

---

# The Leverhulme Trust

---

1 Pemberton Row London EC4A 3BG

## 2010 Leverhulme Early Career Fellowships

### Scheme Leaflet

**Please read these details carefully before commencing an application or contacting the Trust with a query**

- 1. Aim:** The Leverhulme Trustees, through their Research Awards Advisory Committee, are offering approximately 70 Fellowships in 2010. These provide career development opportunities for researchers with a proven record of research. The Fellowships are intended to assist those at a relatively early stage of their academic careers, and it is hoped that the appointment would lead to a more permanent position for the individual, either within the same or another institution. The objective is to allow Fellows to undertake a significant piece of publishable research during the tenure of the award, and the project put forward should not be a reworking or mere extension of the candidate's doctoral research project.
- 2. Eligible applicants:** Applicants must:
  - normally be under 35 years of age by the closing date of 11 March 2010. Those aged 35 and over are welcome to apply if they began their academic studies at a later age than usual or have had a career change/break;
  - not yet have held a full-time established academic post in a UK university or comparable UK institution, nor may Fellows hold such a post concurrently with the Early Career Fellowship. Those in receipt of a stipendiary Fellowship may not hold this at the same time as an Early Career Fellowship.
  - hold a doctorate or have equivalent research experience by the time they take up the Fellowship. **Those who are or have been registered for a doctorate at any time may apply only if they have submitted their doctoral thesis by the closing date, confirmation of this is required as part of the application procedure.** Those who at the time of commencing the Fellowship are registered for or are intending to register for degrees, professional or vocational qualifications are **not** eligible.
  - normally hold a degree from a UK higher education institution at the time of taking up the Fellowship. Applications from those without a UK degree will be considered if, at the time of application, they hold an academic position in the UK (e.g. fixed-term lectureship, fellowship). Applications from those having an association with the UK academic community of less than two years' duration will be strengthened by a move of employing institution. The intention is to support the career development of those building an academic career within the UK.
- 3. Eligible fields:** Applications will be considered in all subject areas.
- 4. Place of tenure:** The Fellowships are tenable in any UK university or institution of higher education in the UK. Requests to remain in the same institution where an applicant has spent the majority of his or her career are not normally favoured. If an applicant wishes to remain in the same institution he or she should rehearse the academic and/or personal reasons for this. A request to transfer the place of tenure of the Fellowship will normally only be considered where there is clear evidence of career development opportunities. Such requests must be approved by the Chairman of the Advisory Committee and are unlikely to be approved unless the Fellow has been in post for at least six months at the time of the request.
- 5. Duration and timing:** The awards are tenable for 24 or 36 months and are not renewable. A Fellowship must commence between 1 September 2010 and 1 May 2011. Those requesting a 3-year post should give explicit justification for why this is necessary in the detailed statement of their proposed research. Any request to hold the award at less than full-time over a relatively longer period will be considered if this is reasonable and appropriate for the nature of the research proposed and for the Fellow's career development. Applicants will be asked to provide explicit justification on both points. Those holding the Fellowship part-time may not undertake any other employment within a UK higher education institution during the period of the award.

