

Research Project Grants Outline 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.

Principal applicant details

Applicant details:

- The applicant should be employed by an eligible institution or be an academic who has maintained close links with that institution following retirement. Applications can be submitted by those holding contract research posts provided that their appointment continues for a period at least equal to that of the requested award.
- Awards are not made to cover the salary costs of the applicant (or those of the co-applicant/s).

How is your post currently funded?

Please enter details of how your post is currently funded, e.g. by the University, HEFCE, etc.

Proposal

Fields of study: select the fields of study which most closely reflect the area or research of the current application. Fields of study have recently been revised, so please select the most relevant from the revised list.

Start date: note that there are restrictions on start dates at the full application stage, so be realistic. Outlines normally take three months to assess, and then you will need to take into consideration the full application deadlines.

Total time to be spent on the project by the Principal Applicant (hours per week):

Carefully calculate the average number of hours per week you will dedicate to the project, taking into consideration other research, teaching and administrative duties over the period of the grant. Please note that this figure cannot be changed if the application proceeds to the full application stage.

If replacement teaching is required, the percentage of time spent on the project (entered in the Finance, Salary budget section) should correlate directly with the number of hours per week entered here. Replacement costs should be carefully costed, taking the Principal Investigator's time commitment into account, and the percentage requested should not exceed the Principal Investigator's own percentage time commitment. You are strongly advised to consult with your institution about these details, as any shortfall arising from a miscalculation about replacement costs or the number of hours the Principal Investigator will be dedicating to the project will be the responsibility of the institution.

Abstract: please provide a 100 word synopsis of the proposed research project, suitable for the lay reader.

Why the Leverhulme Trust?

It is in the Principal Applicant's interests to ensure that a full clear justification for applying to the Trust is provided, based on their understanding of the character of the Trust. Peer reviewers and Trust Board members place considerable weight on your reply, so give very careful thought to what you write and take note of the following six tips:

- Consult "Our approach to grant making" on the Trust's website to determine if your project fits the type of research we are seeking to fund.
- Do not simply cut and paste text from our website – we know what our own website says!
- Do not just repeat what you have said elsewhere on the application form – duplicating information is not a good use of the space.
- Do answer the question. Don't use the space to say something not relevant to the question.
- Avoid writing purely descriptive text about the research project or about the skills of the research team. You can address these points elsewhere in the application.
- Consider carefully whether the Trust really is the best recipient for your application – it may be that other funders are more suitable for the type of research you wish to undertake.

Other research commitments: this information is required to enable assessors to judge whether the Principal Applicant will have sufficient time available to devote to the proposed project.

Proposal summary

Proposal Summary:

- Please select text entry (maximum 1,000 words) OR upload a Word or PDF document. You may not select both options.
- The file upload limit is two pages (Arial 11). You can include figures but may need to add these in a table for formatting reasons.

- The summary should be written in a style suitable for a lay reader with a good knowledge of the subject area. It should include hypotheses to be tested, objectives, significance, methods to be used, and details of how the results will be published.

References:

- Please list the references used in the Proposal Summary.
- Please select text entry (maximum 500 words) OR upload a Word or PDF document (maximum one A4 page). You may not select both options.
- If your document will not upload or corrupts, please check the following:
 - that you have deleted the editing history;
 - that you have not used 'wrap text' – this sometimes corrupts documents;
 - that pages within the document are portrait only (not landscape).

Staff resources requested: explain the rationale for the research staff resources requested, including the reason for the number of research assistants, PhD students, local researchers and/or consultants. Briefly describe the division of tasks between each of these.

Publications

Please demonstrate your knowledge of other papers published by other authors in this subject area:

- Give examples of current work being carried out in the research area you are applying for by other authors, therefore demonstrating an awareness of other developments in the field.
- Ensure that complete citations are given. We do not require comments or a description of these.

Co-applicants

- A maximum of three Co-applicants can be added.
- Co-applicants can be from a non-UK institution and will be asked to confirm their participation in the project before it can be submitted to the Trust. It is the Principal Applicant's responsibility to ensure that any Co-applicants are aware of their role in the application process. Should the application proceed to the Detailed Application stage, they should complete their CV details within their own account and approve the application before it can be submitted – Principal Applicants are responsible for making the necessary arrangements with their Co-applicants.
- Co-applicants may not claim a salary from the Trust, therefore they cannot be the named researcher/student on the proposal. Replacement teaching costs can be added for the Co-applicants. To be eligible for these, they must be currently employed on a continuing basis by their eligible institution. A maximum of one year's (33%) staff replacement per grant over the course of a three-year grant may be awarded – and pro rata for grants of different lengths or for those with contracts less than full time (for example, up to eight months for a two-year grant, up to 16 months for a four-year grant, and so on). The replacement should not be

someone currently studying for a research degree. The staff replacement should normally start at the most junior point of the lecturer scale of the institution concerned. Replacement teaching is not allowable for Co-applicants outside the UK.

