

Early Career Fellowships 2018 Terms and Conditions

Take-up

Fellowships must be started between 1 September 2018 and 1 May 2019. NB For administrative purposes all awards must commence on the first of the month.

Finance

Salary contribution: The Trust will contribute 50% of the fellow's total salary costs (including National Insurance, superannuation and London allowance, where applicable) up to a maximum of £25,000 in each year of the award (pro-rated if the Fellowship is held on a less than full-time basis), and the balance is to be paid by the host institution. The Trust's contribution may in subsequent years increase in line with pay awards and normal increments up to the maximum of £25,000. 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 50% of 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 (s)he should provide the Trust with a breakdown of the proposed expenditure at the start of each award year **prior to incurring any costs**. Payments to cover research expenses are made by BACS once the year's budget has been approved, either directly to the Fellow or their institution upon completion of the appropriate 'payment of expenses form'. These forms are available to download from the Leverhulme Trust's website (see 'Grant Holders' section). 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

It is expected that the Early Career Fellow will have the opportunity to gain some teaching experience. However, 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 the teaching and/or research (s)he does. **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 his/her research project, and the department should take into account preparation time alongside the number of actual contact hours. The Head of Department should confirm his/her willingness to comply with the conditions relating to teaching when the institution accepts the award, and (s)he 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.

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 Grant Holders section of our 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. Please ensure that you read the detailed guidance on acknowledging the Trust's support and use of the Leverhulme Trust logo at www.leverhulme.ac.uk/grant-holders/logo

