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# The Leverhulme Trust

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1 Pemberton Row London EC4A 3BG

## Philip Leverhulme Prizes Nominee online navigation help notes

### Important

Please read the Philip Leverhulme Prize Scheme Leaflet and Help notes downloadable from our main website before starting your nomination.

The process for submitting a nomination for a Philip Leverhulme Prize is as follows:

1. Nominee completes the online nomination form;
2. Nominee submits nomination form to their nominator;
3. Nominator enters or uploads their statement of support and submits nomination to The Leverhulme Trust.

### Contact Us

If you are experiencing any technical problems 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 Philip Leverhulme Prize nomination form (or other Leverhulme electronic application forms). Once you have registered you will be able to access your nomination at any time. Relevant registration fields will be carried over to any applications you subsequently make. These fields will appear greyed out on the nomination form, and if you wish to edit these details please access them via the Registration Details link at the top of the nomination page.

### Home page

This page will show all the applications you have started, when you started them and their present status.

### Sections navigation

To enter your nomination 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.

### Entering email addresses

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

## Actions

### Help Notes

In addition to the downloadable 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 be automatically logged out if you haven't saved or moved to another page within 30 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 nomination. You can also open this up as a pop-up box enabling you to view the verification box and the nomination 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 nomination.

### View/Print

Converts your nomination 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 nomination form once you have submitted it to your Nominator for their statement of support.

### 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 nomination to your Nominator.
- Your nominator (usually your Head of Department) must provide a statement of support for your nomination by the closing date of **4pm on 17 May 2010**.
- Once the nomination has been submitted it will not be possible for you to edit it unless your nominator rejects your nomination. If this happens then you can edit your nomination form and then submit your form again to your nominator.
- It is your responsibility to ensure that you complete your nomination in time for your Head of Department to submit their statement of support.
- The Trust strongly recommends that you submit your nomination to your nominator at least **five** working days before the closing date of **4pm on 17 May 2010**. Late nominations cannot be accepted.
- Once you have submitted your nomination you will receive a confirmation e-mail. You will also receive an email once your nominator has submitted the form to the Trust.