

Guide for Applicants

1 September 2009 – 31 August 2010



The Leverhulme Trust

■ The Trust

The Leverhulme Trust was established in 1925 under the Will of the First Viscount Leverhulme with the instruction that its resources should be used to support “scholarships for the purposes of research and education”.

Since that time, the Trust has provided funding for research projects, for fellowships, studentships and bursaries, and for prizes; it operates across all the academic disciplines, the ambition being to support talented individuals as they realise their personal vision in research or professional training.

With annual funding of some £50 million, the Trust is amongst the largest of the all-subject providers of research funding in the UK.

How to use this booklet

1. Identify the scheme which best matches your funding requirements.
2. Decide if you are eligible to apply for that scheme.
3. Recognise the general principles that the Trust applies in selecting successful applications.
4. Note the categories of expenditure for which the Trust does not provide support.
5. Ensure that you follow the arrangements for submitting an application.
6. Familiarise yourself with the procedures used by the Trust in processing your application. Notification of results will be communicated to the applicant by letter.

■ Trustees 2009–2010

Sir Michael Perry (Chairman) GBE HonDSc Hon LLD FRSA CBIM

Mr N W A FitzGerald KBE FRSA

Dr A S Ganguly CBE

Mr P J-P Cescau

Mr P G J M Polman

Sir Iain Anderson CBE (Associate)

Mr A C Butler (Associate)

Guide for Applicants

1 September 2009 – 31 August 2010

Contents

Types of Award		Page Number
1. Research Grants		2
(i) Research Project Grants		2
(ii) Research Programme Grants		4
2. Fellowships		5
(i) Study Abroad Studentships		5
(ii) Early Career Fellowships		5
(iii) Research Fellowships		6
(iv) Study Abroad Fellowships		7
(v) Major Research Fellowships in the Humanities and Social Sciences		7
(vi) Emeritus Fellowships		8
3. Academic Collaboration		9
(i) International Networks		9
(ii) Visiting Professorships		10
4. Philip Leverhulme Prizes		11
5. Fine and Performing Arts		12
(i) Training and Professional Development		12
(ii) Artists in Residence		12
Preparing an Application		
6. Criteria used by the Trust in assessing applications		14
7. Preparing an application		15
(i) Applying to the Trust		15
(ii) Categories of expenditure for which the Trust does not provide support		17
(iii) Frequently Asked Questions		18
8. Contacts		20

The information given in this Guide for Applicants is identical to that provided on the Trust's website at www.leverhulme.ac.uk

■ 1. Research Grants

(i) Research Project Grants

The aim of these awards is to provide financial support for innovative and original research projects of high quality and potential, the choice of theme and the design of the research lying entirely with the applicant (the Principal Investigator). The grants provide support for the salaries of research staff engaged on the project, plus associated costs directly related to the research proposed.

Proposals are favoured which:

- reflect the personal vision of the applicant;
- demonstrate compelling competence in the research design;
- surmount traditional disciplinary academic boundaries;
- involve a degree of challenge and evidence of the applicant's ability to assess risk.

Value and Duration

The great majority of awards involve a spend of up to £250,000 over a duration of two to three years. If compelling evidence is provided, awards may be made for sums between £250,000 and £500,000 for research over a period of up to five years. The assessment procedures for these large grants are especially stringent, and can involve site visits and discussions with applicants.

Topics

Applications for research on any topic within the entire array of academic disciplines are eligible for support. However, an exception is made for areas of research supported by specialist funding agencies and, in particular, for medicine. In such cases, applicants should consider an application to these alternative funding bodies as being more appropriate. Specific attention is paid to the reasons given by applicants in justifying their choice of the Trust as the most appropriate agency for the support of their project.

Institutions

Eligible institutions are universities, other institutions of higher and further education in the UK, and registered charities in the UK. The scheme is also open to institutions or organisations of similar status in developing countries where, in the opinion of the Trustees, the provision of research funding is seriously limited.

Joint applications from more than one institution and applicant are welcomed. However, a Principal Investigator must be designated as the lead applicant, having agreed to take responsibility for directing the grant. The Principal Investigator's employing institution must also agree to administer the grant, if awarded. The applicant will therefore already be employed by the eligible institution or be an academic who has maintained close links with that institution following retirement. Applications can be submitted by those holding contract research posts provided that their appointment continues for a period at least equal to the span of the requested award.

Costs

Research Project Grants provide (a) salaries for research staff and (b) associated research costs.

(a) Salaries for research staff

At least 75% of the resources requested must be used to provide funding for research staff (research assistants; postgraduate students) who will work specifically on the project with the applicant, the award being payable directly to the institution at which the applicant is employed. Research assistants should have a research degree or equivalent research experience. The tuition fees and maintenance costs of a PhD studentship or studentships may be included provided they are set at the base rate for Research Council awards for UK students. Support for an overseas student is allowable, but requires explicit justification, addressing how their **specific** skills are to contribute to the project.

