

Leverhulme Doctoral Scholarships 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

Before you commence an application please read the scheme information and download the System Help PDF 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.

Partner university: co-applicant details

Co-applicant Details: Please indicate if you would like to add a co-applicant to the proposal, please note that this is only applicable for consortia applications.

To add a co-applicant from a partner university, enter their name, press 'search' and select them from the system. Alternatively, you can add a new contact. On saving this section of the form, the co-applicant will be notified that they have been added to the application.

Supporting statement: partner university

Applications from consortia should submit a supporting statement from a designated representative of the partner university. This should be the pro-vice-chancellor for research, or someone holding a similar role. The designated representative should provide a 500-word statement explaining why the research subject area is deemed to be of importance to the university and giving key information about the university's research capacity in this area (for example, numbers of staff and doctoral students, and grant income). The statement should also provide details of the support the institution would provide to the Doctoral Scholarships programme, financial or otherwise, including

administrative support, supervisory and managerial staff time and the provision of facilities and space. The institution should demonstrate that they will provide the Doctoral Scholarships programme with an appropriate level of management and administrative support. The partner university should provide the lead university with the statement to be uploaded as a Word or PDF document.

Programme summary

The programme summary should include the following information and be suitable for the lay reader:

Fields of Study:

Select the fields of study which most closely reflect the areas of research of the proposed Doctoral Scholarships programme.

Rationale for the selection of this area/discipline:

You may expand on this information in the detailed programme description.

The relationship between the proposed Scholarships and any current doctoral training awards in this area, and details of how the Leverhulme Scholarships would provide added value:

You may expand on this information in the detailed programme description.

How the doctoral scholars would be supervised, and the plans for training and cohort-building activities:

You may expand on this information in the detailed programme description.

Description of how the university would sustain the legacy of the Scholarships in the chosen area:

You may expand on this information in the detailed programme description.

Details of additional financial or other support or resources provided during the grant period:

You may expand on this information in the detailed programme description.

Detailed programme description

The detailed programme description should address the following issues and provide any other relevant key information to enable expert panel members to give advice to the Leverhulme Trust Board:

- the rationale behind the choice of research subject area for doctoral scholarships
- the relationship between the proposed Leverhulme Doctoral Scholarships and any current doctoral training awards in the chosen research subject area or related disciplines
- how the proposed Leverhulme Doctoral Scholarships would add value in the chosen research subject area and to the university/universities
- the proposed mode of selecting the Leverhulme Doctoral Scholars to ensure that those candidates chosen have an outstanding academic record and the potential to complete their doctoral studies successfully
- details of how the scholars would be supervised and the process for monitoring supervision and progress, with particular reference to managing cross department interdisciplinary supervision. The plans for training and cohort-building activities should also be described.

- relevant information about key academic staff likely to be involved (e.g. the number of their doctoral supervisees) and about general research capacity in this area
- the legacy that will be delivered for the university's/universities' research in the chosen research subject area and details of how the university/universities intend(s) to sustain this beyond the duration of the Leverhulme grant
- details of any relevant additional financial or other support or resources to be provided by the university/universities during the grant

For applications from consortia, the following information should also be provided in the detailed programme description:

- the basis and any history for the partnership and the expected benefits of this to the doctoral programme and participating universities
- a description of how any award would be managed across the partners (who would be the awarding university/ies, how studentships would be distributed, how the cohort would be developed across sites etc.)
- a contingency plan in the event that a partner university could not continue to participate in the doctoral programme

The maximum length of the statement is 10 sides of A4 (font size 11pt or greater). Applicants can choose how to use this space in order to address these points. The detailed programme description should be uploaded as a Word or PDF document.

Institutional approval: designated representative

Please note that there are **two** forms of approval required for this application in the following order: 1) from a Designated Representative, who must provide a supporting statement and approval for the application and 2) from your Institutional Approver.

Click 'add Designated Representative' to add the person who will provide the statement and also click the Approver Notification link to inform your Institutional Approver that you have an application in progress which will require approval in due course.

The application will require **both** forms of approval once you have filled out all the mandatory fields, validated your application and submitted it. At this point your application will be frozen and you will be unable to make any amendments.

When you have submitted your application it will generate an email with a request for a statement of support from your Designated Representative. Only when this has been provided will an email be generated for Institutional Approval, in line with the normal procedure for approving Leverhulme Trust applications.

Only when this second form of approval has been given will the application be submitted to the Leverhulme Trust.

Please note that in the case of consortium applications, there is no additional approval stage for the partner university.

Supporting statement by designated representative

A supporting statement is required as part of the application from a designated representative for the applying university. This should be the pro-vice-chancellor for research, or someone holding a similar role. The designated representative will be asked to provide a 500-word statement explaining why the research subject area is deemed to be of importance to the university and giving key information about the university's research capacity in this area (for example, numbers of staff and doctoral students, and grant income). The statement should also provide details of the support the institution would provide to the Doctoral Scholarships programme, financial or otherwise, including administrative support, supervisory and managerial staff time and the provision of facilities and space. The institution should demonstrate that they will provide the Doctoral Scholarships programme with an appropriate level of management and administrative support.

Validation

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

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