LEVERHULME
TRUST ⎯⎯⎯⎯

Emeritus Fellowships
Application Help Notes 2021

Please consult these help notes when completing the application form. These are also accessible via the Help button on each relevant section of the online application form.

Applicant details

These are the details we currently have stored for you. To amend them, please click the Manage My Details link. This will open a new tab for you to make any required changes in. Once completed, please save your changes, close the tab and return to editing your application form.

Career details

- Please enter **the date when you retired or when you expect to retire**. Please note that this may not be later than July 2022.
- The **additional career details** are those we have stored for you. To amend them, please click the Manage My Details link. This will open a new tab for you to make any required changes in. Once completed, please save your changes, close the tab and return to editing your application form.

Education details

These are the education details we have stored for you. To amend or update them, please save and close this application and visit the 'Manage My Details' section to add, amend or remove items from 'Update CV'. These details will be carried forward to this application form and any subsequent applications you make.

Research details

- **Title of research proposal:** No more than 80 characters including spaces.
- **Fields of study:** Select the fields of study which most closely reflect the area of research of the current application.
- **Abstract:** This account should be given in non-technical terms so as to be easily comprehensible to a non-expert. Word limit: 100 words.
- **Places where you will carry out the proposed research:** Give details of where you will undertake the research described in the application. Word limit: 100 words.

- **Details of your established field of research:** Details of the areas of research you have specialised in, your key research achievements and how these relate to the proposed project. Word limit: 100 words.
- **Plans for publishing the results of this research:** Details of how you plan to publish or otherwise disseminate this research. Word limit: 100 words.

Research and publications

- **Detailed statement of proposed research:** 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. Upload a word document (up to 1 side of A4) or type into text box (word limit: 800 words).
- **Major publications:** 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. Upload a word document (up to 1 side of A4) or type into text box (word limit: 800 words).
- **Any other matters you wish to bring to the attention of the Committee:** Any issues which you feel that the Committee should be aware of which you have not addressed elsewhere in the application. Word limit: 200 words.

Duration and timing

- **Duration of whole project:** The period over which the project as a whole if likely to extend (this may be longer than the period of the Leverhulme Fellowship).
- **Duration of Fellowship:** This must be between 3 and 24 months.
- **Proposed start date:** This must be between 1 August 2021 and 1 July 2022. We require all Fellowships to begin on the first of a given month within this period. Please select the month and year you propose to start.
- **Percentage of time to be spent on the project during the Fellowship:** It is expected that a significant amount of time will be spent on the Leverhulme project to allow successful completion of the activities proposed.
- **Details of other research projects and commitments during the Fellowship:** The percentage of time you expect to devote to these. Word limit: 100 words.

Referees

You are required to nominate **two** referees. **When you submit your application an email will be sent to your referees with a link to your application**. It is crucial that you enter correct email addresses. 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. References are subject to a word limit of 500 words. Referees must be able to respond by 18 February 2021 at the latest.

Previous and current applications

- **Previous Leverhulme awards or pending applications to the Trust:** Please include the year awarded, scheme name and project title. Word limit: 150 words.
- **Other awards received in the last year related to this research:** Details of awards you and any close 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. Word limit: 150 words.
- **Applications you have made or intend to make to other bodies related to this research proposal:** 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. Word limit: 150 words.
- **Any active grants that would run concurrently with the proposed period of the Fellowship? If so, how much time will these take up?** Details of the funding body, nature and amount of funding. Word limit: 150 words.
- **Any support costs to be provided by your institution beyond the formal retirement date.** The nature and level of these if applicable. Word limit: 150 words.

Finance

Please note that applicants should ensure that the budget that they draw up 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 undertaken successfully. An applicant's chances of success are not enhanced if he or she requests a smaller rather than a larger sum of money.

Research expenses: Eligible costs are 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. For UK or overseas subsistence (including accommodation) a maximum rate of £150 per day may be used. For visits over 21 days it is expected that the daily rate used will be lower than the maximum. Please provide a justification for the rate used to calculate your budget for all subsistence allowances.

The Trust normally expects applicants to be capable of basic secretarial, typing and word-processing tasks, and hence a request for secretarial/clerical assistance requires explicit justification for the level and type of support requested. Requests for research assistance also require details of how this will be used, why it is necessary and reasons for the level and type of support requested.

Please ensure that applications do not include any ineligible costs.

Validation and submission

- Once the application is submitted it will not be possible for you to edit it, so please print out a copy of the application and proof-read it carefully before submitting.
- To submit your application click **Validation** to verify that all required fields have been completed. You may then save and close this form. If there are no errors the application can be submitted from the application summary screen when you are happy with the content.