



Community

Library

Student Desk

Teaching &
Learning



InfoHub



SISWeb



Software 4 U



Software I



Welcome to InfoHub

Please login to access this page.

Use an existing Account

Email, UCD ID or
Connect Username

Password

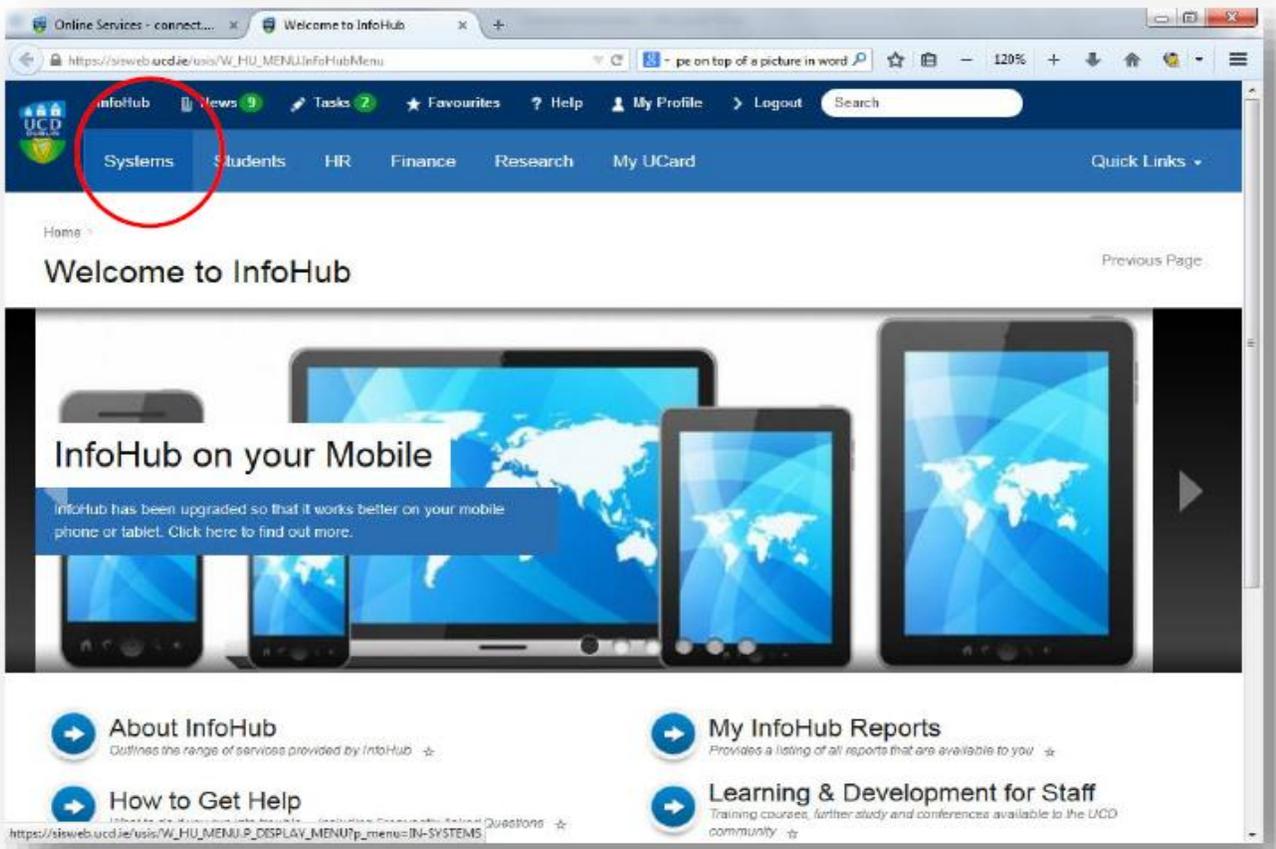
[Forgot Password](#)

