
The Leverhulme Trust

1 Pemberton Row London EC4A 3BG

EMERITUS FELLOWSHIPS 2010

Scheme Leaflet

1. The Leverhulme Trustees, through their Research Awards Advisory Committee, are offering approximately 35 **Emeritus Fellowships**. The primary intention of the scheme is to support the facilitation, integration or completion of the applicant's own personal research output, rather than general further support for his or her research group or research assistants.
2. **Eligible applicants:** Applicants must:
 - be resident in the UK and hold or have held a teaching and/or research post at a university or comparable institution in the UK at the point of retirement;
 - have retired by the time of commencing the Fellowship and no longer have a normal contract of employment;
 - have an established record of research.

Applications will be considered from those who are still research active who have previously held an Emeritus Fellowship. However, awards are not immediately renewable upon an Emeritus Fellowship coming to an end nor is a second award given for completion of a project for which an Emeritus Fellowship was originally awarded. A second award should address a topic substantially different from that of the first award.

3. **Eligible fields:** Applications will be considered in all subject areas.
4. **Eligible costs:** Research costs such as:
 - Travel (economy fares or similar) and subsistence away from home, e.g. for essential visits to libraries and other sources of original material. If UK or overseas subsistence is sought a realistic estimate of the costs should be made, based on the guidelines below. Where visits over 21 days are made in each country it would be expected that the daily rate used would be lower than the guideline. Please note the figures below are the maximum rate for each area:

Subsistence rates per day (including accommodation):

United Kingdom, Asia and Australasia	£96
Europe and North America	£90
Middle East, North Africa and Latin America	£82
Rest of Africa	£57

- Consumables (office or laboratory);
- Employment of a research/secretarial/clerical assistant to support (rather than conduct) the work of the applicant. Such requests require explicit justification.
- Photocopies/photographic expenses and other essential research expenses.

Applicants should ensure that the budget they draw up for their Leverhulme application is accurately and realistically costed, and if the funds requested are awarded that these will be sufficient to enable the plan of research to be completed successfully. An applicant's chances of success are not enhanced if he or she requests a smaller rather than a larger sum of money.

5. **Non eligible costs:** A personal allowance or remuneration for the applicant, 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.

6. **Value:** The value of a Fellowship depends on the nature and cost of the assistance sought, but the maximum total value is £22,000.
7. **Duration and timing:** Fellowships are tenable for between 3 and 24 months and must commence between 1 August 2010 and 1 July 2011.
8. **Referees:** You are required to select **two** referees acquainted with your qualifications and research able and willing to comment on your proposed research project and your qualities for successfully carrying this out. Referees' comments will be required by **4.00pm on 23 February 2010** at the latest, and you should ensure that your referees have agreed to act for you and are prepared to provide their comments via the online system by this date.
9. **Application procedure:** Application materials will be available after **17 September 2009** from: www.leverhulme.ac.uk. The closing date is **4.00pm on Tuesday 2 February 2010**. Candidates will be informed of the result of their application by letter by the end of May 2010.

Application queries: Telephone 020 7042 9861/9863/9862 or email: jcater@leverhulme.ac.uk

**Research Awards Advisory Committee,
The Leverhulme Trust, 1 Pemberton Row,
London EC4A 3BG www.leverhulme.ac.uk**

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Application Form Help Notes

(Please read these and the navigation notes carefully before completing your application)

Please also download and read the navigation notes carefully before starting to fill in the application form. When you have completed all sections, select Verify/Submit under Actions to check that you have completed the mandatory fields correctly. If there are no errors you will be able to select the Submit button to submit the application to the Trust. Once the application is submitted it will not be possible for you to edit this so print a copy of the application and proof-read it carefully before submitting it.

Important note for practising artists: You should submit up to 12 slides, photographs, or images on CD/DVD most relevant to this application. These should be posted to the Trust at 1 Pemberton Row, London, EC4A 3BG, with your name clearly marked, to arrive by 2 February 2010.

