

## Early Career Fellowships 2021 Terms and Conditions

### Take-up

Fellowships must start between 1 September 2021 and 1 May 2022. NB For administrative purposes all awards must commence on the first of the month.

### Finance

**Salary contribution:** The Trust will contribute 100% of the Fellow's total salary costs (including National Insurance, superannuation and London allowance, where applicable) up to a maximum of £50,000 in year one of the award. The Trust will then contribute 50% of the Fellow's total salary costs up to a maximum of £25,000 in years two and three, and the balance is to be paid by the host institution. The Trust's maximum annual contribution will be pro-rated if the Fellowship is held on a part-time basis. The Trust's contribution may in subsequent years increase in line with pay awards and normal increments up to the maximum of £25,000 per annum. If merit awards or other incremental progression are agreed by the Fellow's employing institution during the award then a formal request must be submitted to the Trust if the institution wishes the Trust to contribute to this additional amount, and an explicit case explaining the reasons behind this should be made.

**Research expenses:** The Fellow can request research expenses of up to £6000 in each year of the award and should provide the Trust with a breakdown of the proposed expenditure at the start of each award year **prior to incurring any costs**. Research expenses are paid to the Fellow's host institution once the year's budget has been approved and upon submission of the 'Payment of expenses form'. This form is available to download from the Leverhulme Trust's website <https://www.leverhulme.ac.uk/payment-expenses>. We will not be able to issue any payments until the form is received. The Fellow is required to provide an accurate summary of expenditure in their annual reports (the Trust does not require receipts). If a Fellow resigns during tenure of the award then the amount of research expenses available in that year would normally be calculated on a pro-rata basis.

### Payments

Payments for salary costs will be made annually: the first when the award holder commences the Fellowship, and at the start of each subsequent year upon receipt of a statement of expenditure from the institution. Any revisions in salary for which supplementation is sought should be clearly indicated in the statement of expenditure.

## Teaching

Teaching is not compulsory. However, it is understood that the Early Career Fellow may wish to gain some teaching experience during their award period. Please note, as the primary purpose of the scheme is to enable the Fellow to undertake a significant piece of publishable research, **teaching should not normally exceed 3 hours per teaching week in term time**. The Trust expects that the subjects taught would relate to the main thrust of the Fellow's research interests and not simply to the department's needs. A modest amount of examining associated with any teaching undertaken is permissible, but if the Fellow undertakes any administrative tasks these should relate directly to their teaching and/or research. **The total time spent on teaching duties (i.e. preparation, teaching, examining, marking, supervision, administration) should not exceed one day per teaching week in term time**. An award holder's teaching duties should not hinder progress on their research project, and the department should take into account preparation time alongside the number of actual contact hours. The Head of Department should confirm their willingness to comply with the conditions relating to teaching when the institution accepts the award, and they should provide the Trust with details of the teaching the Early Career Fellow will undertake at an early opportunity.

## Status

Early Career Fellows will be regarded as employees of the institution where the award is held and therefore subject to that institution's terms and conditions of employment. The Fellow should be identified as a Leverhulme Early Career Fellow in email signatures, websites, blogs and any related publicity.

The Fellow is expected to be **resident in the UK during tenure of the award**.

It is not possible to hold another stipendiary position or fellowship at the same time as an Early Career Fellowship. Those holding the Fellowship part-time may not undertake any other employment within a UK higher education institution during the period of the award.

## Changing host institution

Requests to transfer the place of tenure of the Fellowship will normally only be considered where there is clear evidence of career development opportunities. Such requests must be approved by the Chairman of the Advisory Committee, and are very unlikely to be approved unless the Fellow has been in post for at least one year at the time of the request. Any such request must be made in writing by the Early Career Fellow. **Requests to transfer an award prior to take up of a post will not be considered.**

## Reports

The following are required:

- An annual progress report (endorsed by the head of department) including a breakdown of how the research expenses have been spent.
- A statement of expenditure from the institution with a breakdown of salary costs.
- Guidelines for writing these reports will be sent to the award holder at the appropriate time and are also available to download from the 'Information for grant holders' section of the website. Failure to submit an annual report may result in the suspension or cancellation of an award.

## Acknowledging the Trust and logos

We ask all grant holders to acknowledge the Trust's support in any publicity, promotional materials or publications associated with research funded by the Trust, including on social media. Please remember to tag us in any relevant tweets @LeverhulmeTrust and ensure that you read the detailed guidance on acknowledging the Trust's support and use of our logo at [www.leverhulme.ac.uk/grant-holders/logo](http://www.leverhulme.ac.uk/grant-holders/logo)