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# The Leverhulme Trust

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1 Pemberton Row London EC4A 3BG

## 2012 LEVERHULME RESEARCH FELLOWSHIPS

### *Scheme Leaflet*

The Leverhulme Trust Board, through the Research Awards Advisory Committee, is offering approximately 90 Fellowships to individuals for original research. The awards are not available simply as replacement for past support from other sources.

Please note that it is strongly recommended that you view the Help notes found in the top right-hand corner of each application page. These are intended to assist you as you fill in the form.

- 1. Eligible applicants:** Awards are not restricted to university graduates and/or academics but applicants should be:
  - Experienced researchers, particularly those prevented by routine duties from undertaking or completing a research programme;
  - Resident in the United Kingdom at the time of application;
  - A permanent member of the UK scholarly community and able to demonstrate an established track record in their chosen area of research. Persons currently resident and working overseas may not apply if they would still hold the overseas appointment during the tenure of an award.

NB. Candidates who have held a Research Fellowship may apply for a second award, but at least seven years should have elapsed since the previous one. Candidates who have held a Study Abroad Fellowship are eligible to apply if at least three years have elapsed between their application for the Study Abroad Fellowship and the Research Fellowship.

**Those registered or intending to register for or waiting to have work examined for degrees, doctoral studies, professional or vocational qualifications (whether or not connected with the application being submitted for consideration) are not eligible.**

**Normally there is no provision under this scheme for replacement costs or loss of earnings for staff employed on short-term contract research seeking release from these research duties.**

- 2. Eligible fields:** Applications will be considered in all subject areas.
- 3. Duration and timing:** Fellowships are tenable for between 3 and 24 months. It is expected that a significant amount of time will be spent on the Leverhulme project during the period of the award. Fellowships must be taken up between 1 June 2012 and 1 May 2013.
- 4. Value:** The amount of an award depends on the nature of the work proposed and individual circumstances, but the maximum total value of a Fellowship is £45,000. Fellowships **either** assist with research expenses over and above normal living costs **and/or** provide a contribution towards reasonable replacement costs or loss of earnings. Applications for replacement costs will be considered from those in full- or part-time continuing posts (where leave of absence is granted on full pay). Applications for loss of earnings will be considered where research is not normally a function of the candidate's contract or position. Those otherwise without a salary cannot request research expenses or loss of earnings to provide general living costs.

- 5. Joint/group applications:** Research Fellowships are open to individuals who wish to undertake a piece of original research. Where more than one researcher wishes to seek funds for the same project, each person should submit a separate application and clearly demonstrate what his or her specific contribution to the project will be. Each application will be treated on its own merits, and applicants should be aware that the Committee may decide not to fund either or all individuals seeking funds for the same project.
- 6. Applications to other funding bodies:** Applicants may apply without prejudice to other funding bodies. If applications for identical projects are successful it would be expected that only one award (i.e. either the Leverhulme or another) would be accepted. If applications for either wholly or partly different projects are successful there should be no duplication in the budget headings funded by the Trust and another body.  
Please note that you may submit only **one** application for a Research Fellowship.

**Important Note:** Unless you are self-employed your application must be approved by an Administrative Officer on behalf of your employing institution. This Officer (Institutional Approver) will be asked to confirm, **on behalf of your department and institution** that:

- You will be granted the period and proportion of time requested in the Duration and Timing section;
- If replacement costs are requested, you will be in receipt of your normal salary during tenure of the award and the institution will provide such cover as set out in the Finance section;
- If research expenses are sought, this request has the support of the head of department/school and institution.

**Therefore you must ensure that your Head of Department is in full agreement with all of the content of your application before you submit this for institutional approval.** It is your responsibility to ensure that you complete your application in time for your institution to process it and that the details are all correct (particularly the financial ones). The Trust strongly recommends that you submit your application for institutional approval at least **5** working days before the closing date of **4 p.m. on 10 November 2011**.

**Important note for practising artists:** You should submit up to 12 slides, photographs, or images on CD/DVD most relevant to this application. These should be posted to the Trust at 1 Pemberton Row, London, EC4A 3BG, with your name clearly marked, to arrive by 10 November 2011.

**Applications queries:** Telephone 020 7042 9861/9862/9863 or email: [agrundy@leverhulme.ac.uk](mailto:agrundy@leverhulme.ac.uk)

# 2012 LEVERHULME RESEARCH FELLOWSHIPS

## *Application Form Help Notes*

Please read these and the System Help notes carefully before completing your application

### **APPLICANT DETAILS**

To amend these details please save and close this application and visit the 'Manage My Details' section.

### **CAREER DETAILS**

These are the career details we have stored for you. To amend or update them, please save and close this application and visit the 'Manage My Details' section and add, amend or remove items from Update CV. These details will be carried forward to this application form and any subsequent applications you make.

### **EDUCATION DETAILS**

These are the education details we have stored for you. To amend or update them, please save and close this application and visit the 'Manage My Details' section and add, amend or remove items from Update CV. These details will be carried forward to this application form and any subsequent applications you make.

### **RESEARCH DETAILS**

**Title of research proposal:** No more than 80 characters **including** spaces.

**Fields of study:** Select the fields of study which most closely reflect the area of research of the current application.

**Abstract:** This account should be given in non-technical terms so as to be easily comprehensible to a non-expert.

**Places where you will carry out the proposed research:** Give details of where you will undertake the research described in the application.

