

Early Career Fellowships Guidance for Applicants 2019

The Leverhulme Trust Board, through its Research Awards Advisory Committee, is offering approximately **100 Fellowships in 2019**. These provide career development opportunities for researchers with a proven record of research. The Fellowships are intended to assist those at a relatively early stage of their academic careers, and it is hoped that the appointment would lead to a more permanent position for the individual, either within the same or another institution. The objective is for Fellows to undertake a significant piece of publishable research during the tenure of the award, and the project put forward should therefore not be a reworking or mere extension of the candidate's doctoral research project.

Eligible applicants

- Applicants **must not yet have held a full-time permanent academic post in a UK university or comparable UK institution**, nor may Fellows hold such a post concurrently with the Early Career Fellowship. Those in receipt of a stipendiary Fellowship may not hold this at the same time as an Early Career Fellowship. Applicants who have existing funding in place for a duration equivalent to or greater than the duration of the Early Career Fellowship should not apply.
- All candidates must hold a doctorate or have equivalent research experience by the time they take up the Fellowship. **Those who are or have been registered for a doctorate at any time may apply only if they have submitted their doctoral thesis by the closing date of 4pm on 28 February 2019**. Those who at the time of commencing the Fellowship are registered for or are intending to register for degrees, professional or vocational qualifications are not eligible.
- Applications are invited from those with a doctorate who submitted their doctoral thesis for viva voce examination not more than four years prior to the application closing date. Hence **those who formally submitted their doctoral thesis for viva voce examination before 28 February 2015 are not eligible unless they have since had a career break**. Those wishing to make a case for a career break should present the case for interruption by a period of maternity leave, family commitments, illness, or other exceptional circumstances. Please note that time spent working outside academia does not qualify as a career break.
- Applicants must **either** hold a degree from a UK higher education institution at the time of taking up the Fellowship **or** at the time of the application deadline must hold an academic position in the UK (e.g. fixed-term lectureship, fellowship) which commenced no less than 4

months prior to the closing date. Hence, **those who do not hold a UK degree and whose UK academic position commenced after October 2018 are not eligible.** The intention is to support the career development of those building an academic career within the UK.

- Candidates who have been, or are currently a Principal Investigator on a three-year post-doctoral research project, or have held or currently hold a comparable three-year post-doctoral position to pursue their own research are not eligible to apply.
- The Research Awards Advisory Committee believes that the development of an academic career is best served by gaining experience at different institutions. Applicants who have not already moved institutions in the course of their academic career (i.e. between their undergraduate university and proposed host institution) should nominate a new host institution, or otherwise demonstrate clear evidence of the academic and/or personal reasons for remaining at the same institution, such as access to highly specialist equipment or a highly specialised research team.
- The matching funding contributed by the host institution must be drawn from generally available funds and must not be associated with any other grants received by the institution. The host department must secure the matching funding for the applicant before the closing date. Applications that do not meet these conditions are ineligible and will be rejected.
- A candidate may submit only one application per year. Previously unsuccessful applicants may reapply.
- Candidates may not apply for both an Early Career Fellowship and a Study Abroad Studentship in the same year. **Candidates who have held a Leverhulme Study Abroad Studentship for postdoctoral research are not eligible to apply for an Early Career Fellowship.** Candidates should consider carefully which of these two schemes best suit their requirements. Please note, this only applies to the 2019 award schemes onwards; candidates who currently hold a Leverhulme Study Abroad Studentship for postdoctoral research are eligible to apply for an Early Career Fellowship.

Eligible fields

Applications will be considered in all subject areas with the following exceptions:

- studies of disease, illness and disabilities in humans and animals
- research that is intended to inform clinical practice or the development of medical applications

There are two reasons for this: substantial funding is available from other sources for applied medical research; the Trust's priority is to support investigations of a fundamental nature.

Place of tenure

The Fellowships are tenable in **any university or institution of higher education in the UK.** Early Career Fellows are employees of the host institution and subject to that institution's terms and conditions of employment.

