
The Leverhulme Trust

1 Pemberton Row London EC4A 3BG

RESEARCH FELLOWSHIPS 2010

Scheme Leaflet

1. The Leverhulme Trustees, through the Research Awards Advisory Committee, are offering approximately 90 Fellowships to individuals for original research. The awards are not available simply as replacement for past support from other sources.
2. **Eligible applicants:** Awards are not restricted to university graduates and/or academics but applicants should be:
 - Experienced researchers, particularly those prevented by routine duties from undertaking or completing a research programme;
 - Resident in the United Kingdom at the time of application;
 - A permanent member of the UK scholarly community and able to demonstrate an established track record in their chosen area of research. Persons currently resident and working overseas may not apply if they would still hold the overseas appointment during the tenure of an award.
 - NB. Candidates who have held a Research Fellowship may apply for a second award, but at least seven years should have elapsed since the previous one. Candidates who have held a Study Abroad Fellowship are eligible to apply if at least three years have elapsed between their application for the Study Abroad Fellowship and the Research Fellowship.

Those registered or intending to register for, or waiting to have work examined for degrees, doctoral studies, professional or vocational qualifications (whether or not connected with the application being submitted for consideration) are not eligible.

Normally there is no provision under this scheme for replacement costs or loss of earnings for staff employed on short-term contract research seeking release from these research duties.

3. **Eligible fields:** Applications will be considered in all subject areas.
4. **Duration and timing:** Fellowships are tenable for between 3 and 24 months. It is expected that a significant amount of time will be spent on the Leverhulme project during the period of the award. Fellowships must be taken up between 1 June 2010 and 1 May 2011.
5. **Value:** The amount of an award depends on the nature of the work proposed and individual circumstances, but the maximum total value of a Fellowship is £45,000.
6. **Nature of the awards:** Fellowships **either** assist with research expenses over and above normal living costs **and/or** provide a contribution towards reasonable replacement costs **or** loss of earnings. Applications for replacement costs will be considered from those in full- or part-time continuing posts (where leave of absence is granted on full pay). Applications for loss of earnings will be considered where research is not normally a function of the candidate's contract or position. Those otherwise without a salary cannot request research expenses or loss of earnings to provide general living costs.
7. **Replacement costs:** The Trust will contribute to the cost of hourly paid replacements or a temporary appointment or a combination of these (plus any National Insurance and superannuation costs). If hourly paid cover is not appropriate the applicant should give explicit justification as to why a temporary appointment is required. Any cover requested should be made at an appropriate level, commensurate with the type and range of activities to be replaced. Applicants should consult with their Head of Department and Finance Officer at an early stage to ensure that the bid for replacement costs is at the correct level and realistically costed. Applicants are required to detail the type of activities to be replaced and the arrangements for providing adequate cover.

If an applicant is eligible for paid study leave from his/her institution, (s)he should be encouraged to apply there, and in considering applications for replacement costs the Trust may take account of any study leave granted in the past 4 years. A Leverhulme award is not to be used as replacement for local sabbatical leave or to reduce sabbatical entitlement.

The Trust's support depends upon the applicant's institution providing confirmation that the award holder will be on full pay during the tenure of his/her award and that the institution is willing to accept the Trust's contribution towards the replacement costs and, if necessary, to make up any shortfall between this and the actual cost. When calculating replacement costs applicants should use **current** salary scales/hourly rates and include normal increments but **not** any unsettled revisions. The Trust will make separate allowance for such revisions up to the maximum award possible of £45,000.

8. **Loss of earnings:** Figures budgeted for loss of earnings should include pay awards (projected if not known at the time of application) and any normal incremental progression if the applicant is employed on a formal salary structure.
9. **Eligible costs:** Typically travel (economy fares or similar) and subsistence away from home, employment of a research assistant or secretary, photographic costs, photocopies and consumables. Figures budgeted for support staff (e.g. secretaries, technicians) should include estimates of nationally agreed revisions as well as normal increments. Where conferences or workshops are to be attended, give precise details of these. 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:

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

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.