Login

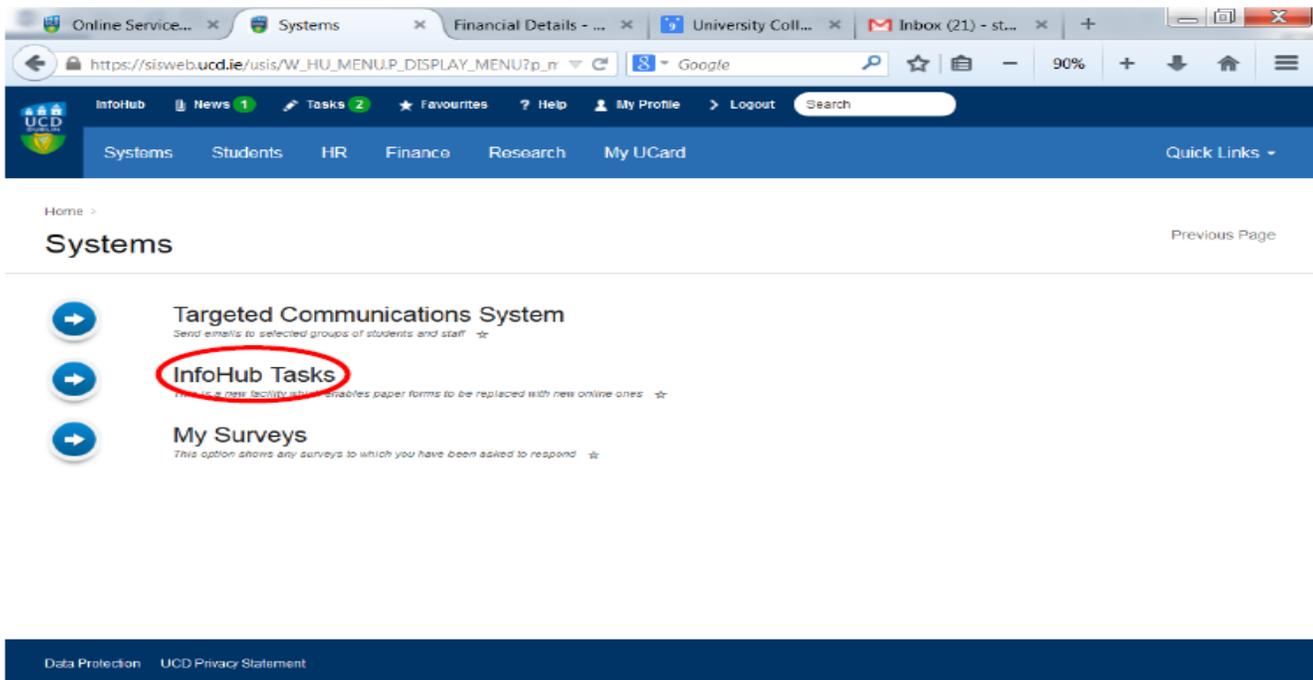
If you have a problem logging into InfoHub, please contact infohub@ucd.ie

Principal Investigator

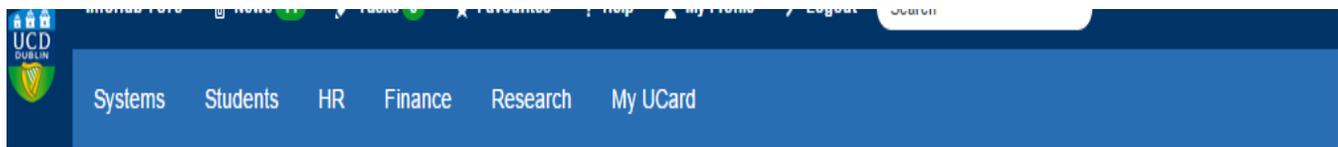
Now click on Systems :-



And then click on Infohub Tasks :-



Principal Investigator



Home > Systems >

InfoHub Tasks

This service allows you to submit commonly used forms online.

Tasks requiring my attention

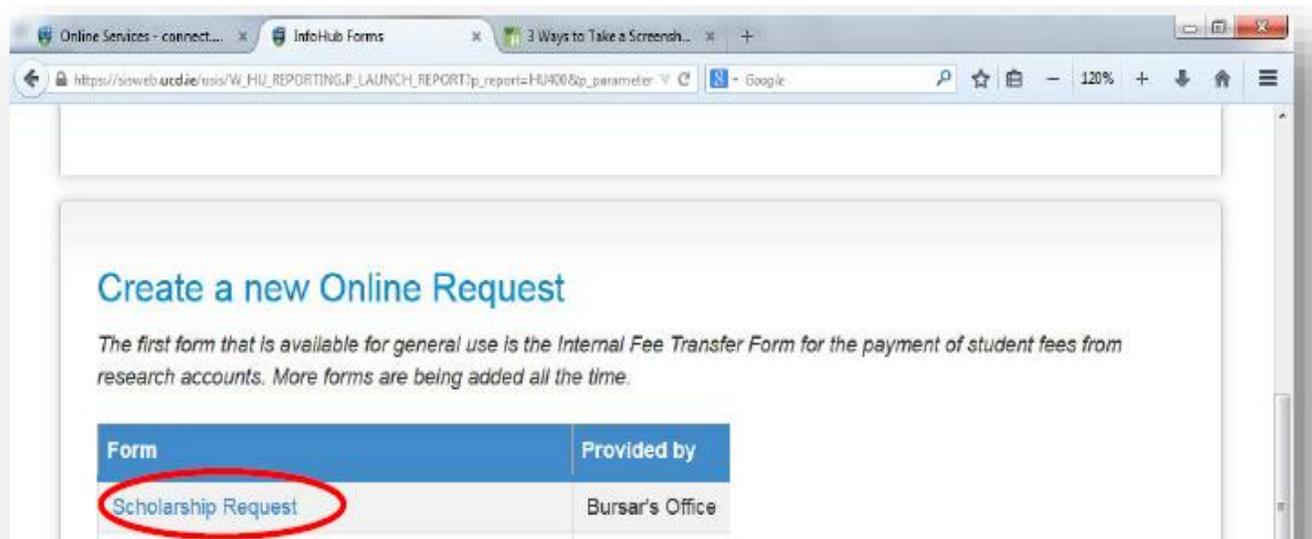
Some forms when submitted require approvals at various levels. Listed below are items which have been submitted to you for attention.

