

Research Project Grants Outline Application Help Notes

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.

Important: only one person should log on at any time, otherwise data may be lost.

Scheme information

Before you commence an application please download the System Help PDF from the left-hand menu on the screen. The “How to complete the form” tab explains key functionality.

Principal applicant details

Applicant details:

- The applicant should be employed by an 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 that of the requested award.
- Please only use your institutional email address from the institution you are applying from, we do not accept personal email addresses.
- Awards are not made to cover the salary costs of the applicant or those of the Co-applicant/s.

How is your post currently funded?

Please enter details of how your post is currently funded, e.g. by the University, HEFCE, etc.

Proposal

Long title and Short titles are not editable after the outline application stage.

Fields of study: select the fields of study which most closely reflect the area or research of the current application.

Start date: Outlines normally take three months to assess, and then you will need to take into consideration the full application deadlines, so please be realistic.

Total time to be spent on the project by the Principal Applicant (hours per week):

Carefully calculate the average number of hours per week you will dedicate to the project, taking into consideration other research, teaching and administrative duties over the period of the grant. Please note that this figure cannot be changed if the application proceeds to the full application stage.

If replacement teaching is required, the percentage of time spent on the project (entered in the Finance, Salary budget section) should correlate directly with the number of hours per week entered here. Replacement costs should be carefully costed, taking the Principal Investigator's time commitment into account, and the percentage requested should not exceed the Principal Investigator's own percentage time commitment. You are strongly advised to consult with your institution about these details, as any shortfall arising from a miscalculation about replacement costs or the number of hours the Principal Investigator will be dedicating to the project will be the responsibility of the institution.

Lay Summary: please provide a 100 word synopsis of the proposed research project, suitable for the lay reader.

Why the Leverhulme Trust?: It is in the Principal Applicant's interests to ensure that a full clear justification for applying to the Trust is provided, based on their understanding of the character of the Trust. Peer reviewers and Trust Board members place considerable weight on your reply, so give very careful thought to what you write and take note of the following six tips:

- Consult <https://www.leverhulme.ac.uk/funding/our-approach-grant-making> to determine if your project fits the type of research we are seeking to fund. Also, please take into consideration:
 - a. The Trust has an appetite for higher risk research and this is often interdisciplinary in nature. However, your research does not have to be interdisciplinary to be funded so do not force a link that doesn't really serve the research.
 - b. Consider carefully whether the Trust really is the best recipient for your application – it may be that other funders are more suitable for the type of research you wish to undertake. The Trust will fund research that is a fit to the remit of other funding bodies, such as UKRI, but you will need to explain why the Trust is a better fit.
 - c. The Trust does not want to be 'the funder of last resort'.
- Do not simply cut and paste text from our website – we know what our own website says!
- Do not just repeat what you have said elsewhere on the application form – duplicating information is not a good use of the space.
- Do answer the question. Don't use the space to say something not relevant to the question.
- Avoid writing purely descriptive text about the research project or about the skills of the research team. You can address these points elsewhere in the application.

Other research commitments: This information is required to enable assessors to judge whether the Principal Applicant will have sufficient time available to devote to the proposed project.

Proposal summary

Proposal Summary:

- The summary should be written in a style suitable for a person with broad knowledge of the subject area. It should include hypotheses to be tested, objectives, significance, methods to be used, and details of how the results will be published.
- Please select text entry (maximum 1,000 words) OR upload a Word or PDF document (the file upload limit is two pages in Arial 11, margins should be no smaller than 1cm). You cannot select both options.
- You can include figures in an uploaded document, but you may need to add these in a table for formatting reasons.
- If your document will not upload or corrupts, please check the following:
 - that you have deleted the editing history;
 - that you have not used 'wrap text' – this sometimes corrupts documents;
 - that pages within the document are portrait only (not landscape).
 - Margins are no smaller than 1cm.

References:

- Please list the references used in the Proposal Summary.
- Please select text entry (maximum 500 words) OR upload a Word or PDF document (the file upload limit is one page in Arial 11, margins should be no smaller than 1cm). You cannot select both options.
- If your document will not upload or corrupts, please see the Proposal Summary guidance above.

Staff resources requested: Explain the rationale and provide a justification for all staff requested. Include the reason for the number of research assistants, PhD students, local researchers and/or consultants. Describe the division of tasks between each of these.

Publications

Please include the four most relevant and recently published papers by the Principal Applicant.

- Ensure that complete citations are given, however we do not require any comments or a description of these.

Please demonstrate your knowledge of other papers published by other authors in this subject area:

- Please give examples of current work being carried out in the research area you are applying for by other authors, therefore demonstrating an awareness of other developments in the field. Ensure that complete citations are given, however we do not require any comments or a description of these.

Co-applicants

- A maximum of three Co-applicants can be added.
 - Co-applicants can be from a non-UK institution and will be asked to confirm their participation in the project before it can be submitted to the Trust. It is the Principal Applicant's responsibility to ensure that any Co-applicants are aware of their role in the application process.
 - Co-applicants may not claim a salary from the Trust, therefore they cannot be the named researcher/student on the proposal. Replacement teaching costs can be added for the Co-applicants. To be eligible for these, they must be currently employed by a UK University on a continuing basis.
 - Carefully calculate the average number of hours per week the Co-applicant/s will dedicate to the project, taking into consideration other research, teaching and administrative duties over the period of the grant. Please note that this figure cannot be changed if the application proceeds to the full application stage.
 - If replacement teaching is required, the percentage of time spent on the project (entered in the Finance, Salary budget section) should correlate directly with the number of hours per week. Replacement costs should be carefully costed taking this into account, and the percentage requested should not exceed the Co-applicant's own time commitment. You are strongly advised to consult with your institution about these details, as any shortfall arising from a miscalculation about replacement costs or the number of hours the Co-applicant/s will be dedicating to the project will be the responsibility of the Principal Investigator's institution.

