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# The Leverhulme Trust

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1 Pemberton Row London EC4A 3BG

## Philip Leverhulme Prizes Scheme Leaflet

### 1. Aim

Philip Leverhulme Prizes are designed to recognise and facilitate the work of outstanding young research scholars or practitioners of proven achievement, who have made and are continuing to make original and significant contributions to knowledge in one of the following disciplines:

- **Earth, Ocean and Atmospheric Sciences**
- **History of Art**
- **Law**
- **Mathematics and Statistics**
- **Medieval, Early Modern and Modern History**

Up to 25 Prizes will be awarded in 2010. It is expected that prize winners will normally have influenced their field sufficiently to have had an international impact. The disciplines selected are intentionally broad, and nominations will be considered irrespective of a nominee's departmental affiliation.

### 2. Prizes

Each Prize carries an award of £70,000. This is normally paid in two equal instalments to the Prize holder's employing institution or organisation. The first payment will be made when the holder takes up the Prize, and the second after 12 months, assuming that the holder continues to hold an eligible post. Prizes are awarded for 2 or 3 years.

### 3. Eligibility

Candidates must hold a post (irrespective of the source of funding) in a UK institution of higher education or research and should be under age 36 on 17 May 2010. However, nominations are accepted for those aged 36 to 39 inclusive if they have had a distinct career change or break. Nominators should make an explicit statement of such circumstances where nominees are aged 36 to 39.

### 4. Use of a Prize

Expenditure from the award may be used for any purpose related to the advancement of the research or practice of the Prize holder, provided that the items of expenditure fall within the categories classically eligible for the support of the Trust: examples are research assistance, teaching replacement, travel and subsistence, consumables (including specialist books, databases and similar materials), technical and clerical support, or computing and software. The principal ineligible items are capital equipment, augmentation of the Prize holder's salary, and institutional overheads

### 5. Nominations

Nominations are to be made by the nominee's head of department (or equivalent). There is no restriction on the number of nominations an institution or organisation can make, but normally no more than two Prizes will be granted in any one discipline to any one institution or organisation.

### 6. Awards

Prize holders will be asked to give brief details of the broad area of research or practice for which they agree to accept the Prize, and to provide a brief annual report with details of their achievements and how the funds have been spent.

### 7. Timing

The closing date for the receipt of nominations is **4pm on Monday 17 May 2010**. Decisions will be made by the Trustees by the end of November 2010.

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## Philip Leverhulme Prizes Nomination form help notes

### Important note regarding the nomination process

- Complete all sections of the nomination form, then select **Verify** under Actions to confirm that you have completed the mandatory fields correctly, and then select the **Submit** button to submit the nomination form to your nominator.
- An email will then be sent to your nominator asking him/her to provide a statement of support and confirmation that he/she is willing to support the nomination on behalf of your employing institution/organisation. Only when this statement and confirmation are provided will the nomination form be submitted to the Trust.
- If the nominator does not wish to support the nomination or if there are errors in the content then the nominator may reject the nomination. The nomination form will then be “unlocked” to allow you, the nominee, to edit and resubmit it.
- An email will be sent to both the nominee and nominator if the nominator rejects the nomination.
- Once you have submitted the nomination form to your nominator it will not be possible for you to edit this (unless the nominator rejects it). It is therefore crucial to carefully check the content of your form before you submit it. Please note that it is your responsibility to check the status of your nomination on the online home page and to ensure that the necessary nominator approval and referees’ statements are provided in time.

