
The Leverhulme Trust

1 Pemberton Row London EC4A 3BG

2010 LEVERHULME STUDY ABROAD FELLOWSHIPS

Scheme leaflet

Please read these details very carefully before completing the application form.

- 1. Scope of the scheme:** Approximately 15 Fellowships are available in 2010. Those who wish to dedicate a period abroad **entirely** to a piece of research should apply to the Trust's Research Fellowships scheme. The intention of the Study Abroad Fellowships is to provide a concentrated period overseas devoted to the exchange of ideas, writing, the development of new lines of research and collaborations, the enhancement of existing links, developing innovations in teaching, or the opportunity for "discipline-hopping excursions" into new areas of research. Candidates may **not** apply for both types of award. Applicants must provide clear reasons for their choice of host department(s) and country or countries of tenure, and a detailed account summarising the proposed programme of activity (objectives, nature of activities, methodology, location(s) and expected outcome/gain).
- 2. Eligible applicants:** Candidates must hold an established, full-time post in UK institutions of higher education, museums or art galleries, or comparable institutions, and have held such a post in the UK for at least the last 5 years. Candidates who have held a Study Abroad Fellowship may apply for a second award, but at least seven years should have elapsed since the previous one. Applicants who have previously held a Research Fellowship are eligible to apply if at least three years have elapsed between their application for the Research Fellowship and the Study Abroad Fellowship.

Those who are 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.

- 3. Support offered:** Applicants may seek: reasonable replacement costs to provide cover whilst overseas; travel to and within the overseas country or countries (economy fares or similar); a maintenance grant to meet the increased cost of living overseas; and essential support costs (e.g. laboratory or office consumables) but **not** equipment, overheads or bench fees. However, some modest assistance with administrative costs relating directly to the visit of the grant holder can be requested for those visiting institutions and countries without a well-developed infrastructure.

If applicants are seeking overseas subsistence costs the guidelines below should be used unless longer-term visits are made (i.e. over 21 days in each country). In such a case it would be expected that the daily rate used would be lower than the guideline. Please note that the figures quoted are the **maximum** rate for each area and should your estimate be in excess of these figures you should provide brief details justifying this.

Subsistence rates (maximum per day):

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

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.

- 4. 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 the 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 teaching 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 the Fellowship 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 £22,000.

5. **Value:** The maximum value of a Study Abroad Fellowship is £22,000 in total.
6. **Duration and timing:** Study Abroad Fellowships are tenable for between 3 and 12 months and must be started between 1 June 2010 and 1 May 2011. More than one visit can be made to the place of tenure but all trips must be completed within a 12-month time span. If an applicant wishes to interrupt the period spent overseas (s)he should make a specific argument for this in question 20 of the application form.
7. **Eligible fields:** All subject areas.
8. **Place of tenure:** Fellowships may be held in any country or countries outside the UK. Applicants must give clear reasons for the choice of host institution and country.
9. **Host institution's support:** The host institution must provide confirmation of its willingness to host the Fellow and give details of the facilities the Fellow will have access to and the level and nature of any funds that will be provided (see page 9 of the application form).
10. **Application procedure:** Application materials are available after 1 September 2009 from www.leverhulme.ac.uk.
11. **Closing date:** One completed application form plus **four** photocopies must be received by **4.00pm on Tuesday 10 November 2009**. Applications by fax or e-mail cannot be accepted. Applicants will be sent an acknowledgement letter informing them of receipt of the application within a week of the closing date, and candidates will be informed of the result of their application by the end of April 2010.
12. **Applications to:** The Secretary, Research Awards Advisory Committee, The Leverhulme Trust, 1 Pemberton Row, London EC4A 3BG. **Queries:** Telephone 020 7042 9861/9862/9863 or e-mail: jcater@leverhulme.ac.uk

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