
The Leverhulme Trust

1 Pemberton Row London EC4A 3BG

Leverhulme Visiting Professorships

<h3>General Information and Application Instructions</h3>

General Information

The Trustees offer a limited number of Visiting Professorships each year to enable outstandingly distinguished academics based in overseas universities to spend some time at UK universities. In special circumstances, the Trustees are prepared to consider candidates who do not hold a university post.

The key objective of the scheme is to facilitate the enhancement of the skills of researchers and/or teachers at the host institution, although it is recognised that Visiting Professors will wish to use the occasion to further their own academic interests and may also wish to visit more than one UK university.

Duration: Visits should normally be for no less than 3 and no more than 10 months, although a Professorship may be spread over a small number of visits and over a period of **up to two years** if such an arrangement is justified by the nature of the programme. Tenures of six months or less total duration should be spread over no more than two visits. If more than one visit is planned the applicant should explain explicitly how the programme will benefit from this.

Criteria for selection: Visiting Professors may be in any field. However, where other specialist agencies exist, for example in the case of medicine, then applicants are advised to consider whether applications to these agencies would be more appropriate. The over-riding criteria for selection are the academic standing and achievements of the visitors in terms of research and/or teaching; their potential for making a substantial contribution to skills in the host institution(s); and the specific and systematic nature of the proposed programmes while in this country. Collaborative research alone will not normally be a sufficient justification for a grant. The emphasis should be on the diffusion of skills, and priority will be given to new or recent collaborative ventures. Where a visit builds on existing collaboration, the host should explain what the visit(s) will achieve over and above past outcomes. It is the intention that the Professorship will provide a degree of expertise that is not otherwise available within the UK research base. Visiting Professors will be expected to offer a short course of 'Leverhulme Lectures' to mark their residence in a British university.

Support offered: Depending on the individual circumstances of candidates, a maintenance grant up to a level commensurate with the salary of a senior professor in the relevant field **in the UK**. However, account must be taken of existing income from the proposed visitor's own university. Travel costs to and from the UK will be met, based on the lowest reasonable tariff for economy travel. If two or more visits are made the Trust will normally pay for a maximum of two return fares for the Visiting Professor and partner, unless the circumstances are exceptional. Requests for associated costs, if justified by the programme, will also be entertained. These may include: travel within the UK (for the visitor only), office or laboratory consumables, technical assistance, clerical help, etc., but equipment, departmental costs, overheads and bench fees are not allowable items. Personal expenditures on such items as car hire and health insurance are not eligible.

Commitment from the UK host institution: The Trust expects the host institution to meet all overheads and departmental costs and to provide facilities (departmental membership, office space and other usual privileges) for the visitor, commensurate with the conditions enjoyed by existing staff of the same level.

Timing: There are two closing dates per year – normally 15 May and 15 October. Please see the Trust's web site for precise details of closing dates. The Trust hopes to advise the UK host of the result of an application within about four to five months of each closing date.

Application Instructions

- (1) Please send the completed application (Parts A and B) as a Word document to The Leverhulme Trust at aheiner@leverhulme.ac.uk. Hard copies of the form are not required.
- (2) Applications consist of a Summary Details Form (Part A) and a text giving details of the programme, budget, and candidate (Part B). Please note that applications should be drawn up by the UK host in consultation with the Visitor, but applications may not derive from the Visiting Professor alone.
- (3) In submitting an application, the university must be confident that the proposed Visiting Professor will accept the invitation.
- (4) The applicant should select three referees (no fewer than two based in the UK) able to comment on the programme, the standing and proposed contribution of the Visiting Professor. They should be able to provide a reference (in English) within a maximum of two months of the closing date. **It is the UK host's responsibility to ask these referees to send their comments to the Trust, after the Trust has confirmed the eligibility of an application.**
- (5) Budgets should be drawn up with careful regard to the guidelines in point 6 of Part B of the application. Applicants should consult both with their finance department and with the visitor and provide realistic costings for all items of expenditure sought.
- (6) The Leverhulme Trust is registered under the Data Protection Act 1998 and complies with the provisions of the Act. Applicants are therefore reminded that in order for assessment procedures to be completed the Trust will process, circulate and store information provided by them. Data will be held securely and lawfully processed and not retained for longer than necessary. Data may also be used to compile published lists of award holders, which may be available on the Internet. By signing Part A of the form an applicant gives consent to the Trust processing the data provided for these purposes.