Reference	Form	Status	Last Update On
No items require your attention			

Create a new Online Request

Form	Provided by
Scholarship Request	Bursar's Office
Internal Fee Transfer Payment	UCD Registry

In the create a new Online Request Section, click on Scholarship Request :-



You are now in the on-line form :-

Home > Systems > InfoHub Tasks >

Research Scholarship Authorisation Form

[Previous Page](#)

This form is used to setup a new research scholarship. Complete the details below and then send to the student so that they can complete their PPS Number.

For any queries please contact rfo@ucd.ie

Student Details

Student *Please ensure that you use the student ID*

Student Comments *500 characters left*

Scholarship Details

Scholarship Start Date *e.g. 04 Jun 2015*

Scholarship End Date *e.g. 06 Aug 2015*

Finance Details

Monthly Amount

Project Account Number

Cost Centre *Where a project account number is used this field should be left blank*

Principal Investigator

Student Details

Student [Check Name](#) *Please ensure that you use the student ID*

Student Comments *500 characters left*

You should enter the student registration number, if known, or the student's name. Click on [Check Name](#) to call up a student.

If there is more than one student with the same name, then select the student linked to your project.

If you have selected the correct student AND they are registered, you should see the following:-

Student Details

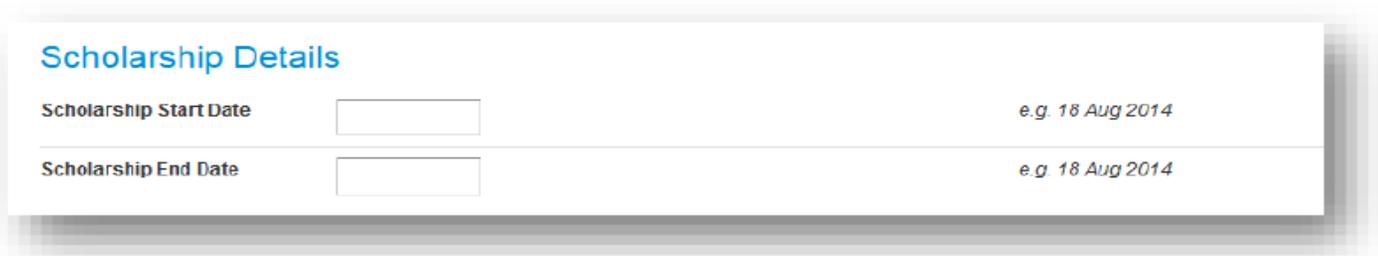
Student [Clear](#)

The next section is for student use only

Student Comments *500 characters left*

Principal Investigator

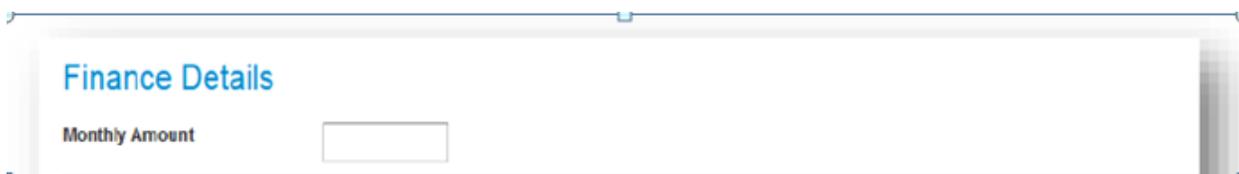
You should now enter the start and end-date of the scholarship in the following section:-



The screenshot shows a form titled "Scholarship Details". It contains two rows of input fields. The first row is labeled "Scholarship Start Date" and has a text input field with a placeholder example "e.g. 18 Aug 2014". The second row is labeled "Scholarship End Date" and also has a text input field with a placeholder example "e.g. 18 Aug 2014".

