

Leverhulme Research Centres 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.

Scheme information and system help

Before you commence an application, please read the scheme information and the System Help PDF, the latter can be downloaded from the left-hand menu on the screen.

Principal applicant details

Principal Applicant Details:

The following 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.

Summary of research centre

Title of the Centre (maximum 100 characters):

Centres should be titled as the ‘Leverhulme Centre for ...’

Fields of Study:

Select the most relevant field/s of study.

Area of Research (maximum 250 words):

Define the centre’s proposed area of research and describe why this is important and interesting. Please also detail the key research questions, and the anticipated contribution of a Leverhulme Research Centre to the chosen subject area.

Structure of the centre (maximum 250 words):

Outline the structure of the centre (single or multi-site) including the institutions involved and the rationale for their participation. Please also give brief details of the key staff who will be involved in the centre and their planned contribution.

Justification for the choice of the Principal Applicant and senior staff (maximum 150 words):

Provide a justification for the choice of the principal applicant and other senior staff, including their suitability to undertake both intellectual and organisational leadership of the proposed centre.

Use of grant funds (maximum 150 words):

Provide an indication of how the grant might be used over the centre's duration in terms of research staff, such as doctoral students and postdoctoral researchers, and associated costs. Please note: the latter cannot exceed 25% of the total, and includes non-research staff such as administrative and technical posts. A formal budget will only be requested for applications proceeding to the second stage.

Description of the research centre

Please upload a five page description of the research centre as a PDF or Word document. The description should include the following information:

1. A description of the area of research:
 - the reasons why this is important and interesting and particularly suited to the Trust's funding approach in terms of being blue-skies, transformative and multidisciplinary
 - the key research questions to be addressed
 - how the centre will contribute to this general subject area
2. The structure of the centre:
 - whether single or multi-site
 - details of the institutions involved and rationale for their participation in the work of the centre
 - brief details of key staff who will be involved and their planned contribution
3. The justification for the choice of the principal applicant and senior staff and their suitability to undertake both intellectual and organisational leadership of the centre
4. An indication of how the resources might be used over the centre's duration in terms of:
 - research staff, doctoral students and replacement teaching, please note the latter is set at a maximum of 33% for up to three years for key academic staff.
 - associated costs, including non-research staff, such as administrators and technicians (please note: associated costs cannot exceed 25% of the grant)

Institutional Approver

You may notify your designated Institutional Approver at any time to allow them to view the application. Check the tick box confirming you wish to send the email, and then click Send. They will then receive an email with instructions on how to view the application.

Institutional approval of the application must be provided by midday on 7 June 2024. Applicants are urged to submit their proposals at least 5 working days before the closing date to allow institutional approval to take place in good time.

Please note that it is not possible to edit and application once it has been submitted. Should the Institutional Approver wish to reject the application in order for any revisions to be made, they will have the option to do this and return the application to the Principal Applicant to make any necessary changes.

Validation

The Validation button can be hit at any time. Any mandatory/required fields still to be completed will be indicated, as will any errors.

Important: please ensure that you save a copy of your completed application form before submission.