

Research Leadership Awards 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.

Important: only one person should log on at any time, otherwise data may be lost.

Scheme information

Before you commence an application please download the System Help PDF from the left-hand menu on the screen. The “How to complete the form” tab explains key functionality.

Group leader 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.

Statement of intended research

Fields of study: select the fields of study which most closely reflect the areas of research of this application.

Duration (min 48, max 60 months): this must be between 48 and 60 months.

Abstract of proposed research: this should be in language suitable for a lay reader.

Provide a detailed statement of the intended research which should include the following:

- main aims of the research and the proposed methodology
- the extent to which the proposed work can be seen to bring about a fruitful reshaping of the disciplinary landscape
- the fit of the proposed research within the institution
- the record and promise of the group leader
- the structure and activities of the research team

If your document will not upload please check the following:

- that you have deleted the editing history
- that your figures are not corrupting the document – try putting figures/diagrams into a table
- that you have not used ‘wrap text’ – this sometimes corrupts documents
- that you are uploading a Word or a PDF file only

Referees

Please ensure that you enter the correct information for your two referees. Reference requests will be sent automatically when your application is validated by the Trust, and therefore incorrect email addresses cannot be corrected.

Finance

Salaries: enter details of research assistant posts and/or PhD studentships requested.

Associated costs: select type from drop down list. Please choose only ONE of each type, and total specific items within the type, fully detailing and justifying the cost within the justification box.

Institutional approval

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).

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.