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# The Leverhulme Trust

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1 Pemberton Row London EC4A 3BG

## Online application system navigation help notes

### Early Career Fellowships - applicant

#### Important

Please read the scheme leaflet and help notes downloadable from our main website before starting your application. Please ensure that you meet the conditions of eligibility and have completed the application form correctly before submitting this.

Any queries not answered on the individual grant page will be answered on the [Frequently Asked Questions](#) page.

#### Contact Us

If you are experiencing any technical problems using the online form please use this email link. The Trust will endeavour to answer all queries within 2 working days.

#### Registration

You will need to register with the online system accessible via the Trust website to access the Leverhulme electronic application forms. Once you have registered you will receive a welcome email confirming your registration details; and will be able to access your application at any time.

Relevant registration fields will be carried over to any applications you subsequently make. These fields will appear greyed out on the application form, and if you wish to edit these details please access them via the Registration Details link at the top of the application page.

#### Home page

This page will show all the applications you have started, when you started them and their present status. Please note that it is your responsibility to check the status of your application and to ensure that the necessary approval is provided by the closing date.

#### Sections navigation

To enter your application details please navigate through each section by clicking the links on the left-hand side under Sections. The page you are on will be highlighted in red. Your details will be saved every time you move to a new section.

#### Uploading Word or PDF documents

When uploading Word or PDF documents please add your name and document title (i.e. CV or publications list) at the top of each page. Please use Times New Roman font size 12. If an incorrect file is uploaded use the Browse button to select the correct file, select Open and then Save Now to replace this. When a file is successfully uploaded you will receive an on-screen message to tell you that the details have been saved.

#### Entering email addresses

It is essential that you enter accurate email addresses where requested. Failure to do so may cause delays in your application being processed.

## Actions

### Help Notes

Each application form will have a set of downloadable help notes. In addition to these help notes there are also brief on-screen help notes.

### Navigation Notes

This is the link for downloading this document.

### Save Now

This will save the details that you have entered on to the page. As mentioned above you can also save your page details by clicking to another section.

### Timing out

You will automatically be logged out if you haven't saved or moved on to another page within 45 minutes. The unsaved information will be lost. You will need to log back in to continue.

### Verify/Submit

This page will tell you the mandatory fields that you still need to fill in or the errors you need to correct before you are able to submit the application. You can also open this up as a pop-up box enabling you to view the verification box and the application form at the same time. Once you have completed all the mandatory fields a submit button will appear. If you have exceeded the character, word or page limits specified you will be notified of this when you attempt to verify the application. You may attempt to verify the application at any point to check whether there are any errors.

### View/Print

Converts your application form into a PDF.

Please print a copy of your form when completed and check the details carefully before submitting it. Please note that you will not be able to edit your application form once you have submitted it.

### Delete Application

This will delete all the data you have entered – not just the page you are currently on.

### Submission

- After you have completed the form select **Verify/Submit** from the Actions menu. If you have completed all the mandatory fields correctly a submit button will appear and you will then be able to submit your application.
- You will then be able to submit your application for institutional approval. Once the application is submitted it will not be possible for you or the host institution to edit it. Applications must be approved by both your Head of Department and an Administrative Office on behalf of the institution.
- It is your responsibility to ensure that you 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 **five** working days before the closing date of 4.00pm on 11 March 2010. Late applications cannot be accepted.
- Once you have submitted your application you will receive a confirmation e-mail. You will also receive a confirmation email once your institution has submitted the application to the Trust.