6. **Research funds:** In recognition of the prestige of these awards and to enable the Fellow's research, up to £6000 p.a. will be available to each Fellow for research expenses. The following are examples, rather than an exclusive list, of possible research expenditure: conference attendance, travel and subsistence for research trips in the UK or overseas, research assistance, laboratory consumables, photocopying. Capital items (such as items of equipment and books) are eligible, up to a limit of £1000 for each budget heading but require explicit justification.
7. **Teaching:** The primary purpose of the scheme is to enable the award holder to undertake a significant piece of publishable research, as described in the application. Whilst it is desirable for the Early Career Fellow to gain some teaching experience, teaching should average no more than 3 hours per teaching week in term time. The Trust expects that the subjects taught would relate to the main thrust of the Fellow's research interests and not simply to the department's needs. The host department should take into account the amount of preparation time alongside the number of teaching hours. A modest amount of examining associated with any teaching undertaken is permissible, but if the Fellow is asked to undertake any administrative tasks, these should relate directly to the teaching and/or research (s)he does. The total time spent on teaching duties (i.e. preparation, teaching, examining, marking and administration) should not exceed one day per teaching week in term time. It is important that an award holder's teaching does not hinder progress on his or her research project. The Fellow or Head of Department should provide the Trust with details of the Early Career Fellow's teaching duties at the start of each year or term.
8. **Institutional commitments:** The scheme is based on a pattern of joint support whereby The Leverhulme Trust will contribute 50% of the Fellow's total salary costs (including National Insurance, superannuation and London allowance, where applicable) up to a maximum of £23,000 in year one of the Fellowship; the balance is to be contributed by the host institution. The Trust's contribution in subsequent years will normally increase in line with pay awards and normal increments. Institutional approval by the host institution is required as part of the application procedure, confirming that the necessary financial commitment can be made and providing details of the facilities with which the Fellow will be provided. It is a condition that the host department has identified and secured the source of the matching funding for an applicant by the closing date, and that this is specifically allocated to the individual concerned. Host institutions should ensure that the starting salary has been agreed with the applicant, and that this is in line with the university's salary policy.
9. **Non-eligible costs:** The Leverhulme Trust cannot contribute towards institutional charges for accommodation or overheads. Please note that the Trust does not make awards on a full economic costing basis. Please consult paragraphs 3.31 to 3.37 of the Science & Innovation Investment Framework 2004-2014, HM Treasury (July 2004), which explains arrangements for the provision of overheads linked to charity funding.
10. **Terms and conditions:** Fellows must provide an annual interim report and a final report to the Advisory Committee. Failure to do so may result the suspension or cancellation of an award. Early Career Fellows are employees of the institution at which they hold their award and subject to that institution's terms and conditions of employment.
11. **Application procedure:** Applications can only be made on the Leverhulme electronic on-line application system via the Trust's web site: [www.leverhulme.ac.uk](http://www.leverhulme.ac.uk). Applications must be approved and submitted to the Trust by the host institution by **4.00pm on 11 March 2010**. A candidate may submit only **one** application. Institutional approval is required **both** from the head of the host department and from an administrative officer on behalf of the host institution. Nominated referees will also be required to provide their references via the on-line system. Applicants will be informed of the result of their applications by letter by the end of May 2010.
12. **Practising artists:** Fine or performing artists should provide up to 12 slides or photographs or one CD/DVD (with the applicant's name clearly indicated) to arrive by 11 March 2010.

**The Leverhulme Trust, 1 Pemberton Row, London EC4A 3BG**  
Telephone: 020 7042 9861/9862/9863 Email: [jcater@leverhulme.ac.uk](mailto:jcater@leverhulme.ac.uk)

## EARLY CAREER FELLOWSHIPS 2010

### Application Form Help Notes

**Important Note:** Applications must be approved by (i) your Head of Department and (ii) an Administrative Officer on behalf of the institution, in that order. **It is strongly recommended that you ensure that your host institution is aware of the approval process well in advance of you submitting your application for institutional approval.** Please also ensure that you meet the conditions of eligibility and have completed the application form correctly before submitting. It is your responsibility to complete your application in time for the host institution to process it. The Trust strongly recommends that you submit your application for institutional approval at least **5 working days** before the closing date of **4.00pm on 11 March 2010**. To submit an application: complete all sections of the form, select **Verify/Submit** under Actions to confirm that you have completed the mandatory fields correctly. If there are no errors you can then select the **Submit** button to submit the application for the two forms of institutional approval. Once the application is submitted it will not be possible for you, your Head of Department or the Institutional Approver to edit this unless they reject it. However, you will be able to view it. Please note that it is your responsibility to check the status of your application on the on-line home page and to ensure that the necessary approvals and references are provided in time. Please note that you may submit only **one** application for an Early Career Fellowship.