10. **Non-eligible costs:** Equipment (e.g. computer hardware, books), institutional overhead charges. 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.
11. **Joint/group applications:** Research Fellowships are open to individuals who wish to undertake a piece of original research. Where more than one researcher wishes to seek funds for the same project, each person should submit a separate application and clearly demonstrate what his or her specific contribution to the project will be. Each application will be treated on its own merits, and applicants should be aware that the Committee may decide not to fund both or all individuals seeking funds for the same project.
12. **Applications to other funding bodies:** Applicants may apply without prejudice to other funding bodies. If applications for identical projects are successful it would be expected that only one award (i.e. either the Leverhulme or another) would be accepted. If applications for either wholly or partly different projects are successful there should be no duplication in the budget headings funded by the Trust and another body.
13. **Payment and tax:** It is the award holder's responsibility to notify his or her institution about the award (if this is required). The Trust cannot advise individuals on taxation matters.
14. **Application procedure:** Application materials are available after 1 September 2009 from the Trust's web site: www.leverhulme.ac.uk. Applications can only be made on the electronic online application system and must be submitted by **4.00pm on Tuesday 10 November 2009**. Candidates will be informed of the result of their application by the end of April 2010. Please note that you may submit only **one** application for a Research Fellowship.

RESEARCH FELLOWSHIPS 2010

Application Form Help Notes

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

Important Note: Unless you are self-employed your application must be approved by an Administrative Officer on behalf of your employing institution. This Officer (Institutional Approver) will be asked to confirm, **on behalf of your department and institution**, the following: (i) that the institution will grant you the period and proportion of time requested for the Fellowship, if replacement costs are requested; (ii) that you will be on full pay during the tenure of the award and that the institution will accept the sum requested to provide such cover and make up any shortfall between this and the actual replacement costs; and (iii) if research expenses are requested that your request for the funds and duration specified in the application has the support of your employing institution. **Therefore you must ensure that your Head of Department is in full agreement with all of the content of your application before you submit this for institutional approval.**

It is your responsibility to ensure that you complete your application in time for your institution to process it and that the details are all correct (particularly the financial ones). The Trust strongly recommends that you submit your application for institutional approval at least **5** working days before the closing date of **4 p.m. on 10 November 2009**. When you have completed all sections of the form, select Verify/Submit under Actions to check that you have completed the mandatory fields correctly. If there are no errors you will then be able to select the Submit button to submit the application for institutional approval. **Once the application is submitted it will not be possible for you or your host institution to edit it so please print out a copy of the application and proof-read it carefully before submitting it.** When institutional approval is given the application will then be submitted to the Trust.

The Institutional Approver may decline to support an application. In such a case the applicant will be sent an email notifying him or her of this. The applicant will then have the opportunity to “unlock” and edit the application and re-submit it for institutional approval.

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 10 November 2009.

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	This address will be used to notify you of the outcome of your application. <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

Current Employment	<ul style="list-style-type: none">○ Give details of your current position, e.g. Lecturer in Classics, Journalist.○ Use the Yes/No button to indicate whether you are self-employed.○ If you are not self-employed select your employing institution/organisation from the drop-down list.○ If your institution is not listed then click on the link provided and provide details of this institution. Please include the email address that you used to register with the LHT online system. You will be notified by email when the institution has been added to the drop-down list.○ Enter the start date for your current post in dd/mm/yyyy format.
Former Employment	<ul style="list-style-type: none">○ Select Add to enter former posts. Enter the position name and the name of the employing institution/organisation. If you were self-employed

