

## Research Fellowships 2018 Terms and Conditions

A Fellowship may be taken up in any month between June 2018 and May 2019. NB. For administrative purposes all awards must commence on the first of the month.

Research expenses (if over £10,000) are normally paid in two equal instalments: one at the beginning of the award and the other half-way through. Research expenses of £10,000 and under are normally paid in one instalment at the beginning of the Fellowship. Replacement costs are paid to the award holder's institution at the end of tenure upon receipt of a statement from the institution of the actual expenditure incurred.

Research expenses are paid by BACS either direct to the Fellow's employing institution (option 1), where they have one, or direct to the Fellow's bank account (option 2). The award holder must choose whether to have their research expenses paid to their institution or to themselves and complete the appropriate 'Payment of Research Expenses' form. The completed form must reach the Trust at least three weeks before the Fellowship starts. We will not be able to issue any payments until your form is received. Please note that the Trust cannot advise on Income Tax matters, and it is the award holder's responsibility to write to his/her Inspector of Taxes giving details of the award, if this is necessary.

Requests to vire funds from one budget heading to another should be made in advance and in writing. Such requests require authorisation by the Chairman of the Committee.

Any funds unspent at the end of tenure should be returned to the Trust. A time-only extension of up to six months can be requested to draw on the remaining balance after the formal end of the Fellowship. Such requests should be made in writing and will be considered by the Chairman of the Committee. Permission to draw on funds for more than six months beyond the end of an award would only be granted in very exceptional circumstances.

At the end of a Fellowship a final report is due, summarising the work completed, indicating progress reached in comparison to the original proposal, including plans for publication or other outputs, and giving a summary of the costs incurred. An interim report is due at the end of the first year if an award lasts for 18 months or more. Report guidelines will be sent to award holders at the appropriate time or can be downloaded from the grant holders section of the Trust's website.

Suitable acknowledgement should be made in any work that appears as a direct or partial result of the Fellowship and, where possible, a copy should be sent to the Committee.

The Fellowship may not be held concurrently with an award from a different source for the same purpose.

If a Fellow's personal or academic situation changes during tenure of an award in a way which is likely to affect completion of the research project, and if such changes are likely to last for up to three months, then a grant holder may request that the award be placed in abeyance for a reasonable period. The Chairman of the Advisory Committee will be asked to consider such requests.

### 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](http://www.leverhulme.ac.uk/grant-holders/logo)