The Principal Investigator and co-applicants may apply for the costs of staffing replacement. To be eligible for these, applicants must be currently employed full-time on a continuing basis by their eligible institution. A maximum of a total of one year's staff replacement per grant over the course of a three year grant – and pro rata for grants of different lengths – may be awarded. The replacement should not be someone currently studying for a research degree. The staff replacement should normally start at the most junior point of the lecturer scale of the institution concerned.

Awards are not made to cover the salary costs of the applicant, or those of the co-applicants.

(b) Associated research costs

These can be included up to a maximum of 25% of the total budget. **This percentage is a maximum and not a target.** The following are examples of such eligible associated costs:

- Technical, computing, clerical and secretarial staff costs or services.
- Travel and subsistence costs directly related to the research activity. These can include conference attendance provided that such attendance can be shown to make a direct contribution to the research project.
- Consumable costs.

Please ensure that applications do not include any of the ineligible costs listed on page 17.

Applications for continuation of funding for an existing Leverhulme Research Project Grant, or continuation of funding for a research fellow currently active on an existing Leverhulme Research Project Grant will not normally be considered.

Application procedure

Research Project Grants are assessed via a two-stage process. In the first stage, applicants should complete a **Research Project Grant Outline Application** form, accessed via the Trust's website. Outline Applications can be submitted at any time.

Before submitting the Outline form to the Trust, applicants are advised to read the Frequently Asked Questions section on pages 18-19 of this booklet, paying particular attention to the construction of the budgetary aspects of the application, and they are also advised to consult with their institution's finance office. The assessment of Outline Applications is normally completed within three months.

Details of the procedure for the second stage, namely preparation of a **Detailed Application** will be sent to those whose **Outline Application** has been approved.

Timing for Detailed Applications

Closing date:	Anticipated announcement of decision:	Earliest possible start date:
1 September	early December	1 January
1 December	end March	1 May
21 March	mid July	1 September

(ii) Research Programme Grants

In the one major departure from its policy of operating in the responsive mode, the Trust selects on an annual basis **two** themes of research for which bids are invited. Normally one grant is awarded for each theme. The grants provide funds to research teams for up to five years to enable them to explore significant issues in the social sciences, in the humanities and, to a lesser extent, in the sciences. The scale of the awards (each one at a sum of up to £1.75 million) is set at a level where it is possible for a research team to study a significant theme in depth by conducting a group of interlinked research projects which taken together can lead to new understanding. The themes are selected not to exclude particular disciplines from the competition but rather to encourage research teams to look upon their established research interests from a set of refreshing viewpoints. Themes in recent years have included Security and Liberty and Ceremony and Ritual.

Value and Duration

For each theme, a minimum of £500,000 and a maximum of £1.75 million is available for the support of work extending over periods of up to five years.

Topics

The themes for this cycle are **Beauty** and **The Impact of Diasporas**. An indicative description of the topics is available on our website.

Institutions and Costs

The conditions for eligibility in terms of institution and costs are, with the exception of the value and duration noted above, identical to those in force for Research Project Grants. Please refer to the Research Project Grants section on pages 2-3 of this guide for details.

Please ensure that applications do not include any of the ineligible costs listed on page 17.

Application procedure

Applications are assessed via a two-stage process. In the first stage, seven copies of the proposal (up to six pages of text with additional pages of financial details) should reach the Director no later than 4.00pm on 8 January 2010; for the second stage, a small number of groups or centres will be invited for interview at dates to be agreed, within either April or May. Confirmation of the budget details **is** sought and further supporting written material **may be** requested prior to these interviews.

A decision on the eventual awards will be taken by the Trustees for announcement in July 2010.

2. Fellowships

(i) Study Abroad Studentships

Study Abroad Studentships support an extended period of advanced study or research at a centre of learning in any overseas country, with the exception of the USA.

Applicants

- Must have been resident in the UK for at least five years at the time of application and must hold an undergraduate degree from a UK institution. Undergraduates may not apply for these awards.
- Should be under the age 30 or, if older, make a strong appropriate case for special consideration.
- Should be able to demonstrate how their work would benefit from being conducted overseas rather than in the UK. Those wishing only to improve their foreign language skills are not eligible for this scheme.

Value

The Studentships comprise: a basic annual maintenance allowance of £17,000; a partner allowance of £6,000 if a Student is accompanied by a dependent partner; a return air fare; and a baggage allowance. Further allowances are payable at the Trust's discretion, e.g. assistance with overseas tuition fees and essential research costs.

Please ensure that applications do not include any of the ineligible costs listed on page 17.

Duration

Studentships are tenable for between 12 and 24 months, and the current round of awards must commence between 1 June 2010 and 1 May 2011.

