

## 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 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.

### Programme summary

*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.

*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 Statement

The detailed statement should address the following issues in detail and provide any other relevant key information:

- 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 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
- 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 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

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

- 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 statement should be uploaded as a Word or PDF document.

## Supporting statement by designated representative: lead university

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).

## Supporting statement by designated representative: partner university

Applications from consortia should submit a letter of support from the partner university, which in addition to the points required for the supporting statement from the lead institution, should outline their financial and support package to the Doctoral Scholarships Programme. The statement should be provided by a designated representative of the university, e.g. the pro-vice-chancellor for research, or someone holding a similar role. The partner university should provide the lead university with the statement to be uploaded as a Word or PDF document.

## 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.

## Institutional approval

Once the designated representative of the lead university has provided the statement, the application form requires online institutional approval according to the normal procedure for signing off Leverhulme Trust applications.

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