- Carefully calculate the average number of hours per week the Co-applicant/s will dedicate to the project, taking into consideration other research, teaching and administrative duties over the period of the grant. Please note that this figure cannot be changed if the application proceeds to the full application stage.
- If replacement teaching is required, the percentage of time spent on the project (entered in the Finance, Salary budget section) should correlate directly with the number of hours per week. Replacement costs should be carefully costed taking this into account, and the percentage requested should not exceed the Co-applicant's own time commitment. You are strongly advised to consult with your institution about these details, as any shortfall arising from a miscalculation about replacement costs or the number of hours the Co-applicant/s will be dedicating to the project will be the responsibility of the Principal Investigator's institution.

Contribution of the Co-applicant: please describe the role of this Co-applicant, including the specific expertise or knowledge brought to the project which would not otherwise be available.

Finance

General guidance:

- It is recommended that you liaise with your institution regarding the budget to minimise any delays.
- The Trust does not make awards on a full economic costing basis.
- The budget should be entered in £ sterling.
- Every field should be completed using zeros where necessary. Do not include pence.
- If you are requesting IT/administration/secretarial/technician/technical assistance then these must be listed under associated costs.

Salary Budget Guidance: Principal and Co-applicants cannot claim for direct salary costs for themselves nor be a consultant, research assistant, local researcher or PhD student. Replacement teaching is only allowable for Principal and Co-applicants in the UK.

Replacement Teaching:

- Replacement teaching can be added for the Principal/Co-Applicants. To be eligible for these, applicants must be currently employed on a continuing basis by their eligible institution. A maximum of one year's replacement per grant over the course of a three year grant – and pro rata for grants of different lengths or for those with contracts less than full time – may be awarded. The replacement should not be someone currently studying for a research degree. The staff replacement should normally start at the most junior point of the lecturer scale of the institution concerned.
- If replacement teaching is required, the percentage of time spent on the project by the Principal Investigator and/or Co-applicants should correlate directly with the number of

hours per week entered in the Proposal and/or Co-applicants sections. Replacement teaching must not exceed 33% on any grant, this equals a third of the time of any project, e.g. one year on a three-year grant. This is per grant, not per applicant.

- The applicant cannot claim for more replacement teaching than they are spending on the project; for example, if someone is spending 20% of their time on the project then only up to 20% replacement costs can be requested.
- Explicit and clear justification should be provided for why replacement teaching costs are sought/required. Do not simply provide a breakdown of how this is calculated, but why this is required for the project.
- Replacement costs should be carefully costed taking this into account, and the percentage requested for each post should not exceed the Principal Investigator's or Co-applicant's own time commitment. You are strongly advised to consult
- with your institution about these details, as any shortfall arising from a miscalculation about replacement costs or the number of hours the Principal Investigator and/or Co-applicant/s will be dedicating to the project will be the responsibility of the Principal Investigator's institution.

Staff Costs:

- There must be at least one research assistant, local researcher or PhD student working for at least 50% of the time of all of the time.
- Percentages must be based on the time spent on the project as a whole, not yearly. For example, a research assistant working on a project for 100% would need to have 100% salary costs in every year, not just one or two.
- A research assistant is someone employed and working in the UK.
- Consultants must be named and be crucial to the project, they cannot claim a salary only a reasonable fee (normally around £5,000 per year). Consultants are not there to work on the project as a member of staff, only consult on the work being done.
- A local researcher is someone employed overseas (not in the UK). A local researcher must be supervised by a Co-applicant in that country.

Associated Cost Guidance:

Associated Costs: Please be reminded that the total Associated Costs cannot exceed 25% of the total amount requested

- 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.
- We do not provide funding for setting up a conference, seminar, workshop, exhibition or sandpit, only to attend ones relevant to the research being undertaken.
- Travel, subsistence and accommodation can only be provided for those listed on the application (e.g. Principal Applicant, Co-applicant/s, research assistants, local researchers, PhD students and consultants). We do not fund advisory panels, speakers, stakeholders, etc.

- Only open access charges are eligible on an application. We do not fund any other publication costs.
- All associated costs must be justified and have a clear breakdown.
- All equipment costs including PCs and laptops must be £1,000 or lower, must be critical to the project and not currently available. PCs and laptops will not be provided for the Principal or Co-applicants as the University should provide these.
- Only publication costs for Open Access are permissible and should be included within the 25% associated costs allowable. However, open access charges should only be incurred during the period of a Leverhulme award (rather than being built into a budget but with anticipated expenditure after the research and award has concluded). If these costs are not incurred during the life of the grant, the funds cannot be switched to any other budget heading, and must be returned to the Trust.

Please note, associated costs are only allowable for those listed on the grant (the Principal Applicant, Co-applicants, research assistants, local researchers and PhD students) other than technical and secretarial assistance.

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.