#### Applicant Details

<b>General Details</b>	Enter your gender, date of birth and nationality. Enter your date of birth in dd/mm/yyyy format
<b>Contact Details</b>	This address will be used to notify you of the result of your application. Please limit to 5 lines.
<b>Host Institution Details</b>	<ul style="list-style-type: none"> <li>○ The name of the department or school where you will hold the fellowship.</li> <li>○ Choose the host institution by pressing the 'select' button and selecting it from the list provided. If your proposed host institution is not listed then click on the link provided and provide details of this institution. Please check your email contact address is correct. You will be notified by email when the institution has been added to the drop-down list.</li> <li>○ Give the full name, address, phone number and email address of the head of the host department. Please ensure that the correct email address is entered. If the automated email sent by The Leverhulme Trust to request approval for the application does not reach the head of department then the Trust will not receive notification of this. You must ensure that the person you designate as head of department is able to provide the necessary details on behalf of the department. See the View Institutional Approval Pages below for details of what the head of department is required to complete.</li> <li>○ All applications must be approved by the host institution. Approval must be given (i) by the head of the host department and (ii) by an administrative officer on behalf of the institution. When you submit your application the head of department will receive an email with a link asking them to provide the necessary approvals. They can reject the application or submit it for final institutional approval. If they submit it for final institutional approval, an email with a link to the application and head of department approval page will be sent to the address designated by the institution for Leverhulme institutional approvals. Only when this final institutional approval is provided by an administrative officer on behalf of the host institution is the application submitted to the Trust. Both approval processes must be completed by 4.00pm on 11 March 2010.</li> </ul>

#### Education Details

<b>Degrees</b>	<ul style="list-style-type: none"> <li>○ Select Add to enter details of your degrees. Select the type of degree from the drop down list or select 'other' if it is not listed and provide details in the Other Type box.</li> <li>○ State class of degree awarded, subject and name of awarding institution.</li> <li>○ Using the drop down lists provided, select the month and year your degree started and finished. If this is ongoing then choose 'present' and leave the 'date to' section blank.</li> <li>○ Hit Save to save the record.</li> </ul>
<b>Doctoral Degrees</b>	<ul style="list-style-type: none"> <li>○ Select Add to enter your doctoral degrees. Select type of doctoral degree from the drop down list or select 'other' if it is not listed and provide details.</li> <li>○ Enter name of awarding institution.</li> </ul>

	<ul style="list-style-type: none"> <li>○ Using the drop down lists provided select the month and year your doctoral degree started and finished. If you have not yet submitted your thesis then choose 'present' and leave the 'date to' section blank.</li> <li>○ Enter title of thesis, your (main) supervisor's name and email address.</li> <li>○ Indicate by clicking on either the 'yes' or 'no' buttons whether your thesis has been examined. If your answer is 'no' then you must click on the 'request supervisor confirmation' button. Pressing this button will automatically send an email to your supervisor who will be asked to confirm the date that you submitted your thesis. It is therefore very important that your supervisor's email address is correct and valid.</li> <li>○ NB. Your thesis must have been submitted on or before 11 March 2010 and must have been successfully examined before you take up the Early Career Fellowship.</li> </ul>
--	---

## Career Details

<b>Current salary details</b>	<ul style="list-style-type: none"> <li>○ Give details (if applicable) of your current basic annual salary in pounds sterling plus London allowance (if applicable). Do not enter pound signs or separate figures with a comma. State the current scale/spine point. Enter details under 'other' if you are paid an hourly rate or in receipt of another form of income. Enter None in the 'other' field if you are currently unsalaried.</li> </ul>
<b>Career history</b>	<ul style="list-style-type: none"> <li>○ Select Add to enter career details. Enter position/job/fellowship name and the name of the employing institution or organisation.</li> <li>○ Using the drop down lists provided select the month and year the position started and finished. If the position is ongoing then choose 'present' and leave the 'date to' section blank.</li> <li>○ Enter present appointment first.</li> <li>○ Do not enter more than five positions in total.</li> </ul>
<b>Timing</b>	<ul style="list-style-type: none"> <li>○ Enter the date that your current position/funding ends; leave blank if not applicable.</li> <li>○ Enter the proposed start date for the Early Career Fellowship. Awards can be taken up between 1 September 2010 and 1 May 2011. If the start date is before the date given for date current position/funding ends then please explain why you wish to take up the Leverhulme Fellowship before your current position/funding has expired.</li> </ul>