Application procedure

Application materials can be accessed from the Trust's website after 1 September 2009. Applications must be submitted online by the closing date of 4.00pm on 7 January 2010. Applicants should ensure that they are available for an interview in London in late April 2010 and should note that awards are not made without interview.

The Trust will report results to applicants by letter by the end of April 2010.

(ii) Early Career Fellowships

Early Career Fellowships aim to provide career development opportunities for those who are at a relatively early stage of their academic careers but with a proven record of research. It is anticipated that a Fellowship will lead to a more permanent academic position. Applications are welcomed in any discipline, and approximately 70 Fellowships will be available in 2010. Fellowships can be held at universities or at other institutions of higher education in the UK.

Applicants

- May not currently hold, or have already held, a full-time established (i.e. permanent) academic position in a UK university or comparable institution in the UK.
- Should normally hold a degree from a UK higher education institution by the time of taking up the Fellowship. Those without a UK degree will be considered if, at the time of application, they hold an academic position in the UK. It is likely that applications from candidates having an association with the UK academic community of less than two years' duration will be strengthened by a move of employing institution.
- Should normally be under age 35 and hold an awarded doctorate or have equivalent research experience at the time of taking up the award. Applications from those aged 35 and over will be considered if they began their academic studies at a later age than is usual or if they have had a career change or break.
- May, when registered for a doctorate, apply only if they have submitted their doctoral thesis by the closing date, and confirmation of this will be required as part of the application procedure.

Value

The Trust will contribute 50% of each Fellow's total salary costs up to a maximum of £23,000 per annum and the balance is to be paid by the host institution. Given the prestige of the awards each Fellow may request annual research expenses of up to £6,000 to further his or her research activities.

Please ensure that applications do not include any of the ineligible costs listed on page 17.

Duration

Fellowships are normally tenable for either **two** or **three** years on a full-time basis, but requests to hold the award part-time over a proportionately longer period will be considered if this is appropriate for the nature of the research proposed and the career development of the individual. Fellowships will commence between the beginning of the 2010/2011 academic year and 1 May 2011.

Application procedure

Application materials can be accessed from the Trust's website after 4 January 2010. Applications must be submitted online by the closing date of 4.00pm on 11 March 2010. Statements from three nominated referees should also be submitted online as part of the application procedure.

The Trust will report results to applicants by letter by the end of May 2010.

(iii) Research Fellowships

Research Fellowships are open to experienced researchers, particularly those who are or have been prevented by routine duties from completing a programme of original research. There are no restrictions on academic discipline, and awards are not limited to those holding appointments in higher education.

Applicants

- Must be resident in the UK at the time of application.
- Should be able to demonstrate experience and academic background sufficient to confirm their ability to complete the proposed programme of research.
- May not be registered for a degree, for doctoral studies, or for professional or vocational qualifications.

Value

The maximum value of a Fellowship is £45,000. The awards provide research expenses over and above normal living costs **and/or** provide a contribution towards reasonable replacement costs **or** loss of earnings.

Please ensure that applications do not include any of the ineligible costs listed on page 17.

Duration

Fellowships are tenable for between 3 and 24 months, and the current round of awards must commence between 1 June 2010 and 1 May 2011.

Application procedure

Application materials can be accessed from the Trust's website after 1 September 2009. Applications must be submitted online by the closing date of 4.00pm on 10 November 2009.

The Trust will report results to applicants by letter by the end of April 2010.

(iv) Study Abroad Fellowships

Study Abroad Fellowships are designed to support a period overseas in a stimulating academic environment. These differ from the Trust's Research Fellowships in that the awards support a range of activities other than straight-forward research (e.g. the exchange of ideas, the development of new lines of research and collaborative ventures).

Applicants

- Must be resident in the UK at the time of application.
- Should have held an established full-time post in a UK institution of higher education, or in a museum, art gallery or comparable institution for at least five years.
- May not be registered for a degree, for doctoral studies, or for professional or vocational qualifications.

Value

The maximum value of a Fellowship is £22,000. Eligible costs include: reasonable replacement cover whilst the Fellow is overseas; travel to and within the overseas country or countries; a maintenance grant to meet the increased expense of living overseas; and essential research costs.

Please ensure that applications do not include any of the ineligible costs listed on page 17.

Duration

A Fellowship is tenable for between 3 and 12 months, and the current round of awards must commence between 1 June 2010 and 1 May 2011.

Application procedure

Applicants should download application details from the Trust's website after 1 September 2009. They must return one signed copy of the completed application form plus four photocopies to the Trust by the closing date of 4.00pm on 10 November 2009.

The Trust will report results to applicants by letter by the end of April 2010.

(v) Major Research Fellowships in the Humanities and Social Sciences

These awards enable well-established and distinguished researchers in the disciplines of the Humanities and Social Sciences to devote themselves to a single research project of outstanding originality and significance, capable of completion within two or three years. The award is made to the institution at which the successful Fellow is employed, and takes the form of providing a replacement staff member to cover the period of the Fellowship.

