

## Philip Leverhulme Prizes Nomination 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.*

- Nominations must be approved by (i) your head of department and (ii) an administrative officer on behalf of the institution, in that order. It is strongly recommended that you ensure that your institution is aware of the approval process well in advance of you submitting your nomination.
- Please also ensure that you meet the conditions of eligibility and have completed the nomination form correctly before submitting. It is your responsibility to complete your nomination in time for the institution to process it.
- The Trust strongly recommends that you submit your nomination for institutional approval at least five working days before the closing date of 4pm on 17 May 2021.
- Please note that it is your responsibility to check the status of your nomination on the Grant Application System homepage and to ensure that the necessary approvals are provided in time.

### How to submit a nomination

To submit a nomination, the nominee must complete all sections of the form, select Validate to confirm that you have completed the mandatory fields correctly. If there are no errors you can then save and close the nomination and select the Submit button to submit the nomination for the two forms of institutional approval. Once the nomination is submitted it will not be possible for you to edit this unless your head of department or the institutional approver reject it. However, you will be able to view it.

### Nominee details

To amend these details please save and close this nomination and visit the Manage My Details section. These details will be carried forward to this nomination form and any subsequent nominations/applications you make.

## Career details

To amend these details please save and close this nomination and visit the Manage My Details section. These details will be carried forward to this nomination form and any subsequent nominations/applications you make. If your Current Position is blank this means that you haven't added it in the Manage My Details section. Please save and close the form and add your current position to your Employment Details. Please ensure you leave the To section blank for your current employment.

## Education details

To amend these details please save and close this nomination and visit the Manage My Details section. These details will be carried forward to this nomination form and any subsequent nominations/applications you make.

## Further nominee details

Please enter the date your PhD or highest degree was awarded. The award date is considered to be the date on which the award of the degree was confirmed by the awarding institution. If you have had a career break since your doctoral degree was awarded please explain the nature of this and state duration.

## Institutional approval details

Please read these details very carefully as they explain the nature of the institutional approval process.

- Click 'Add Head of Department'
- Enter their surname and forename and click Search.
  - If a matching contact is found click on 'Select'
  - If a matching contact is not found follow the instructions to 'Add a new contact'. You must then confirm that you wish to notify the head of department and include them on your application by clicking 'Save'.
- Check the tick box confirming you wish to send the email notifying them of this nomination and then click Save. They will then receive an email with instructions about how to view your nomination. You should only add the head of department if you are confident that they will support your nomination. You should also check that the person selected is the current head of department.
- When you submit the nomination the head of department will be sent a further email asking them to approve the completed nomination and to provide a statement in support of your nomination. This should state explicitly the achievements of the nominee to date and the fundamental contributions made to the chosen subject area, indicating the evidence for international recognition. These achievements will emphasise contributions to research. If the nominee received their highest degree more than ten years prior to the closing date, they should state the special circumstances which justify the consideration of their nomination.

- Once the head of department has approved the nomination it will be submitted for final institutional approval. Only when this final approval has been given will the nomination be submitted to the Leverhulme Trust.
- You may notify the designated institutional approver at any time to allow them to view your nomination. Check the tick box confirming you wish to send the email, and then click Send. They will then receive an email with instructions about how to view the nomination. You must do this before you submit the completed nomination form to your head of department.
- Both forms of approval must both be provided by 4pm on 17 May 2021 and nominees are urged to submit their nominations at least five working days before the closing date to allow both forms of approval to take place in good time. Please note that once you have submitted your nomination you will not be able to edit it. Please also ensure that your institution is aware of the approval process.

### Additional nominee details

Please select the subject area you wish to be nominated for from the drop down list.

- Describe your main research area: for example, experimental psychology, classical art and archaeology, dramaturgy, theoretical astrophysics and cosmology etc.
- Fields of study: Select the field(s) of study which most closely reflects the area of research of the nomination.
- Upload up to two sides of A4 of additional information on your career history (i.e. details of awards, grants and prizes, academic or professional activities, membership of professional bodies, teaching, supervision, conferences etc). Click Browse to select the correct document and then attach. If you wish to replace an uploaded file then you should click on delete and then browse and attach the correct file. A PDF or Word document may be uploaded.

### Publications/outputs

- Please state your ORCID Id number (if possible).
- Upload a list of your publications. Asterisk the four most significant, all of which should be at least at the proof stage, as it is possible that the panel members assessing the nomination may request to see copies. Add your full name at the top of the page. This may not exceed two pages of A4.
- Please ensure that your document has been saved in PDF or Word format.
- Provide a short paragraph (maximum 250 words) for each of your four most significant publications. This should indicate the key contribution that each of these has made to the subject area. Where any of these four are joint-authored nominees should quantify precisely the extent of their personal contribution.

### Referees

- When your nomination is submitted to the Trust by the institutional approver an email will be sent to your referees with a link to your nomination. It is crucial that you enter correct email addresses.

- Give the details of three people who have agreed to act as referees and are able to do so via the Leverhulme Grant Application System.
- You must check that your referees are able and willing to provide a reference via the online system no later than 1 June 2021.
- Your referees should be familiar with your past achievements and be able to describe and confirm the impact which these have had within the chosen field, including consideration of the international level. They could well be drawn from the international community.
- Your referees should not be:
  - based in your current employing institution
  - themselves be a nominee for a prize
  - be a collaborator in your research (within the last two years)
  - your PhD supervisor
- Considerable emphasis will be placed on the comments of these nominated referees.

### Nominee statement

Please describe the following in the four sections of the form provided:

- Your significant research achievements to date (400 words)
- Your future research plans (400 words)
- How you would anticipate using the prize funds if awarded (400 words)
- What the award of the prize funds would enable you to achieve that your current funding does not allow (400 words).

Please note that the information you provide at this stage is purely to give a general indication of your plans for the use of the funds and does not constitute a formal budget for the award.