

Leverhulme Early Career Fellowships Research Expenses Budget Information

In recognition of the prestige of these awards and to facilitate the Fellow's research, **up to £6,000 a year** will be available to each Fellow for research expenses.

The procedure for claiming annual research expenses is by submitting a **payment form** and a **projected budget**, as explained in the award offer letter and the terms and conditions.

- The Fellow should provide the Trust with a breakdown of proposed expenditure at the **start of each award year prior to incurring any costs**.

This document provides some additional information which may assist in preparing the projected research budget.

- 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 £200 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 e.g. a desktop computer).

- There is no set form or template for the projected budget – a summary of general headings and items with cost estimates is normally sufficient. For some expenses more detail may be requested.
- It is important that fellows start the year with a firm idea of the research expenses they are likely to incur. However, the expenses allowance is intended to give the fellow the flexibility and independence to pursue their research in the best way possible. As such, the Trust recognises that changes to the submitted budget may be required as research priorities change or new costs and opportunities emerge.
- It is not necessary to notify the Trust in advance of every change to the budget. However, it is recommended that fellows do seek Trust approval beforehand for any significant changes or new items (especially capital items), in order to confirm eligibility.

- The Trust makes one expenses payment per year and it is not normally possible to make a second payment in the same year.
- Variations in expenditure can be settled at the end of the year and any funds not used or claimed can be carried over or claimed in later years (e.g. if you use £5000 in year one, up to £7000 will be available in year two).
- The Trust does not require receipts. Instead, the Fellow is required to provide an accurate summary of actual expenditure in their annual reports.