3. **Discipline and specific field of study for proposed visit:**

4. **Proposed arrival date of visitor if known. Please note that visits may not commence before 1 December for a May application, or before 1 April for an October application:**

5. **Duration of visit(s):**
 - (a) Total number of months:
 - (b) Number and dates of visits (no more than two if duration is six months or less):

6. **Proposed budget (see notes in Part B point 6 before preparing the budget):**
 - (i) Maintenance grant (if applicable):
 - (ii) Accommodation (including any utility charges):
 - (iii) Travel to and from UK (number of trips and cost of each):
 - (iv) UK travel:
 - (v) Consumables (over and above normal running costs):
 - (vi) Technical assistance:
 - (vii) Other (please specify):

Grand total:

7. **Referees:**

Details of **three** referees. **At least two** of these should be based in the UK. The UK host should not act as a referee, nor, if possible, should those at other UK institutions if they propose to host visits by the Visiting Professor. Include titles, full names, positions, addresses and e-mail. **When you submit your application to the Trust please send a copy of your application, the general information leaflet about the scheme and a copy of the Referee Sheet to your referees asking them to send their comments to the Grants Manager at The Leverhulme Trust by the end of June 2010 at the latest.** Referees' comments may also be emailed to ahainer@leverhulme.ac.uk if this is more convenient.

8. Proposed programme. For each item (a-f below) give a very brief description (maximum 100 words) of the visitor's proposed participation, and include the **percentage of time** spent on each activity as a proportion of the whole time in the UK.

(a) Formalised advice to, methodological collaboration with, host staff

(b) Lectures (state number) and specify which will be designated "Leverhulme Lectures"

(c) Seminars (state number)

(d) Other teaching or student instruction/interaction (state type)

(e) Visits to other institutions (state number and locations)

(f) Other activity (please specify)

9. Brief indication of suitability of the host department/centre and university for the visit.

10. Brief summary of benefits to UK staff and students, including the precise skills and expertise to be transferred and how this will be achieved.

Leverhulme Visiting Professorships Application

PART B. PROGRAMME, BUDGET, AND CANDIDATE

Please write a text under each of the following headings. Your text for points 1-5 should not exceed 6 sides of A4.

1. **Abstract:** give a summary of the objectives of the proposal in no more than 200 words, accessible to a lay-person.
2. **Details of proposed programme:** objectives, timetable, character of activities, range of commitments, academics not mentioned in Part A with whom the visitor will interact; outcomes envisaged. If the programme encompasses two or more visits please provide an explicit statement explaining how the programme will benefit from this.
3. **Justification of the choice of individual and specialist skills/knowledge.**
4. **Suitability of host department/centre and university, details of achievements in the field, anticipated benefits to home-based staff. Mode of assessing benefits.**
5. **Facilities and support offered by host university.**
6. **Complete the attached budget form giving a breakdown of items requested, costs and an explanation of these. This section should not exceed 2 sides of A4 in total.**
 - (i) A request for a maintenance grant should take account of the individual circumstances of the candidate, in particular the position with respect to paid or part-paid leave from his or her own institution. Requests should be realistically costed and based at a level commensurate with UK professorial salaries in the relevant field. National Insurance and superannuation costs should only be added if applicable to the individual circumstances of the visitor.
 - (ii) Candidates on fully paid leave or in receipt of a pension who do not require a maintenance grant may apply for help with accommodation and utilities in the UK. Otherwise, those requesting a maintenance grant should pay for accommodation and utility costs out of this (unless such costs are also payable in their home country).
 - (iii) Return fares (for visitor and partner) should be based on the lowest reasonable tariff available. If two or more visits are made the Trust will normally pay for a maximum of two return fares for the visitor and partner.
 - (iv) Requests for associated costs, e.g. UK travel, consumables, technical assistance should be accompanied by a breakdown of costs under each heading, a brief explanation of why these are required and details regarding which parts of the programme in Part A Question 8 (a) – (f) they feature. It is expected that the host institution will provide support for general costs such as photocopying, inter-library loans, routine administrative assistance for help with making travel arrangements and arranging publicity for lectures etc. Please note that the Trust can only provide help with consumables directly related to the proposed programme of activities. Consumables which are not specific to the programme should be absorbed in the normal way as they would be for existing members of staff.
 - (v) The following are not eligible expenses: car hire and health insurance; equipment costs; overheads; bench fees or other departmental costs, including room hire.
7. **CV of proposed visitor (maximum 2 sides of A4) and list of principal publications (maximum 2 sides of A4).**