A pop-up calendar will appear and you may select the date from this calendar. Alternatively you can type in the date observing the format 18 Aug 2014. The system will only accept dates in this format.

Now you should enter the funding source and **monthly** payment amount in the following section:-



The screenshot shows a form titled "Finance Details". It contains a single row with the label "Monthly Amount" and a text input field.

The InfoHub system looks to the number of days as specified to create a payment.

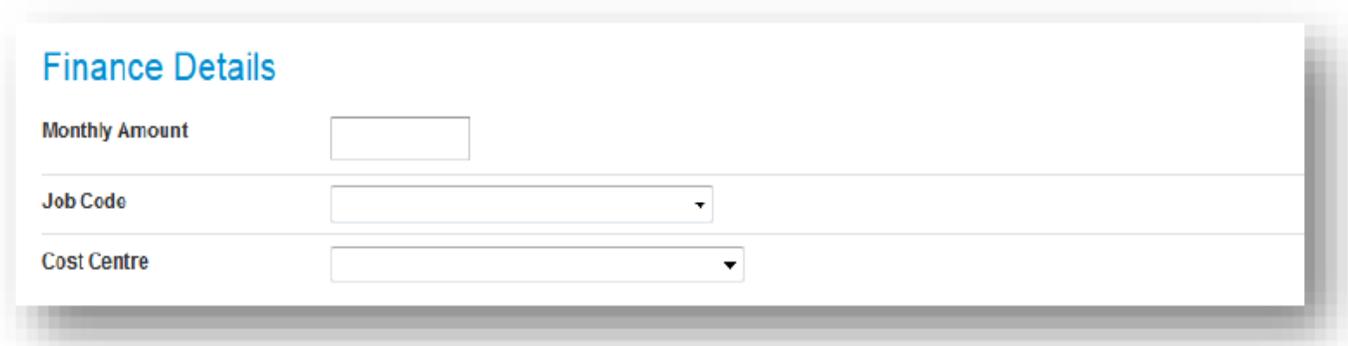
For example:

Monthly value €2,000, start date 1-July-2016, end date 30-June-2017 will create a monthly payment of €2,000 for the 12 months.

Monthly value €2,000, start date 7-July-2016, end date 30-June-2017 will create a payment of $\text{€}2,000/31 * 25 = \text{€}1612.90$ for July, the remaining months will be €2,000.

You should then select Job Code or Cost Center from the drop down list of projects registered to you or cost centers you have authorisation to charge. You can click in the field itself or on the drop-down arrow ▼ at the end.

Select one option only, either Job Code or Cost Centre



The screenshot shows the "Finance Details" form with three rows. The first row is "Monthly Amount" with a text input field. The second row is "Job Code" with a dropdown menu. The third row is "Cost Centre" with a dropdown menu.

Principal Investigator

[Submit & Send to Student](#)

You have now completed all the fields and you may submit by clicking on

By submitting the form you are confirming that:-

- the student is in receipt of full-time instruction.
- the objective of the scholarship is solely for the promotion of the education of the student and not for the promotion of research through the student.
- the scholarship involves no element of service either directly or indirectly between the sponsor and the student.
- the award does not arise from office or employment (directly or indirectly) with the sponsor.
- the student is not obliged to carry out any duties for the sponsor either during the duration of the scholarship or after the expiry of the award.
- the sponsor does not have exclusive access to the research undertaken by the scholarship holder during the period covered by the scholarship or for a set period thereafter.
- if provided directly or indirectly by the sponsor (i.e. a body corporate, unincorporated body, partnership, individual or other body or person connected directly or indirectly with the aforesaid) from a trust fund or scheme to persons connected directly or indirectly with the sponsor (i.e. an employee, a member of the household of an employee, a director, the spouse, family dependents, dependants or servants of such an employee or director) not more than 25% of all payments from the trust fund or schemes are in respect of such scholarships.

Unless you are satisfied that the above conditions are being met, the student cannot be in receipt of a tax-free stipend in accordance with Section 193 of the Taxes Consolidation Act 1997 and the student will otherwise be paid through payroll, subject to deduction of PAYE, PRSI etc.

This now completes the process for the Principal Investigator.

An email is sent to the student notifying them of the creation of this scholarship and the requirement to complete their section of the online process. The student accesses the form through their UCD SISweb account, accepts or rejects the scholarship, enters their bank and PPS details, completes the revenue mandated exemption declaration and submits the form to Research finance for further processing.