### Nominee Details

<b>Discipline for Prize Nomination</b>	<ul style="list-style-type: none"><li>• Select the discipline you wish to be nominated for from the drop-down list</li><li>• Enter details of your main subject area (e.g. Italian art, medieval history, pure mathematics)</li></ul>
<b>General Details</b>	<ul style="list-style-type: none"><li>• Select your gender from the drop-down list</li><li>• Enter your date of birth in dd/mm/yyyy format</li></ul>
<b>Contact Details</b>	<ul style="list-style-type: none"><li>• This address will be used to notify you of the result of your nomination. Enter your full work address. Limit of 5 lines</li><li>• Enter your day time telephone number</li></ul>
<b>Nominator Details</b>	<ul style="list-style-type: none"><li>• Enter the title (from the drop-down list) of your nominator, his/her first name and surname</li><li>• Enter the department of the nominator and his/her position</li><li>• Choose the nominator’s institution/organisation by pressing the ‘select’ button and selecting this from the list provided. If the institution/organisation is not listed then click on the link provided and provide details of this. Please check your email contact address is correct as you will be notified by email when the institution/organisation has been added to the drop-down list.</li><li>• Give the rest of the address details in the following 3 lines. <b>Do not repeat the name of the department and institution.</b> Enter the nominator’s email address and please ensure this is entered correctly. When you submit your nomination form an email will be sent to the nominator to request his/her nomination statement and confirmation that he/she is willing to support the nomination on behalf of your employing institution. If the email address is entered incorrectly the Trust will not receive notification of this. Only when the nominator provides the statement of support and submits this will the complete nomination be received by the Trust</li></ul>
<b>Data Protection</b>	<ul style="list-style-type: none"><li>• Tick to confirm that you have read the Data Protection Statement and give consent to your data being processed for the purposes described</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 select the month and year your degree started and</li></ul>
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	<ul style="list-style-type: none"> <li>finished/will finish</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 a doctoral degree. 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> <li>• Using the drop-down lists select the month and year your doctoral degree started and finished</li> <li>• Enter title of thesis and your (main) supervisor's name</li> <li>• Hit Save to save the record</li> </ul>

### Career Details

<b>Current Career Details</b>	<ul style="list-style-type: none"> <li>• Enter your current position and the name of your employing institution/organisation</li> <li>• Using the drop-down lists select the month and year the position started and finished/will finish. If the position is ongoing then choose 'present' and leave the 'date to' section blank</li> </ul>
<b>Career History</b>	<ul style="list-style-type: none"> <li>• Select Add to enter previous appointments. Enter position name and the name of the employing institution or organisation</li> <li>• Using the drop-down lists 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 most recent appointment first</li> <li>• Do not enter more than five positions in total</li> </ul>

### Referees

<p><b>Referees</b></p> <p><b>IMPORTANT</b></p> <p>When you submit your nomination form to your nominator this will activate the referee requests. Your referees will be sent a link to your nomination form and asked to provide their statements of support.</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 online system</li> <li>• Your referees should be familiar with your past achievements and be able to describe and confirm the impact which these have had within the chosen field, including consideration of the international level. Your referees should not be based in your current employing institution or organisation (nor be a nominee for a Prize) and could well be drawn from the international community. Considerable emphasis will be placed on the comments of these nominated referees</li> <li>• Please ensure that you provide the correct email addresses as referees' comments will be requested by email</li> <li>• Referees will be asked to provide their comments by 17 May 2010, if possible, and no later than <b>31 May 2010</b></li> </ul>
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### Curriculum Vitae and Publications

<b>Upload your CV</b>	<ul style="list-style-type: none"> <li>• Upload a copy of your curriculum vitae. Use Times New Roman font size 12 and add your full name at the top of the page. This may not exceed two pages of A4</li> </ul>
<b>List of publications/artistic contributions</b>	<ul style="list-style-type: none"> <li>• Upload a copy of your publications. Asterisk the 4 most significant of these. No more than one should be in press or otherwise inaccessible. It is possible that the panel members may subsequently request further evidence relating to these. Use Times New Roman font size 12 and add your full name at the top of the page. This may not exceed two pages of A4</li> </ul>

### Abstract of Publications

<b>Abstract of key publication</b>	<ul style="list-style-type: none"> <li>• Provide a short paragraph (maximum 250 words) for each of your four most significant publications. This should indicate the key contribution that each of these has made to the discipline. Where any of these four are joint-authored nominees should quantify the extent of their personal contribution to these</li> </ul>
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### Nominee Statement

<b>Nominee Statement</b>	<ul style="list-style-type: none"> <li>• Provide a statement describing your significant achievements to date and future intended patterns of work relating to these. Maximum of 500 words</li> </ul>
<b>Abstract</b>	<ul style="list-style-type: none"> <li>• Provide an abstract for this statement written in terms which can be appreciated by a lay audience. Maximum of 100 words</li> </ul>