## Research and Publications

<b>Details of current and past research</b>	Give details of your current and past research experience. If this is too extensive to be summarised in 250 words focus on the research most relevant to the current application.
<b>Project details: project title main field of study sub field of study</b>	<ul style="list-style-type: none"> <li>○ No more than 50 characters <b>including</b> spaces.</li> <li>○ Select the subject areas which most closely reflect the area of research of the current application.</li> </ul>
<b>Abstract of proposed research</b>	This account should be given in non-technical terms so as to be easily comprehensible to a non-expert. 100 word limit.
<b>Detailed account of proposed research</b>	This should include aims, objectives, methodology and outcome (e.g. publication plans). It should enable the Committee and your referees to form an estimate of the scope and importance of your proposal. The methodology should be clear and explicit, comprehensible to a non-expert. Include any bibliographic references in full, including page numbers where relevant, and please use Times New Roman font 12. Add your full name at the top of each page. This may not exceed two sides of A4, including bibliographic references. If an applicant wishes to remain in the same institution where they have spent much of their academic career they should rehearse the academic and/or personal reasons for this. <b>NB. You must provide explicit justification if you are requesting a fellowship for 3 rather than 2 years full-time.</b>
<b>Publications</b>	List your publications (maximum one side of A4) including those in press (with dates). Please reference publications in full (i.e. author/s, journal titles, and page numbers) and if publications are in press give a word count for each. If a full list of your publications exceeds one page then include only the publications most relevant to the current application. Please use Times New Roman font 12. Add your full name at the top of the page.

## Referees

<p><b>Referees</b>  <b>IMPORTANT NOTE:</b> When you activate the referee request, your referees will be sent a link to your live application and will therefore be able to view your application as you last saved it. You must therefore be confident that the content of your application is sufficiently accurate when you send the referee requests.</p>	<ul style="list-style-type: none"> <li>○ Give the details of <b>three</b> people who have agreed to act as referees and are able to do so via the on-line system. You <b>must</b> check that they are able and willing to provide a reference no later than 22 March 2010. ▪ <b>No more than one</b> referee should be from the proposed host institution, and ▪ <b>No more than one</b> should be from the institution where you obtained your doctorate.</li> <li>○ To activate the referee request you must complete all fields in the Applicants Details section and the Project Title and Detailed Account Of Proposed Research in the Research and Publications section.</li> <li>○ Once you have activated one or more referee requests you will <b>not</b> be able to edit your selected host institution.</li> <li>○ Referees will be asked to (a) state in what capacity they know you (b) comment on the proposed research and (c) provide an appraisal of your academic and personal qualities for carrying out the research proposal and how this will contribute to your career development.</li> <li>○ Please ensure that you provide the correct e-mail addresses as referees' comments will be requested by email. If, after you have activated the request, you find that an email address is incorrect it is possible for you to remove the reference request, correct the address and resend the request. NB. It is only possible to resend the request for a reference <b>prior</b> to you submitting your application for institutional approval.</li> <li>○ Referees will be asked to provide their comments by 11 March 2010, if possible, and no later than 22 March 2010.</li> </ul>
--	--

## Previous and Current Applications

<p><b>Previous Leverhulme Awards</b></p>	<p>Give details of any previous Leverhulme awards you have held, include year awarded, scheme name and project title.</p>
<p><b>Awards received in the last 12 months related to this project</b></p>	<p>Provide details of the funding body, nature of funding (e.g. research expenses), year awarded and project title.</p>
<p><b>Applications you have made or intend to make to other award bodies</b></p>	<p>If you have or intend to apply elsewhere for funding related to the present application, detail the funding body, type of funding and/or fellowship sought.</p>

