

Leverhulme Doctoral Scholarships 2023

Terms and Conditions

Partnerships

Where an award is made to a lead and partner university, the lead university is responsible to the Trust for the administration and delivery of the award, including for expenditure and reporting purposes.

The Trust expects that a formal agreement will be put in place between the lead and partner university to set out the arrangement between the two institutions and requires a copy of this before the first payment is made.

The Trust expects that the award will proceed as described in the application, unless otherwise discussed and agreed with the Trust in advance.

Budget

The maximum grant available is £ 2,215,370 over a period of up to eight years. This funds 15 PhD Scholarships of up to four years' duration, five in each of the first three years of the award, commencing 1 October 2024. Up to three of these scholarships can be used to support international students, with fees paid at the university's standard rate, capped at £25,000 per year, and the stipend paid at UKRI's standard rate for domestic students. The fees and stipend costs for UK scholars are paid at UKRI's standard domestic rate.

The total grant available also includes the costs for up to three additional Master's plus PhD Scholarships to support students from underrepresented groups. To be eligible for the Master's plus PhD Scholarships, candidates must fulfil the following criteria:

- Be a UK domiciled student
- Not already have a Master's degree from the host institution
- Be from a low-income household background as evidenced by, for example, being in receipt of a full maintenance loan or Special Support loan during their undergraduate studies.

and/or

Be one of the following categories of ethnicity:

- Black African
- Black Caribbean

- Black Other
- Mixed – White and Black Caribbean
- Mixed – White and Black African
- Other mixed background (including Black African, Black Caribbean and Black Other)

These scholars can be recruited at any time as part of the three cohorts. Each Master's plus PhD Scholarship covers Master's fees at the university's usual standard rate, up to a maximum of £12,000, and PhD fees and stipend at UKRI's standard domestic rate. Please note that the funds for Master's plus PhD Scholarships are ringfenced and cannot be used for any other purpose.

The award includes £10,000 for each individual scholar's research and training needs and should be allocated to them fully. For Master's plus PhD Doctoral Scholarships, these funds can be used at any stage of the programme. The Trust aims to be flexible in the use of these funds, however, the costs of non-standard items, such as travel for family members to allow participation in fieldwork, need to be discussed with and approved by the Trust in advance. The grant also provides £20,000 of ring-fenced funding for cohort building activities over the duration of the award. Please note that these funds should be used for non-staff costs only, with the exception of activities conducted by external organisations where part of the fee may be to cover the costs of a trainer or facilitator. We highlight that the award does not cover additional costs, such as college fees.

Start date

All awards will commence on 1 October 2024.

Doctoral scholars

Each doctoral scholar should be known as a 'Leverhulme Trust Doctoral Scholar' for the duration of their studies. Scholars must be registered as full-time PhD students unless the Trust gives explicit permission for this to be varied. Please note that the minimum time commitment for part-time study is fifty percent. Scholars will be subject to the usual terms and conditions applying to doctoral students within the institution where they are registered. Scholars may not receive funds which would duplicate those provided by the Leverhulme award, but they may apply for or receive additional funding for their research and/or training costs.

Selection and administration of Leverhulme Doctoral Scholars

It is the responsibility of the grant-holding institution to administer the scheme, including to select high-quality scholarship recipients and to ensure appropriate academic supervision for each scholar. The Trust will support a maximum of three international doctoral scholarships. If more than three international students are recruited, the Trust will only pay the cost of the fees for the additional students at UKRI domestic rates, with the difference to be covered or waived by the university. The Trust will not support the student self-funding the difference between international and UK fees. In order to maintain balanced cohorts and to strengthen UK research capacity, the Trust would not expect more than 50% of the scholarship places to be awarded to international students.

Additional Doctoral Scholarships

Scholars supported through additional studentships provided by the university or other sources of funding should not be referred to as 'Leverhulme Trust Doctoral Scholars'. Students on additional scholarships may be part of the wider Leverhulme Doctoral Scholarships programme and participate in cohort-building activities supported by Trust funds, as long as this doesn't disadvantage Trust-funded scholars. Please note that these activities should be for genuine cohort building for the benefit of all scholars, and not for individual activities such as conference attendance.

Payments

Before the first payment can be made, the institution and Principal Applicant must have formally accepted the grant and provided a forecast of the total first year expenditure. This should include: the names of the first cohort of Leverhulme Scholars and their host department, for scholars beginning a PhD programme, the indicative title of their doctoral thesis must also be provided. Any International and Master's plus PhD scholars must be indicated and details provided of the university's standard fee rates for these groups.

Similarly, payments for subsequent years will be made when an annual progress report has been received and approved, this should include the statement of expenditure for the previous year and a financial forecast for the following year. Details of the requirements for the annual report are given below.

Any unspent funds remaining at the end of a grant revert to the Trust.

Acknowledging the Trust's support

The Trust requires that all grant holders acknowledge support received from the Leverhulme Trust in any form of media communication, including media appearances, press releases, book launches and conferences. Please remember to tag us in any relevant tweets @LeverhulmeTrust and include our logo where possible.

The Trust welcomes the opportunity to comment on press releases. Please ensure that you read the detailed guidance at: www.leverhulme.ac.uk/grant-holders/logo

Reports

The following reports are required. Please note, that the Principal Applicant as named on the application form should gather the required information for all students and provide one comprehensive report as follows:

- **Annual Progress Report** to be provided no later than two months after the end of the grant year.

This should contain:

- a. a summary of expenditure on the previous year, including how any cohort-building and individual research and training funds have been used. The expenditure statement should be on headed paper, countersigned by a finance officer of the institution and emailed to grants@leverhulme.ac.uk

- b. a progress report of up to 2,000 words. This should provide a strategic overview of the doctoral programme over the past year, including details of any key activities, changes or issues. Please also give a brief summary of the individual progress of each of the Leverhulme Scholars funded in the past year, including, where appropriate, details of any outputs, such as publications. For scholars currently engaged in a doctoral programme, the report should indicate progress on the thesis and likely or actual submission and/or examination dates. Any significant changes in a scholar's circumstances and/or progress should be reported. Plans for the next year of the doctoral programme should also be outlined.
- c. A financial forecast for the following year and, where appropriate, the names of the Leverhulme Scholars commencing that academic year. For scholars starting a doctoral programme, this must include the name of their primary supervisor and host department and the indicative title of their doctoral thesis. Please indicate any international or Master's plus PhD students.

- **Final Report** to be provided no later than three months after the award comes to an end.

This should contain:

- a. a final statement of expenditure formally approved by a finance officer of the institution. This should show the start and end date for each of the Doctoral Scholars, the total amount spent for each scholar broken down by year and the grand total spent over the whole grant period. This should be on headed paper countersigned by a finance officer of the institution and emailed to grants@leverhulme.ac.uk
- b. a report of approximately 3,000 to 4,000 words in total. This should include (for each scholar) confirmation of the award date of the PhD, brief details of main outputs and details of future career plans.
- c. a statement (in no more than 500 words) explaining what the scholarships have contributed to the chosen area of research and the university as a whole. Details of any financial or other support/resources provided by the university during the grant should also be given. Information on how the university intends to sustain the legacy of the Leverhulme Scholarships should also be provided.

Any queries should be emailed to grants@leverhulme.ac.uk