If awarded a Fellowship, a request to transfer the place of tenure will normally only be considered where there is clear evidence of career development opportunities and such requests are very

unlikely to be approved unless the Fellow has been in post for at least one year at the time of the request. **Requests to transfer an award prior to take up of a post will not be considered.**

Duration and timing

The awards are tenable **for 36 months and are not renewable**. A Fellowship must commence between 1 September 2019 and 1 May 2020. The Trust will support requests to hold the award part-time over a proportionately longer period for health related reasons, disability or childcare commitments. Those holding the Fellowship part-time may not undertake any other employment within a UK higher education institution during the period of the award.

Research funds

In recognition of the prestige of these awards and to enable the Fellow's research, up to **£6,000 a year will be available to each Fellow for research expenses**. The following are examples, rather than an exclusive list, of possible research expenditure: conference attendance, conference organisation (in the UK only), travel and subsistence for research trips in the UK or overseas, research assistance, laboratory consumables.

For UK and overseas subsistence (including accommodation) the Trust can contribute up to a maximum of £150 per day. For visits over 21 days it is expected that the daily rate used will be lower than the maximum.

Capital items (such as items of equipment and books) are eligible, up to a limit of £1,000 for each budget item but require explicit justification (please note, the Trust expects the host department to provide standard computing equipment eg. a desktop computer).

Teaching

The primary purpose of the scheme is to enable the award holder to undertake a significant piece of publishable research, as described in the application. Whilst it is desirable for the Early Career Fellow to gain some teaching experience, **teaching should average no more than three hours per teaching week in term time**. The Trust expects that the subjects taught would relate to the main thrust of the Fellow's research interests and not simply to the department's needs. The host department should take into account the amount of preparation time alongside the number of teaching hours. A modest amount of examining associated with any teaching undertaken is permissible, but if the Fellow is asked to undertake any administrative tasks, these should relate directly to the teaching and/or research (s)he does. **The total time spent on teaching duties (i.e. preparation, teaching, examining, marking and administration) should not exceed one day per teaching week in term time**. It is important that an award holder's teaching does not hinder progress on his or her research project. The Fellow or head of department should provide the Trust with details of the Early Career Fellow's teaching duties at the start of each year or term.

Institutional commitments

The scheme is based on a pattern of joint support whereby the Leverhulme Trust will contribute **50% of the Fellow's total salary costs** (including National Insurance, superannuation and London allowance, where applicable) up to a maximum of £25,000 in each year of the award

(pro-rated if the Fellowship is held on a part-time basis), and the balance is to be contributed by the host institution. The Trust's contribution in subsequent years will normally increase in line with pay awards and normal increments up to the maximum of £25,000. Institutional approval by the host institution is required as part of the application procedure, confirming that the necessary financial commitment can be made and providing details of the facilities with which the Fellow will be provided.

It is a condition **that the host department has identified and secured the source of the matching funding for an applicant by the closing date, and that this is specifically allocated to the individual concerned.** The matching funding contributed by the host institution must be drawn from generally available funds and must not be associated with any other grants received by the institution. Applications that do not meet these conditions are ineligible and will be rejected.

Host institutions should **ensure that the starting salary has been agreed with the applicant** prior to finalising the application, and that this is in line with the university's salary policy.

Ineligible costs

The Leverhulme Trust cannot contribute towards institutional charges for accommodation or overheads. Please note that the Trust does not make awards on a full economic costing basis. Please consult paragraphs 3.31 to 3.37 of the Science & Innovation Investment Framework 2004-2014, HM Treasury (July 2004), which explains arrangements for the provision of overheads linked to charity funding.

Application procedure

Applications can only be made via the Trust's Grants Management System. **Applications must be approved and submitted to the Trust by the host institution by 4pm on 28 February 2019.** Institutional approval is required both from the head of the host department and from an administrative officer on behalf of the host institution. Nominated referees will also be required to provide their references via the online system. **Applicants will be informed of the result of their applications by email at the end of May 2019.**

Please note that due to the large number of applications received to this scheme, it is not possible to provide feedback regarding the reasons for rejection to individual applicants.

Practising artists

Practising artists should provide online access to up to 12 images, or a short excerpt of their film or music, as appropriate. Please include the link to your work in your Detailed Statement of Proposed Research.

Applications queries

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