## Additional Details

<p><b>Time</b>  <b>Duration of Fellowship</b></p> <p><b>Percentage of time you would dedicate to the Fellowship</b></p>	<ul style="list-style-type: none"> <li>○ This will default to zero. The duration of a Fellowship is normally 24 or 36 months. If you wish to hold the award at less than full-time over a relatively longer period, enter the number of months your fellowship would extend to.</li> <li>○ State what percentage of time you would dedicate to the project, for example 50% over 48 months. It is not possible to hold a Fellowship for under 24 months. Awards under 100% of full-time require justification.</li> </ul>
<p><b>Reasons why this is appropriate for the range and type of activities proposed</b>          (if % of Time less than 100%)</p>	<p>Explain why a part-time award would be appropriate for the range and type of research activities proposed.</p>
<p><b>Reasons why is this appropriate for your career development</b>          (if % of Time less than 100%)</p>	<p>Explain why a part-time award would be appropriate for your career development.</p>
<p><b>Research relevant to your proposal being carried out in the host department</b></p>	<p>Give details of research being undertaken in the host department which is relevant to your own research proposal.</p>
<p><b>Give details of how you propose to use the allocation of research expenses (£6000 per annum)</b></p>	<p>In recognition of the prestige of these awards and to enable the Fellow's research, up to £6000 per annum will be available to each Fellow for research expenses. Give brief details (items and costs) of how you would propose to use these funds in each year of the Fellowship, and how these funds would benefit your research activities. See the scheme leaflet for examples of possible research costs.</p>

<b>Any other issues which you would like to bring to the attention of the committee</b>	Enter any information you feel is important for the Committee to know when assessing your application, which you have not entered elsewhere. For example, you may wish to draw attention to any personal circumstances affecting your research career, e.g. periods of maternity leave.
<b>Data Protection</b>	Tick to confirm that you have read the Data Protection statement and give consent to your data being processed for the purposes described.

## View Institutional Approval Pages

**Important Note:** Applicants can view these pages to see what details of institutional approval are required by the host institution. However, applicants may not complete any of these details themselves.

Institutional approval must be provided by (i) your head of department and (ii) an administrative officer on behalf of the institution, in that order. When you submit your application the head of department will receive an email with a link asking them to provide the details indicated below. They can reject the application or submit it for final institutional approval. If they reject the application it will be “unlocked” to allow the applicant to edit it and then resubmit it again for approval. If the head of department submits the application for final institutional approval, an email will be sent to the address designated by the host institution for Leverhulme institutional approvals. This is usually a generic email address which can be accessed by more than one administrative officer within the institution. This email will have a link to the application and display the head of department approval page. The details here cannot be edited by the administrative officer, and he/she has the option to reject either the application or the head of department approval or both. If either part is rejected this will be “unlocked” and it will be possible for the applicant or head of department to edit his/her respective part/s and resubmit them. Only when final institutional approval is provided on behalf of the host institution is the application submitted to the Trust. **Both approval processes must be completed by 4.00pm on 11 March 2010.**

Once you have submitted your application you will receive a confirmation e-mail. You will also receive an e-mail confirming (i) when your head of department has provided approval and (ii) when final institutional approval is given. You will also receive an email if either party rejects your application. Your head of department will also be informed if final institutional approval is not given.

**Applicants are urged to ensure that your host institution is aware of the two approval processes in good time. It is a condition that the host department has identified and secured the source of the matching funding for an applicant by the closing date, and that this is specifically allocated to the individual concerned.**

<b>Describe the relevance of the applicant’s research project to the department</b>	Head of Department to complete: 100 word limit
<b>Details of facilities and relevant resources the Fellow will be provided with by the host department</b>	Head of Department to complete: 100 word limit
<b>Starting salary details for applicant</b>	Head of Department to complete
<b>Source of matching funding</b>	Head of Department to complete: 100 word limit
<b>Head of Department Confirmation</b>	Head of Department to complete
<b>Institutional Approval Confirmation</b>	Administrative Officer to complete