Applicants

Applicants must be employed at an eligible UK institution at the time of application and throughout the duration of the Fellowship. Applicants must be able to demonstrate scholarship at the highest level, which has been sufficient to have won international recognition. When assessing applications the Trust gives particular weight to those cases where a particularly onerous teaching or administrative load in recent years has impeded the applicant's research progress.

Institutions

Applicants must be employed by a university or other institution of higher or further education in the UK.

Value

The Fellowships fund the salary costs (normally starting at the most junior point of the lecturer scale at the institution concerned) of a full-time individual to undertake the normal duties of the applicant for the duration of the Fellowship.

A Major Research Fellow may be awarded research expenses up to an annual maximum of £5,000. If such funds are required they must be requested in the budget submitted as part of the application procedure.

Please ensure that applications do not include any of the ineligible costs listed on page 17.

Duration

The duration of a Fellowship is for **two** or **three** years, to start at the beginning of the 2011/12 academic year.

Application procedure

Application materials can be accessed from the Trust's website after 1 February 2010. Applications must be submitted online by the closing date of 4.00pm on 7 May 2010.

The Trust will report results to applicants by letter by the end of December 2010.

(vi) Emeritus Fellowships

Emeritus Fellowships assist senior established researchers to complete a research project and to prepare the results for publication.

Applicants

- Must be resident in the UK at the time of application.
- Should hold or have held a teaching and/or research post at a university or comparable institution in the UK at the point of retirement.
- Should have retired by the time of taking up the Fellowship and no longer have a normal contract of employment.

Value

The maximum value of a Fellowship is £22,000. Eligible costs include: travel and subsistence costs for periods away from home; the employment of a research, clerical or secretarial assistant to support (rather than conduct) the work of the applicant; photocopies; photographic expenses; office or laboratory consumables.

Please note that there is no provision for a personal maintenance allowance or remuneration for the applicant under this scheme.

Please ensure that applications do not include any of the ineligible costs listed on page 17.

Duration

Fellowships are tenable for between 3 and 24 months, and the current round of awards must commence between 1 August 2010 and 1 July 2011.

Application procedure

Application materials can be accessed from the Trust's website after 1 September 2009. Applicants are encouraged to submit their bids online. The closing date is 4.00pm on 2 February 2010 and statements from two referees should also be submitted online as part of the application procedure.

The Trust will report results to applicants by letter by the end of May 2010.

3. Academic Collaboration

(i) International Networks

These collaborations enable a Principal Investigator based in the UK to lead a research project where its successful completion is dependant on the participation of relevant overseas institutions. A significant research theme must be identified at the outset which requires for its successful treatment international collaboration between one or more UK universities, and two or more overseas institutions (normally up to a maximum of seven institutions in total). Networks should be newly constituted collaborations. Full justification should be given for the involvement of all participants, with each participant bringing specific – and stated – expertise which can directly contribute to the success of the project. Details of the proposed methodology for the research project should be provided at the outset, as well as a clear indication of the anticipated outcomes (publications, websites), and of the dissemination strategy to be adopted.

Value and Duration

The value of an award is normally up to £125,000, the activities involved lasting for up to three years.

Topics

Applications for research on any topic within the entire array of academic disciplines are eligible for support. However, an exception is made for areas of research supported by specialist funding agencies and in particular for medicine. In such cases, applicants should consider an application to these alternative funding bodies as being more appropriate. Specific attention is paid to the reasons given by applicants in justifying their choice of the Trust as the most appropriate agency for the support of their project.

Institutions

The Principal Investigator should be employed at a university or other institution of higher or further education in the UK. The award is made to that institution, which must agree to administer the grant, for allocation among the participating institutions.

Costs

The following are typical costs:

- International travel and subsistence. Please note that full advantage must be taken of opportunities for economy travel and accommodation.

- The organising and running of local seminars or workshops.
- The salary of a Network Facilitator of up to £23,000 per annum (including National Insurance and pension), pro-rated for a post which is less than full-time. The Facilitator may not be the Principal Investigator, nor may they be registered for a PhD, but must be based in the lead UK university. The Facilitator may, in addition to their main duties, which will be predominantly of an administrative nature, contribute to the research activities of the Network, if appropriate. No further salary costs are permitted.
- The Trust recognises the variation in costs of living in different countries, and asks applicants to pay close attention to real local costs. However, under no circumstances will subsistence costs in excess of £2,500 per month per person be paid by the Trust.

Please ensure that applications do not include any of the ineligible costs listed on page 17.

Application procedure

International Networks are assessed via a two-stage process. In the first stage, applicants should complete an **International Network Outline Application** form, accessed via the Trust's website. Outline Applications can be submitted at any time.