Leverhulme Visiting Professorships Budget Form

Please read the General Information leaflet and point 6 of Part B carefully before completing this form.
Give all figures in sterling (£).

(Part A) Maintenance Grant and/or Accommodation and utilities

	Per month	No. months	Total
Maintenance grant			
National insurance*			
Superannuation*			
		Subtotal	
UK accommodation costs: give a breakdown of rent, utilities etc			
		Subtotal	
		Part A Total	

* These should only be included if appropriate for the individual circumstances of the visitor

Supplementary Information

Give details of whether the Visiting Professor will be on paid leave, part-paid leave, unpaid leave, in receipt of a pension etc.

If a request has been made for both a maintenance grant and UK accommodation costs please give an explicit statement as to why this is necessary.

Give brief details of the type of accommodation required and reasons why this is appropriate (e.g. family commitments, location, etc)

Leverhulme Visiting Professorships Referee Sheet

Information for Referees

1. The Trustees offer a limited number of Visiting Professorships each year to enable outstandingly distinguished academics from overseas to spend some time at UK universities. The purpose of the scheme is to facilitate the enhancement of the skills of researchers and/or teachers at the UK host institution, although it is recognised that Visiting Professors will wish to use the occasion in part to further their own academic interests. **It would be helpful if you could provide an assessment of the programme of activities planned and the likely transfer of expertise.**
2. You are welcome to e-mail your comments to the Trust, please note we do not require original signed copies in this instance.
3. Please note the statement below concerning the 1998 Data Protection Act.

Visiting Professor name:.....

Referee name:.....

I am content for my comments to be passed on to the applicant if he or she specifically requests feedback. Your identity will not be disclosed if such comments are passed on.

Yes No

The Data Protection Act 1998 and the Contributions of Referees

Data Protection Act 1998

The Leverhulme Trust is registered under the Data Protection Act 1998 and complies with the provisions of the Act. To pursue the legitimate interests of the Leverhulme Trust we make extensive use of Peer Review.

Referees, and those approached to become referees, are reminded that for the Leverhulme Trust to be able to contact them, details such as their postal addresses, telephone and email contact details are held on a database. This database will be held securely, will not be used for marketing, and will not be passed to a third party. However, the stored data may be subject to internal analysis but will only be processed fairly and legally as prescribed by the Data Protection Act 1998.

Referee confidentiality under the Data Protection Act 1998

The Leverhulme Trust is registered under the Data Protection Act 1998 and complies with the provisions of the Act. To pursue the legitimate interests of the Leverhulme Trust we make extensive use of Peer Review.

The Leverhulme Trust will at all times keep secure the information which it has received from referees. However, to ensure that a referee's confidential comments are not passed to an applicant, even where they are requested by applicants invoking the Data Protection Act 1998, we require referees to state **explicitly** that they do or that they do not approve of their comments being passed to the applicant. The policy of the Leverhulme Trust will be to maintain strict confidentiality, unless the referee explicitly consents to the passing of comments on the application to the applicant, in which case the referee's identity will not be divulged.