

## International Fellowships Application Help Notes 2023

*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

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### Education details

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### 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 programme:** Give details of where you will undertake the programme of activities described in the application. Word limit: 100 words.
- **Relevant experience/skills/training:** Specialist training, skills and/or experience you have for successful completion of the proposed work. Word limit: 100 words.

## Research and publications

- **Detailed statement of proposed programme of activity:** This should be a detailed account of your proposed activities, 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 either a word document or pdf (up to two sides of A4) or type into text box (word limit: 1000 words). **Please use Arial font size 11 and ensure margins are no smaller than 2cm and single line spacing is used.**
- **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 either a word document or a pdf (up to 1 side of A4) or type into text box (word limit: 500 words). **Please use Arial font size 11 and ensure margins are no smaller than 2cm and single line spacing is used.**
- **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 duration of the project as a whole if likely to extend (this may be longer than the period of the Leverhulme Fellowship). Word limit: 100 words.
- **Duration of Fellowship:** This must be between 3 and 24 months. More than one visit can be made to the place of tenure, but all trips must be completed within a 24-month time span. If an applicant wishes to interrupt the period spent overseas they should make a specific argument for this in the application.
- **Proposed start date:** This must be between 1 June 2023 and 1 May 2024. 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. If your application is shortlisted your referees will be contacted via email and they will then be sent a link to view your application. Please note that not all referees will be contacted, therefore it is not necessary for referees to prepare their comments in advance. 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. Please do not nominate any referees from within your current institution. Please also note the following restrictions regarding nominated referees:

Nominated referees should not:

- have a close personal relationship (e.g., family, close friend) with the applicant;
- have a direct or indirect financial interest in the application or with the applicant;
- be directly involved in the work that the applicant proposes to carry out;
- have a proposal under review in the same competition.

### 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 three years related to this research:** Details of awards you and any 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.
- **Details of any overseas residencies (lasting over three months) during the last five years:** If you have completed any overseas residencies of more than 3 months duration during the last 5 years, please provide the details of these. Word limit: 200 words.
- **Where did you hear about this Leverhulme scheme:** please select from the dropdown box.

### Finance

Applicants may apply for salary costs and/or research expenses.

- **Salary costs:** Select Add Salary cost to enter details of a temporary appointment and/or hourly rates.
- **Replacement costs:** Applicants may request replacement costs either for a temporary post and/or for hourly paid staff. Applicants should give explicit justification for the replacement costs requested. Applicants should consult with their head of department and finance officer at an early stage to ensure that the bid for replacement costs is realistically costed and commensurate with the type and range of activities to be replaced. When calculating replacement costs applicants should use current salary scales/hourly rates and include normal increments but not any unsettled revisions.

- The university cannot claim for the employment costs of a permanent member of academic teaching staff to cover the applicant's duties.
- This award can be held in conjunction with a sabbatical from your institution.
- **Research expenses:** Eligible costs for the applicant and a partner and/or children are typically travel (economy fares or similar) and subsistence away from home, visa costs, consumables, photographic costs and photocopies. If applicants are seeking overseas subsistence (including accommodation) a maximum rate of £200 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.

#### Study leave details (only for those seeking replacement costs)

- **Your institution's policy for paid or unpaid study leave:** Give details of your institution's policy for granting paid or unpaid study leave. Word limit: 100 words.
- **Amount of paid study leave in the last four years:** Give details of how much paid study leave you have had in the last four years. Word limit: 100 words.
- **Amount of unpaid study leave in the last four years:** Give details of how much unpaid study leave you had had in the last four years. Word limit: 100 words.
- **Study leave eligibility in the next three years:** If you are eligible to apply for paid study leave to be taken in the next three years, have you already applied for it or are you planning to do so? If not, indicate the reasons. Word limit: 100 words.
- **Details of teaching and/or administrative activities to be replaced:** Give details of the type of activities to be covered and the arrangements for covering these. Word limit: 100 words.

#### Validation and submission

To submit your application please first click Validate Form 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 of the application. Once the application is submitted it will not be possible for you or your host institution to edit it so please print out a copy of the application and proof-read it carefully before submitting it.

If the institutional approver declines to support an application the applicant will be sent an email notifying him or her of this. The applicant will then have the opportunity to 'unlock' and edit the application and re-submit it for institutional approval.