Before submitting the Outline form to the Trust, applicants are advised to read the Frequently Asked Questions section on pages 18-19 of this booklet, paying particular attention to the construction of the budgetary aspects of the application, and they are also advised to consult with their institution's finance office. The assessment of Outline Applications is normally completed within three months.

Details of the procedure for the second stage, namely preparation of a **Detailed Application** will be sent to those whose **Outline Application** has been approved.

Timing for Detailed Applications

Closing date:	Anticipated announcement of decision:	Earliest possible start date:
1 September	early December	1 January
1 December	end March	1 May
21 March	mid July	1 September

(ii) Visiting Professorships

The objective of these awards is to enable distinguished academics based overseas to spend between three and ten months inclusive at a UK university, primarily in order to enhance the skills of academic staff or the student body within the host institution. It is recognised that Visiting Professors may also wish to use the opportunity to further their own academic interests. The over-riding criteria for selection are first the academic standing and achievements of the visitor in terms of research and teaching, and secondly the ability of the receiving institution to benefit from the imported skills and expertise. Priority will be given to new or recent collaborative ventures.

Applicants

Applications must be made by a member of academic staff, based in a UK university or other higher education institution, who will be responsible for co-ordinating the visit. The host academic's employing institution must also agree to administer the grant, if awarded, and to provide appropriate facilities for the Visiting Professor. Applications may not be submitted by the visitor.

Value

The sum requested should reflect the individual circumstances of the visitor and the nature and duration of the proposed activities. A maintenance grant up to a level commensurate with the salary of a professor in the relevant field at the receiving institution may be requested. Economy travel costs to and from the UK will also be met. Requests for associated costs, if justified by the programme, may include, for example, travel within the UK, consumables, and essential technical assistance.

Please ensure that applications do not include any of the ineligible costs listed on page 17.

Duration

A Visiting Professorship may last for between three and ten months inclusive.

Application procedure

An application form and a detailed description of the proposed programme should be submitted by the responsible academic in the UK host institution. This can be accessed from the Trust's website. One signed copy plus five photocopies of the application details should be returned to the Trust by one of the two following closing dates: 4.00pm on 15 October 2009 or 4.00pm on 14 May 2010.

The Trust will report results to applicants by letter normally within four or five months of each closing date.

4. Philip Leverhulme Prizes

Philip Leverhulme Prizes are awarded to outstanding scholars (normally under the age of 36) who have made a substantial and recognised contribution to their particular field of study, recognised at an international level, and whose future contributions are held to be of correspondingly high promise. Approximately 25 Prizes are available each year across the five topics which are offered.

The Prizes commemorate the contribution to the work of the Trust made by Philip Leverhulme, the Third Viscount Leverhulme and grandson of the Founder.

Topics

For the 2010 competition the selected disciplines are:

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

The disciplines selected are intentionally broad, and nominations will be considered irrespective of a nominee's departmental affiliation.

Value

Each Prize has a value of £70,000; use should be made of the award over a two or three year period. Prizes can be used for any purpose which can advance the Prize holder's research, with the exception of enhancing the Prize holder's salary.

Please ensure that nominations do not include any of the ineligible costs listed on page 17.

Duration

The Prize is available over two or three years. The first instalment of the Prize funds must be released no later than the end of November 2011.

Nominees

Nominees must hold a post (irrespective of the source of funding) in a UK institution of higher education or research and should normally 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.

Nomination procedure

Nominations are to be made by a Head of Department or equivalent. Nomination details can be accessed from the Trust's website after 4 January 2010. Nominations must be submitted to the Trust by 4.00pm on 17 May 2010.

The Trust will report results to nominees by letter by the end of November 2010.

■ 5. Fine and Performing Arts

(i) Training and Professional Development

(a) Bursaries and Scholarships

These awards provide bursaries or scholarships for highly talented students who are receiving training in the fine and performing arts. Grants are made in the form of support for maintenance, training and professional development. The selection and nomination of students is the responsibility of the arts training organisation concerned, and their nomination should be based upon a combination of outstanding talent, potential and their financial need.

Applications for the above awards must come from the arts training institution concerned, clearly indicating the envisaged programme of training, as well as the number of students being nominated for support. **Applications from individual students are not eligible for these awards.**

(b) Innovative Teaching Activity

In exceptional circumstances, the Trust supports innovative and distinctive teaching activities in the fine and performing arts.

The Trust is currently reviewing its activity in support of Training and Professional Development and revised scheme notes will be available on the website from 1 January 2010.

Therefore, no applications under this scheme will be accepted until that time.

(ii) Artists in Residence

These awards are intended to support the residency of an artist of any kind or nationality in a UK institution in order to foster a creative collaboration between the artist and the staff and/or students of that institution. The term 'artist' encompasses visual artists, creative writers, musicians, poets and other producers of original creative work. The resident artist should work in an interactive way with their surroundings, and contribute recognisably to the life and work of the host department or centre. Applications should come **jointly signed** from the artist and a representative of the proposed host group, as Principal Applicant. **Individual artists seeking a residency may not apply directly to the Trust.**

The scheme is intended to bring artists into research and study environments where creative art is **not part of the normal curriculum or activities of the host department**. It is not the objective of the scheme to provide additional teaching strength to the host institution. Priority will be given to new or recent collaborative ventures.