Contribution of the Co-applicant: please describe the role of this Co-applicant, including the specific expertise or knowledge brought to the project which would not otherwise be available.

Finance

General guidance:

- It is recommended that you liaise with your institution regarding the budget to minimise any delays.
- The Trust does not make awards on a full economic costing basis.
- The budget should be entered in £ sterling, to the nearest £1.
- Every field should be completed using zeros where necessary. Do not include pence.
- If you are requesting IT/administration/secretarial/technician/technical assistance then these must be listed under associated costs.

Salary Budget Guidance: Principal and Co-applicants cannot claim for direct salary costs for themselves nor be a consultant, research assistant, local researcher or PhD student. Replacement teaching is only allowable for Principal and Co-applicants in the UK.

Replacement Teaching:

- Replacement teaching can be added for the Principal/Co-Applicants. To be eligible for these, applicants must be currently employed on a continuing basis by their eligible institution.
- A maximum of one year's replacement **per grant, not per applicant** over the course of a three year grant – and pro rata for grants of different lengths or for those with contracts less than full time – may be awarded (for example, up to eight months for a two-year grant, up to 16 months for a four-year grant, and so on).
- The replacement should not be someone currently studying for a research degree. This replacement should start at the most junior point of the lecturer scale of the institution concerned.
- Replacement teaching is not allowable for Co-applicants outside of the UK or not employed at a UK University.
- If replacement teaching is required, the percentage of time spent on the project by the Principal Investigator and/or Co-applicants should correlate directly with the number of hours per week entered in the Proposal and/or Co-applicants sections. Replacement teaching must not exceed 33% on any grant, this equals a third of the time of any project, e.g. one year on a three-year grant. **This is per grant, not per applicant.**
- The applicant or Co-applicant/s cannot claim for more replacement teaching than they are spending on the project; for example, if someone is spending 20% of their time on the project then only up to 20% replacement costs can be requested.
- Explicit and clear justification should be provided for why replacement teaching costs are sought/required. Do not simply provide a breakdown of how this is calculated.
- We advise that you liaise with your institution about these details, as any shortfall arising from a miscalculation about replacement costs or the number of hours the Principal applicant and/or Co-applicant/s will be dedicating to the project will be the responsibility of the Principal Investigator's institution.

Staff Costs:

- There must be at least one research assistant, local researcher or PhD student working for at least 50% of the time of all of the time. This means that someone must be working on the project every day for the duration of the project, even if this means as a part-time post.
- Percentages must be based on the time spent on the project as a whole, not yearly. For example, a research assistant working on a project for 100% would need to have 100% salary costs in every year, not just one or two.
- A research assistant is someone employed and working in the UK.
- A local researcher is someone employed overseas (not in the UK). They must be supervised by a Co-applicant in that country.
- Consultants must be named and be crucial to the project, they cannot claim a salary only a reasonable fee. Consultants are not there to work on the project as a member of staff, only consult on the work being done. This means that they should not be actively involved in the research nor the outcomes of the grant.

- We do not provide funding for casual research assistants nor registered students working as a researcher.

Associated Cost Guidance:

Associated Costs: Please be reminded that the total Associated Costs cannot exceed 25% of the total amount requested

- Please provide a full breakdown and fully justify why all associated costs are required.
- We do not provide funding for setting up a conference, seminar, workshop, exhibition, sandpit or similar, only travel and conference fees to attend those relevant to the research being undertaken.
- Travel, subsistence and accommodation can only be provided for those listed on the application (e.g. Principal Applicant, Co-applicant/s, research assistants, local researchers, PhD students and consultants). **We do not fund advisory panels, speakers, stakeholders, etc.**
- All equipment costs must be £1,000 or lower and must be critical to the project and not currently available. However, up to £1,500 for the provision of laptops/desktops for staff or students employed on an award will be considered, where these are essential to the project and not otherwise provided. PCs and laptops will not be provided for the Principal and/or Co-applicants, as the University should provide these.
- Only publication costs for Open Access are permissible and should be included within the 25% associated costs allowable. However, open access charges should only be incurred during the period of a Leverhulme award (rather than being built into a budget but with anticipated expenditure after the research and award has concluded). If these costs are not incurred during the life of the grant, the funds cannot be switched to any other budget heading, and must be returned to the Trust.
- Technical/Technician/Developer/Administration/Secretarial costs must be entered as an associated cost under the appropriate headings. These are not research staff costs and cannot be added to the staff salary section.
- Recruitment Advertising is for the advertising of a post only, we do not provide other funding, such as travel to interviews, etc.
- Training costs will not be provided for any staff members.

Validation

The Validation button can be pressed at any time. Any mandatory/required fields will be indicated, as will any errors.

Feedback

Unfortunately, due to the large number of applications for this scheme, it is not possible to provide feedback to individual applicants regarding unsuccessful applications

Important: Please ensure that you save a copy of your completed application form before submission as this is not available if you are invited to submit a detailed application.