have to enter bank details, the button [Please enter your Bank Details Here](#) will guide you to the correct Info Hub data entry section, as per below.

The screenshot shows the UCD SISWeb navigation menu with the following items: SISWeb (Alumni) TST3, Favourites, Help, My Profile, and Logout. Below the menu are links for Alumni Services, Academic Services, Campus Facilities, and Applications. The main content area is titled 'Campus Facilities' and contains a grid of service tiles:

- UCD Residences**: Book campus accommodation and pay residential fees ☆
- My Student Health Account**: View transactions on your Student Health Account, make payments and download receipts ☆
- My Electronic Payments**: View details of electronic payments from UCD to you and update your bank account information ☆
- UCD Sport & Fitness Membership**: Sign up for access to UCD Sport & Fitness ☆
- My Email Archive**: View emails sent to you via UCD's Targeted Co
- What's On at the UCD C**: View listing of upcoming films in UCD Cinema a
- My Clubs and Societies**: See what clubs and societies have recorded yc

Using My Electronic Payments, please enter your bank details, should you wish to change bank accounts during the scholarship, simply access this screen and update your bank details.

Payments made after you have changed account will be made into the new bank account.

## My Electronic Payments

### Past & Pending Payments

Payment From ▼	Details ▼	Amount (€) ▼	Payee Bank Account ▼	Last Update ▼	Status ▼
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You have no past or pending payments

### Nominate a Bank Account

To receive any pending or future payments from UCD, please enter the details of a bank account to which payments can be made by electronic fund transfer.

[Enter Bank Account Details](#)

Once you have entered your bank details, please return to your scholarship form to complete your revenue exemption declaration and approve the form.

## Scholar

The details of the awarded scholarship will be displayed on the screen.

Please enter your Irish PPS number and click the exemption declaration for Tax purposes.

### Revenue Scholarship Exemption Declaration Form

I declare that -

- ⇒ I am in receipt of full-time instruction at an educational establishment;
- ⇒ the object of the scholarship is the promotion of my education rather than the promotion of research through me;
- ⇒ there is no element of service (directly or indirectly) between the sponsor and I or between the colleges/university and I;
- ⇒ the scholarship does not arise from an office or employment (directly or indirectly) with the sponsor or with the college/university;
- ⇒ all the particulars in this form are correct to the best of my knowledge and belief.

NOTE: It is an offence to make a false declaration for the purposes of obtaining a tax exemption

Please enter details of your PPS Number and tick to accept the Scholarship Exemption declaration

### Student Details

Student Comments

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Student's PPS Number

### Finance Details

Monthly Amount

Exemption Declaration

*If you have any queries with your scholarship please refer to your supervisor.*

*For any issues with the form contact [rfo@ucd.ie](mailto:rfo@ucd.ie)*

[Submit to Finance Office](#)

[Return to PI](#)

The details of the awarded scholarship will be displayed on the screen.

You are required to click the exemption declaration

If the details are correct please click [Submit to Finance Office](#), to allow further processing for payment.

If the details are incorrect (dates, amount) please click [Return to PI](#), for further review.

Information can be entered into the [Student Comments](#) section, as required.