	<p>please enter “self-employed” in institution/organisation.</p> <ul style="list-style-type: none"> ○ Use the drop down lists to select 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 class of degree awarded, subject and name of awarding institution. ○ Using the drop down lists select the month and year your degree started and finished. NB. Those registered for a degree at the time of application are not eligible to apply. ○ Hit Save to save the record. Use the Edit and Delete buttons to amend or delete these details.
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. ○ Using the drop down lists select the month and year your doctoral degree started and finished. NB. Those registered for a doctoral degree at the time of application are not eligible to apply. ○ Enter title of thesis and your (main) supervisor’s name. ○ 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.
Relevant Experience/ Skills/Training	Specialist training, skills and/or experience you have for the successful completion of the proposed research.
Detailed Account Of Proposed Research – maximum 2 sides of A4	This should be a detailed account of your proposed research, including 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. Include bibliographic references in full and use a font size no smaller than 12. Add your full name at the top of each 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.
Any 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 Whole Project	The period over which the project as a whole is likely to extend (this may be above and beyond the period of the Leverhulme Fellowship).
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 June 2010 and 1 May 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

<p>Referees</p> <p>IMPORTANT NOTE: Your referees will be contacted via email and they will then be sent a link to view your application.</p>	<ul style="list-style-type: none"> ○ Provide the details of three people who have agreed to act as referees and will be able to do so via the on-line system. If possible 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. Where a substantial part of a project is conducted overseas applicants might find it useful to name one referee based in that country. ○ Enter the title, 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 available to comment between 1 December 2009 and 31 January 2010. Candidates whose applications are not shortlisted will be informed by the end of January 2010. ○ Referees will be asked to comment on (a) the strengths, weaknesses and significance of the proposed project within its subject and the discipline in general and (b) your academic and personal qualities for successfully completing this.
--	---

Previous and Current Applications

Previous Leverhulme Awards or Pending Applications	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 3 Years 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	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.

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".
Budget-specific description	Give a description of and financial breakdown of the costs requested (e.g. 3 trips to Oxford @ £50 = £150, 2 trips to London @ £25 = £50)
Justification (where requested)	Provide details of why such support is necessary and how it will be used.
Breakdown of costs (where requested)	Summarise the costs requested.
Figures – Total Cost	Give the total for this 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.

Replacement Costs Or Loss Of Earnings

General Details	You may select one of either Replacement Costs or Loss Of Earnings under Type. Please read the Detailed Information Leaflet carefully before completing this section.
Loss Of Earnings:	<ul style="list-style-type: none"> ○ Give details of the sources of earnings to be foregone and indicate whether you are seeking a full or partial contribution to these. ○ Figures: give a total for the amount requested. Do not enter pound signs, commas or pence.

<p>Replacement Costs: Study Leave</p>	<ul style="list-style-type: none"> ○ Give details of your institution's policy for granting paid or unpaid study leave. ○ Give details of how much paid study leave you have had in the last 4 years. ○ Give details of how much unpaid study leave you had had in the last 4 years. ○ If you are eligible to apply for paid study leave to be taken in the next 3 years, have you already applied for it or are you planning to do so? If not, indicate the reasons.
<p>Replacement Details</p>	<ul style="list-style-type: none"> ○ If you are applying for a temporary replacement rather than for hourly paid cover explain why this is appropriate. ○ Give details of the type of activities to be covered and the arrangements for covering these. ○ Give details of the type of replacement cover requested.
<p>Figures Section</p> <p>IMPORTANT NOTE: Please consult closely with your finance department when constructing the budget for replacement costs.</p>	<ul style="list-style-type: none"> ○ Enter hourly rates and/or salary details for a temporary replacement as appropriate. If you are NOT requesting hourly rates do not enter anything in any of the boxes relating to hourly rates (e.g. do not enter "Not applicable" or "None" otherwise you will be prompted to complete the figures sections relating to this). ○ If hourly rates are requested summarise the number of hours and hourly rates. ○ You must then enter the total sum requested for hourly rates, National Insurance (if separate), and superannuation, if applicable. The system will total these for you. Do not enter pound signs, commas or pence. ○ If a temporary post is requested enter the annual salary this is based on and the salary scale/spine point. ○ You must then enter the number of months for which such cover is requested and ○ Summarise the salary costs providing details of salary, London allowance, National Insurance, and superannuation. The system will total the figures for you. Do not enter pound signs, commas or pence. <p>NB. You may enter details either of hourly rates or a temporary post, or both, if appropriate.</p>