Applicant Details

General details	<ul style="list-style-type: none"> ○ Enter your gender. ○ Enter your date of birth in dd/mm/yyyy format.
Contact details	<p>This address will be used to notify you of the outcome of your application.</p> <ul style="list-style-type: none"> ○ If you wish correspondence to go to your work address enter your department (enter full name – e.g. Department of German, not only “German”), select your institution from the drop-down list, and enter the rest of the address in the 3 lines below, including post code. ○ If you wish correspondence to go to your home address enter the address in the 3 lines of Address, including post code. Do not enter anything in the department/institution lines if you are using a home contact address. ○ Enter your daytime contact telephone number.
Data Protection	Tick to confirm that you have read the Data Protection statement and give consent to your data being processed for the purposes described.

Career Details

Date of retirement	<ul style="list-style-type: none"> ○ Enter the date you retired or plan to retire from your normal contract of employment. NB. This must be in or before July 2011. Enter month and year in mm/yyyy format.
Current/most recent employment	<ul style="list-style-type: none"> ○ Give details of your current or most recent position, e.g. Reader in Classics, Professor of Mathematics and the name of the employing institution. ○ If you have more than one post/appointment, enter these in the Position and Institution/Organisation boxes, each separated by a full stop. ○ Enter the month and year your current/most recent position started.
<p>Former employment</p> <p>NB. You may enter a maximum of ten posts. If you have insufficient space to list all appointments please enter the ten most significant ones. You may wish to draw attention to others in the Other Matters question in the Research and Publications section</p>	<ul style="list-style-type: none"> ○ Select Add to enter former positions, whether in the same or a different institution. Enter the position name and the name of the employing institution/organisation. ○ Use the drop down lists to select the month and year the position started and finished. ○ Hit Save to save the record. Use the Edit and Delete buttons to amend or delete these details.

Education Details

Degrees	<ul style="list-style-type: none"> ○ 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. ○ State subject and name of awarding institution. ○ Hit Save to save the record. Use the Edit and Delete buttons to amend or delete these details.
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Doctoral degrees	<ul style="list-style-type: none"> ○ Select Add to enter details of your doctoral degrees. Select type of doctoral degree from the drop down list or select 'other' if it is not listed and provide details in the Other Type box. ○ Enter name of awarding institution. ○ Enter title of thesis. ○ Hit Save to save the record. Use the Edit and Delete buttons to amend or delete these details.
Honours	<ul style="list-style-type: none"> ○ Select Add to enter details of Crown or academic honours or membership of learned societies, e.g. CBE, HonDLitt, FRS. ○ Hit Save to save the record. Use the Edit and Delete buttons to amend or delete these details.

Research and Publications

Title of research proposal Main field of study Sub field of study	<ul style="list-style-type: none"> ○ No more than 50 characters including spaces. ○ Select the fields of study which most closely reflect the area of research of the current application.
Abstract of proposed research	This account should be given in non-technical terms so as to be easily comprehensible to a non-expert.
Places where you will carry out the proposed research	Give details of where you will undertake the research described in your detailed account, e.g. home, library, fieldwork locations etc.
Details of your established field of research	Give brief details of the main research areas you have specialised in and your contribution to these.
Proposals for publishing the results of this research	Give details of your plans for publishing or otherwise disseminating the proposed research, i.e. the form (monograph, journal articles, etc) and details of any publishing contracts under negotiation.
Detailed account of proposed research – maximum 1 side of A4	This should be a detailed account of your proposed research, including objectives, methodology and outcome. It should enable the Committee and your referees to form an estimate of the scope and importance of your proposal. Include bibliographic references in full and use a font size no smaller than 12. Add your full name at the top of the page.
Major publications – maximum 1 side of A4	List your major publications, with an asterisk to indicate those of particular relevance to your current proposal. 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. Add your full name at the top of the page.
Other matters which you wish to bring to the notice of the committee	Any issues which you feel that the Committee should be aware of which you have not been able to address elsewhere in the application.