Institutions

All institutions of higher education in the UK (including museums) are eligible to host an artist in residence. The institution undertakes to provide a sympathetic environment for the visiting artist, and will take responsibility for all administrative aspects of the residency.

Value

The award covers a stipend for the resident artist, plus up to £2,500 for costs associated with the artist's activity, e.g. consumables or materials. The maximum total cost can be up to £12,500 overall for a typical residency.

Please ensure that applications do not include any of the ineligible costs listed on page 17.

Duration

A typical residency might be for a full academic year (ten months), based on the artist being present at the host institution for two days per week. Residencies of a shorter duration, perhaps with the artist present for a higher number of days per week, will also be considered.

Application procedure

Awards made under the Artists in Residence scheme are assessed via a two-stage process. The application should be made by the host institution acting in full consultation with the artist. In the first stage a joint letter including signatures of both the host, as Principal Applicant, and the artist, should be sent to the Trust's Assistant Director. This letter (of no more than two pages in length) should describe the proposed programme for the residency, the timing of the collaboration between the artist and the host institution and details of the proposed outcomes (e.g. exhibitions, websites or publications). The anticipated benefits of the residency for both parties should also be stated. A breakdown of the intended costs should accompany the letter.

Preliminary letters can be submitted at any time. Their assessment normally takes up to three months.

Details of the procedure for the second stage, namely preparation of a **Detailed Application** will be sent to those whose **letter of application** has been approved.

Timing for Detailed Applications

Closing date:	Anticipated announcement of decision:	Earliest possible start date:
1 September	early December	1 January
21 March	mid July	1 September

■ 6. Criteria used by the Trust in assessing applications

The instruction given for the establishment of the Trust in the Will of the first Viscount is both succinct – in defining the purpose – and generous – in allowing for changes to fit the times. In directing that the resources be used to provide ‘scholarships for such purposes of research and education as my Trustees in their discretion may direct’, the instruction defines the purpose of the Trust and accounts for its particular character.

The Will itself places no restriction on the disciplines that are to form the context of the research or education. The Trustees have recognised the great opportunity that lies in this absence of the traditional disciplinary boundaries. A further aspect is that the absence of disciplinary definition emphasises the responsive element; the choice of theme is, with few exceptions, a matter for the applicant.

This freedom in respect to disciplinary or organisational matters makes it appropriate to offer guidance concerning the character of the Trust so that those proposals are put to it which indeed best correspond to its aims.

Any attempt to provide such guidance must recognise the variety of activities which the Trust supports. These include research projects, research fellowships and studentships, bursaries for advanced training, and prizes as recognition of research achievement. The description of the criteria applied by the Trust in judging proposals is accordingly given in general rather than in specific terms. Nonetheless, the Trust does often ask applicants to state their reasons for approaching this Trust rather than considering other sources of support. It is therefore important for them to understand the considerations which are likely to be applied.

The overall criterion for all the schemes of the Trust is that the applicant should have outstanding personal talent and should be seeking support which can allow that talent to be applied or developed in a way which promises to bring benefit to the wider community. Within this overall criterion, a number of aspects can be identified, each of which will apply to a greater or lesser extent to each of the schemes of the Trust.

For **research activity** there are the established criteria:

- the **originality** of the work, i.e. the extent to which the proposal moves beyond incremental development within a single discipline;
- the **significance** of the work, i.e. the ability of the central theme or hypothesis to engage and excite those working at some distance from the immediate subject area;
- the outstanding **levels of competence** reflected in the proposed methods, researchers and institution for the intended work;
- the taking of appropriate degrees of **risk** in tackling research challenges of high significance;
- the extent to which the outcomes of the research can contribute to wider **cultural well-being**.

In addition, there are criteria which are more specific to the Trust. These include:

- the role of **one individual’s vision or aspiration** in shaping the design of the research;
- the ability of the research to reflect a refreshing **departure from established working patterns** of the individual;
- the extent to which this personal aspiration is driven by practical or intellectual **curiosity**;
- the opportunity provided by the proposed research for the **personal development** of those involved.

For **Fellowships, Studentships** and **Prizes**, many of the aspects reflected in the above listings will also apply. The main emphasis will, however, be on the ability of the individual to realise a personal talent either in the pursuit of a research objective or in the acquisition of advanced training or in career progression. The receipt of an award should lead to a major advance in the ability of the individual to contribute to the cultural life of the community.