**Relevant experience/skills/training:** Specialist training, skills and/or experience you have for successful completion of the proposed research.

### **RESEARCH AND PUBLICATIONS**

**Detailed statement of proposed research:** This should be a detailed account of your proposed research, including objectives, methodology and outcome (e.g. publication plans). It should enable the Committee and your referees to form an estimate of the scope and importance of your proposal. Include bibliographic references in full and add your full name at the top of each page.

**Major publications:** List your major publications, with an asterisk to indicate those of particular relevance to your current proposal. Please reference publications in full (i.e. author/s, journal titles, and page numbers) and if publications are in press give a word count for each. Add your full name at the top of the page.

**Any other matters you wish to bring to the attention of the Committee:** Any issues which you feel that the Committee should be aware of which you have not addressed elsewhere in the application.

### **DURATION AND TIMING**

**Duration of whole project:** The period over which the project as a whole is likely to extend (this may be longer than the period of the Leverhulme Fellowship).

**Duration of Fellowship:** This must be between 3 and 24 months.

**Proposed start date:** This must be between 1 June 2012 and 1 May 2013. We require all Fellowships to begin on the 1st of a given month within this period. Please select the month and year you propose to start.

**Percentage of time to be spent on the project during the Fellowship:** It is expected that a significant amount of time will be spent on the Leverhulme project to allow successful completion of the activities proposed.

**Details of other research projects and commitments during the Fellowship:** The percentage of time you expect to devote to these.

## REFEREES

If your application is shortlisted your referees will be contacted via email and they will then be sent a link to view your application. It is crucial that you enter correct email addresses. Referees will be asked to comment on (a) the strengths, weaknesses and significance of the proposed project within its subject and the discipline in general and (b) your academic and personal qualities for successfully completing this. References are subject to a word limit of 500 words. Please do not nominate any referees from within your current department.

## PREVIOUS AND CURRENT APPLICATIONS

**Previous Leverhulme awards or pending applications to the Trust:** Please include the year awarded, scheme name and project title.

**Other awards received in the last 3 years related to this research:** Details of awards you and any collaborators have received from other sources for research related to the proposal. Give details of the funding body, nature and amount of funding, year awarded and project title.

**Applications you have made or intend to make to other bodies related to this research proposal:** If you have or intend to apply elsewhere for funding related to the present application, detail the funding body and type of funding sought. Such applications do not prejudice your application for a Leverhulme award. Please notify the Trust if you are subsequently offered any other awards.

## FINANCE

### Applicants may apply for salary costs and/or research expenses

**Salary costs:** Select Add Salary cost to enter details of a temporary appointment and/or hourly rates OR loss of earnings.

**Either - Replacement costs:** Applicants may request replacement costs either for a temporary post and/or for hourly paid staff. If hourly paid cover is not appropriate the applicant should give explicit justification as to why a temporary appointment is required. Applicants should consult with their Head of Department and Finance Officer at an early stage to ensure that the bid for replacement costs is realistically costed and commensurate with the type and range of activities to be replaced. When calculating replacement costs applicants should use **current** salary scales/hourly rates and include normal increments but **not** any unsettled revisions.

Applicants eligible for paid study leave from their employing institution are encouraged to apply there, and in considering applications for replacement costs the Trust may take account of any study leave granted in the past 4 years. A Leverhulme award is not to be used as replacement for local sabbatical leave or to reduce sabbatical entitlement.

**Or - Loss of earnings:** Figures budgeted for loss of earnings should include pay awards (projected if not known at the time of application) and any normal incremental progression if the applicant is employed on a formal salary structure.

**Research expenses:** Eligible costs are typically travel (economy fares or similar) and subsistence away from home, employment of a research assistant or secretary, photographic costs, photocopies and consumables. Figures budgeted for support staff (e.g. secretaries, technicians) should include estimates

of nationally agreed revisions as well as normal increments. For UK or overseas subsistence (including accommodation) the following rates should be used and for visits over 21 days it would be expected that the daily rate used would be lower than the guideline. United Kingdom, Asia & Australasia - £98, Europe and North America - £92, Middle East, North Africa and Latin America - £83, Rest of Africa - £58.

### **STUDY LEAVE DETAILS (only for those seeking replacement costs)**

**Your institution's policy for paid or unpaid study leave:** Give details of your institution's policy for granting paid or unpaid study leave.

**Amount of paid study leave in the last 4 years:** Give details of how much paid study leave you have had in the last 4 years.

**Amount of unpaid study leave in the last 4 years:** Give details of how much unpaid study leave you had had in the last 4 years.

**Study leave eligibility in the next 3 years:** If you are eligible to apply for paid study leave to be taken in the next 3 years, have you already applied for it or are you planning to do so? If not, indicate the reasons.

**Details of teaching and/or administrative activities to be replaced:** Give details of the type of activities to be covered and the arrangements for covering these.

### **END**

To submit your application please first click Validate Form to verify that all required fields have been completed. You may then save and close this form. If there are no errors the application can be submitted from the application summary screen when you are happy with the content of the application.

**Once the application is submitted it will not be possible for you or your host institution to edit it so please print out a copy of the application and proof-read it carefully before submitting it.**

If the Institutional Approver declines to support an application the applicant will be sent an email notifying him or her of this. The applicant will then have the opportunity to "unlock" and edit the application and re-submit it for Institutional Approval.