Duration and Timing

Duration of Fellowship	The total number of months for which a Fellowship is requested: 3-24 months.
Proposed start date	Your proposed start date must be between 1 August 2010 and 1 July 2011. If awarded a Fellowship you may subsequently amend the start date as long as this is between these parameters.
Percentage of working time to be spent on the project during the fellowship	Indicate the percentage of time you expect to devote to the research during the Fellowship. This should be at an appropriate level to allow successful completion of the research activities proposed during the award period.
Details of other research projects and commitments during the Fellowship	Give brief details of other research projects and contractual commitments which you will have during the Fellowship and the percentage of time you expect to devote to each of these.

Referees

Referees IMPORTANT NOTE: When you submit your application your referees will automatically receive an email with a link to view your full application. They will be asked to provide their comments on this by 23 February 2010 at the latest.	<ul style="list-style-type: none"> ○ Provide the details of two people who have agreed to act as referees and will be able to do so via the on-line system. They should be from outside your department, faculty or institution and they must not be directly connected with any publishers proposing to publish the results of the research described in your proposal. ○ Enter the title, first name, surname, position, department, institution, phone number and email address of each referee. If a referee does not have a department or institution please enter "None" in these boxes. ○ It is crucial that you provide the correct e-mail addresses as referees' comments will be requested by email. ○ Referees must be able to provide their comments by 23 February 2010
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	<p>at the latest.</p> <ul style="list-style-type: none"> ○ Referees will be asked to comment on the proposed project and your qualities for successfully carrying this out.
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Previous and Current Applications

Previous Leverhulme awards or pending applications to the Trust	Give details of any previous Leverhulme awards you have held or pending applications; include the year awarded, scheme name and project title.
Other awards received in the last year related to this research	Provide details of awards you and any collaborators have received from other sources for research related to the proposal. Give details of the funding body, nature and amount of funding, year awarded and project title.
Applications you have made or intend to make to other bodies related to this research proposal	If you have or intend to apply elsewhere for funding related to the present application, detail the funding body and type of funding sought. Such applications do not prejudice your application for a Leverhulme award. Please notify the Trust if you are subsequently offered any other awards.
Any active grants that would run concurrently with the proposed period of the Fellowship. If so, how much time will these take up?	Details of any grants which would run alongside the period of the Fellowship and how much time you would need to commit to these.
Any support costs to be provided by your institution beyond the formal retirement date	Give details of any support costs your current institution would provide (e.g. secretarial help, conference grants etc).

Budget:

Research Expenses

Research expenses	<ul style="list-style-type: none"> ○ Use the Add button to enter details of research expenses requested. ○ Select the budget categories required from the drop-down list. NB. You may only enter each category once. ○ If a budget category if not listed then select "Other".
<p>Budget-specific description</p> <p>NB. The Trust normally expects applicants to be capable of basic secretarial, typing and word-processing tasks, and hence a request for secretarial/clerical assistance requires explicit justification for the level and type of support requested.</p> <p>Requests for research assistance also require details of how this will be used, why it is necessary and reasons for the level and type of support requested.</p>	<p>Give a description of and financial breakdown of the costs requested for each budget heading:</p> <ul style="list-style-type: none"> ○ Travel destination/s (UK travel) ○ Location/s and duration (UK subsistence) ○ Travel destination/s (overseas travel) ○ Location/s and duration (overseas subsistence) ○ Location/s (conferences) ○ Type (laboratory/office consumables) ○ Type of assistance/justification (secretarial/clerical assistance or research assistance) ○ <p>For example, UK travel: 3 trips to Oxford @ £50 = £150, 2 trips to London @ £25 = £50; Research assistance; 3 months assistance to analyse carbon dates - spine point 30 plus NI and superannuation = £8500.</p>
Figures – total cost	Give the total for each budget category. Do not enter pound signs, commas or pence. The system will add up the Total Costs for each budget category to provide a Grand Total.