7. Preparing an application

(i) Applying to the Trust

The main application procedures for all Leverhulme schemes are outlined in the table below. For further details and application materials please consult the Trust's website: www.leverhulme.ac.uk

Scheme	Application procedure	Closing date
Artists in Residence	In the first stage applicants should send a joint letter with the signatures of both the host and artist to the Trust's Assistant Director describing the proposed programme for the residency, the timing of the collaboration between the artist and the host institution and details of the proposed outcomes.	There is no closing date for the submission of an initial letter
Early Career Fellowships	Application materials will be available from the website after 4 January 2010. Applications must be submitted online by the closing date. Statements from three nominated referees should also be submitted online as part of the application procedure.	4.00pm on 11 March 2010
Emeritus Fellowships	Application materials will be available from the website after 1 September 2009. Applicants are encouraged to submit their bids online. Statements from two referees should also be submitted online as part of the application procedure.	4.00pm on 2 February 2010
International Networks	In the first stage applicants should complete an Outline Application form, available from the website, and submit this to the Trust.	There is no closing date for the submission of an Outline Application
Major Research Fellowships	Application materials will be available from the website after 1 February 2010. Applications must be submitted online by the closing date.	4.00pm on 7 May 2010
Philip Leverhulme Prizes	Nomination materials will be available from the website after 4 January 2010. Nominations must be submitted online by the closing date. Statements from three nominated referees should also be submitted online as part of the nomination procedure.	4.00pm on 17 May 2010
Research Fellowships	Application materials will be available from the website after 1 September 2009. Applications must be submitted online by the closing date.	4.00pm on 10 November 2009
Research Project Grants	In the first stage applicants should complete an Outline Application form, available from the website, and submit this to the Trust.	There is no closing date for the submission of an Outline Application
Research Programme Grants	Application materials are available from the website. Applicants should complete the proposal form and submit seven copies of this to the Trust by the closing date.	4.00pm on 8 January 2010

Study Abroad Fellowships	Application materials will be available from the website after 1 September 2009. Applicants should return the completed form plus four photocopies by the closing date.	4.00pm on 10 November 2009
Study Abroad Studentships	Application materials will be available from the website after 1 September 2009. Applications must be submitted online by the closing date. Applicants should make themselves available for interview in London in late April 2010. Awards are not made without interview.	4.00pm on 7 January 2010
Visiting Professorships	Application materials are available from the website. One copy of the application form and detailed description of the proposed programme plus five photocopies should be returned by one of the two closing dates.	4.00pm on 15 October 2009 or 4.00pm on 14 May 2010

The Trust is in the process of implementing an online electronic application system for a selected number of schemes. This can be accessed via the Trust's website, and individual funding scheme pages will indicate whether such a process has been introduced.

(ii) Categories of expenditure for which the Trust does not provide support

When submitting an application to the Trust, applicants are advised that the Trust does not offer funding for the following costs, and hence none of these items may be included in any budget submitted to the Trust.

- Core funding or overheads for institutions. Please note that the Trust does not make awards on a full economic costing basis. Attention is drawn to paragraphs 3.31 to 3.37 of the Science and Innovation Investment Framework 2004-2014, HM Treasury (July 2004), which explains arrangements for the provision of overheads linked to charity funding to academic institutions. (The charity support element of HEFCE QR - and analogous patterns of support in the devolved administrations).
- Individual items of equipment over £1,000. Please consult the Frequently Asked Questions section regarding individual items of equipment with a value of £1,000 and under.
- Sites, buildings or other capital expenditure.
- Support for the organisation of conferences or workshops, which are not directly associated with International Networks, Early Career Fellowships or Philip Leverhulme Prizes.
- Exhibitions.
- Contributions to appeals.
- Endowments.
- A shortfall resulting from a withdrawal of or deficiency in public finance.
- UK student fees where these are not associated with a Research Project Grant bid or with the grants detailed in Section 5.

(iii) Frequently Asked Questions

It is the experience of the Trust that when applicants are putting together an application they often contact staff with questions. In response to these enquiries we have assembled a list of **Frequently Asked Questions**, together with appropriate answers, and these are given below. It is recommended that applicants read these before completing an application and that they pay particular attention to these when constructing the budget for their application.

Budget-related questions: salary costs

- 1 Q. Can I include estimates for future pay awards? ■■**

A. Inflationary increases should not be shown in the budget. The Trust will endeavour to cover these increases over the period of the grant. Your finance office should include inflation in the end of year statement of expenditure.
- 2 Q. Should studentship fees/maintenance come under Salaries (Part A) or Associated costs (Part B) of the Budget Form? ■**

A. Under Salaries (Part A) and be based on the Research Council rates. Explicit justification is required for an overseas student.
- 3 Q. How do I calculate the cost of replacement teaching? ■■**

A. Applicants can apply for a maximum of one year's staffing replacement per grant over the course of a three year grant and pro rata for shorter or longer grants. The replacement should not be someone currently studying for a research degree.
- 4 Q. Does the Trust pay for maternity, paternity or adoptive allowance leave? ■■■**

