

Research Fellowships Application Help Notes 2019

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.

Applicant details

These are the details we currently 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.

Career details

These are the details we currently 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.

Education details

These are the details we currently 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.

Research details

- **Title of research proposal:** No more than 80 characters including spaces.
- **Fields of study:** Select the fields of study which most closely reflect the area of research of the current application.
- **Abstract:** This account should be given in non-technical terms so as to be easily comprehensible to a non-expert. Word limit: 100 words.
- **Places where you will carry out the proposed research:** Give details of where you will undertake the research described in the application. Word limit: 100 words.
- **Relevant experience/skills/training:** Specialist training, skills and/or experience you have for successful completion of the proposed research. Word limit: 100 words.

Research and publications

- **Detailed statement of proposed research:** This should be a detailed account of your proposed research, including objectives, methodology and outcome (e.g. publication plans). It should enable the Committee and your referees to form an estimate of the scope and importance of your proposal. Include bibliographic references in full. Upload either a word document or pdf (up to two sides of A4) or type into text box (word limit: 1000 words).
- Practising artists should provide online access to up to 12 photographs or images, or a short example of film or music, as appropriate. Please include the link to these examples of your work in your Detailed statement of proposed research.
- **Major publications:** List your major publications, with an asterisk to indicate the five publications of greatest relevance to your current proposal. Please reference publications in full (i.e. author/s, journal titles, and page numbers) and if publications are in press give a word count for each. Upload either a word document or pdf (up to 1 side of A4) or type into text box (word limit: 500 words).
- **Any other matters you wish to bring to the attention of the Committee:** Any issues which you feel that the Committee should be aware of which you have not addressed elsewhere in the application. Word limit: 200 words.

Duration and timing

- **Duration of whole project:** The duration of the project as a whole if likely to extend (this may be longer than the period of the Leverhulme Fellowship). Word limit: 100 words.
- **Duration of Fellowship:** This must be between 3 and 24 months.
- **Proposed start date:** This must be between 1 June 2019 and 1 May 2020. We require all Fellowships to begin on the first of a given month within this period. Please select the month and year you propose to start.
- **Percentage of time to be spent on the project during the Fellowship:** Fellows are required to commit a minimum of 75% of their time to the Fellowship research project during their award period.
- **Details of other research projects and commitments during the Fellowship:** The percentage of time you expect to devote to these. Word limit: 100 words.

Referees

You are required to nominate three referees. If your application is shortlisted your referees will be contacted via email and they will then be sent a link to view your application. It is crucial that you enter correct email addresses. Referees will be asked to comment on (a) the strengths, weaknesses and significance of the proposed project within its subject and the discipline in general and (b) your academic and personal qualities for successfully completing this. References are subject to a word limit of 500 words. Please do not nominate any referees from within your current department.

Previous and current applications

- **Previous Leverhulme awards or pending applications to the Trust:** Please include the year awarded, scheme name and project title. Word limit: 150 words.
- **Other awards received in the last three years related to this research:** Details of awards you and any collaborators have received from other sources for research related to the proposal. Give details of the funding body, nature and amount of funding, year awarded and project title. Word limit: 150 words.
- **Applications you have made or intend to make to other bodies related to this research proposal:** If you have or intend to apply elsewhere for funding related to the present application, detail the funding body and type of funding sought. Such applications do not prejudice your application for a Leverhulme award. Please notify the Trust if you are subsequently offered any other awards. Word limit: 150 words.

Finance

Applicants may apply for salary costs and/or research expenses.

- **Salary costs:** Select Add Salary cost to enter details of a temporary appointment and/or hourly rates OR loss of earnings.
- Either – **Replacement costs:** Applicants may request replacement costs either for a temporary post and/or for hourly paid staff. Applicants should give explicit justification for the replacement costs requested. Applicants should consult with their head of department and finance officer at an early stage to ensure that the bid for replacement costs is realistically costed and commensurate with the type and range of activities to be replaced. When calculating replacement costs applicants should use current salary scales/hourly rates and include normal increments but not any unsettled revisions.
- Applicants eligible for paid study leave from their employing institution are encouraged to apply there, and in considering applications for replacement costs the Trust may take account of any study leave granted in the past four years. A Leverhulme award is not to be used as replacement for local sabbatical leave or to reduce sabbatical entitlement.
- Or – **Loss of earnings:** Figures budgeted for loss of earnings should include pay awards (projected if not known at the time of application) and any normal incremental progression if the applicant is employed on a formal salary structure.
- **Research expenses:** Eligible costs are typically travel (economy fares or similar) and subsistence away from home, employment of a research assistant or secretary, photographic costs, photocopies and consumables. Figures budgeted for support staff (e.g. secretaries, technicians) should include estimates of nationally agreed revisions as well as normal increments. For UK or overseas subsistence (including accommodation) a maximum rate of £150 per day may be used. For visits over 21 days it is expected that the daily rate used will be lower than the maximum. Please provide a justification for the rate used to calculate your budget for all subsistence allowances.

Ineligible costs

Please ensure you do not include any costs that the Trust considers ineligible in your application. The following costs are ineligible:

- Core funding or overheads for institutions. Note that the Trust does not make awards on a full economic costing basis. Please note, however, that a proportion of overheads may be recovered through the Charity Research Support Fund (CRSF). This is distributed as part of the block grant to universities from the relevant UK funding council.
- Individual items of equipment over £1,000.
- Sites, buildings or other capital expenditure
- Support for the organisation of conferences or workshops
- Contributions to appeals
- Endowments
- A shortfall resulting from a withdrawal of or deficiency in public finance
- Student tuition fees

Study leave details (only for those seeking replacement costs)

- **Your institution's policy for paid or unpaid study leave:** Give details of your institution's policy for granting paid or unpaid study leave. Word limit: 100 words.
- **Amount of paid study leave in the last four years:** Give details of how much paid study leave you have had in the last four years. Word limit: 100 words.
- **Amount of unpaid study leave in the last four years:** Give details of how much unpaid study leave you had had in the last four years. Word limit: 100 words.
- **Study leave eligibility in the next three years:** If you are eligible to apply for paid study leave to be taken in the next three years, have you already applied for it or are you planning to do so? If not, indicate the reasons. Word limit: 100 words.
- **Details of teaching and/or administrative activities to be replaced:** Give details of the type of activities to be covered and the arrangements for covering these. Word limit: 100 words.

Validation and submission

To submit your application please first click Validate Form to verify that all required fields have been completed. You may then save and close this form. If there are no errors the application can be submitted from the application summary screen when you are happy with the content of the application. Once the application is submitted it will not be possible for you or your host institution to edit it so please print out a copy of the application and proof-read it carefully before submitting it.

If the institutional approver declines to support an application the applicant will be sent an email notifying him or her of this. The applicant will then have the opportunity to 'unlock' and edit the application and re-submit it for institutional approval.