A. Yes, the Trust will pay the statutory maternity, paternity or adoptive allowance.
- 5 Q. Will the Trust pay redundancy? ■■**

A. Yes, for researchers working on a fixed term contract for 2 years or more the Trust will pay the statutory redundancy payment. However, redundancy payment will not apply if the researcher is offered a new post with the same employer. This should not be built into the budget, but agreed with the Trust at the end of the grant.
- 6 Q. Does the Trust pay for sick leave? ■■■■**

A. No.
- 7 Q. Can I receive a salary for work on a project if I receive a pension? ■■**

A. Yes.
- 8 Q. Can I increase the budget of my application on moving from the Outline Application stage to the Detailed Application stage? ■■**

A. Minor adjustments to cater only for salary scale increases are permitted.

Budget-related questions: associated costs/research expenses

- 9 Q. **What can be included under equipment?** ■■■■
- A. Items of equipment costing £1,000 and under are allowable provided that explicit justification is given for each item.
- 10 Q. **For overseas field work, can I purchase a vehicle, where this is cheaper than hire costs?** ■■■
- A. Yes, but the vehicle must be sold at the end of the award and the funds returned to the Trust.
- 11 Q. **Should inflationary increases be built into the costs for clerical, secretarial, technical and computing staff or services in Part B (Associated Costs) of the budget?** ■■■
- A. Yes.
- 12 Q. **Will the Trust pay publication costs?** ■■■
- A. Costs associated with the preparation of results for publication are allowable.

Non-financial questions

- 13 Q. **What is the Trust's definition of an independent referee?** ■■■■
- A. A referee may not come from the same institution as that of any of the applicants and each referee should come from a different institution. Neither should be connected with the proposed project in any way.
- 14 Q. **Can a referee be based in an overseas institution?** ■■■■
- A. Yes.
- 15 Q. **Can I employ a researcher who does not have a PhD?** ■
- A. Yes. However, if the person you have identified is completing a PhD please ensure his or her thesis has been submitted before starting work on the project. Anyone currently registered for PhD studies would only be eligible for fees and maintenance, not for a salary.
- 16 Q. **If I cannot start work on the project on the date given in my application, would the Trust agree to a delayed start date?** ■■■■
- A. Yes. However, consideration must be given to the extent of the delay, since a period of over six months will incur increased salary costs.
- 17 Q. **Can I employ several researchers all working part-time on the project?** ■
- A. Yes. But one must be working at least 50% of the time, and you will need to show the percentage for any who are not working 100% of the time on the project.

Key: Questions relevant to each scheme.

- | | | |
|-----------------------------|----------------------------|--------------------------|
| ■ Research Grants | ■ Fellowships | ■ Academic Collaboration |
| ■ Phillip Leverhulme Prizes | ■ Fine and Performing Arts | |

8. Contacts

These details are correct at the time of going to print, please check the website before contacting us.

Enquiry type	Contact	Email	Telephone
Research Project Grants			
Outline Applications	Matt Dillnutt	mdillnutt@leverhulme.ac.uk	020 7042 9873
Detailed Applications	Nicola Thorp	nthorp@leverhulme.ac.uk	020 7042 9872
Research Programme Grants			
	Gillian Dupin	gdupin@leverhulme.ac.uk	020 7042 9876
Fellowships			
Major Research Fellowships	Nicola Thorp	nthorp@leverhulme.ac.uk	020 7042 9872
All other Fellowships	Michael Cranny Andreas Heiner	mcranny@leverhulme.ac.uk aheiner@leverhulme.ac.uk	020 7042 9863 020 7042 9862
Academic Collaboration			
International Networks	Nicola Thorp	nthorp@leverhulme.ac.uk	020 7042 9872
Visiting Professorships	Michael Cranny	mcranny@leverhulme.ac.uk	020 7042 9863
Philip Leverhulme Prizes			
	Andreas Heiner	aheiner@leverhulme.ac.uk	020 7042 9862
Fine and Performing Arts			
Training and Professional Development	Anne Dean	adean@leverhulme.ac.uk	020 7042 9871
Artists in Residence	Matt Dillnutt	mdillnutt@leverhulme.ac.uk	020 7042 9873
Financial enquiries			
	Reena Mistry Cassandra Whitmore Lynn Oliver	rmistry@leverhulme.ac.uk cwhitmore@leverhulme.ac.uk loliver@leverhulme.ac.uk	020 7042 9883 020 7042 9884 020 7042 9882
Communications			
Press enquiries/publications/website	Bahia Dawlatly	bdawlatly@leverhulme.ac.uk	020 7042 9875
Enquiries for the Director			
	Gillian Dupin	gdupin@leverhulme.ac.uk	020 7042 9876



The Leverhulme Trust

1 Pemberton Row
London EC4A 3BG

www.leverhulme.ac.uk

Charity Number: 288371