
The Leverhulme Trust

1 Pemberton Row London EC4A 3BG

2013 LEVERHULME EMERITUS FELLOWSHIPS

Scheme Leaflet

The Leverhulme Trust Board, through its Research Awards Advisory Committee, is offering approximately 35 **Emeritus Fellowships**. The primary intention of the scheme is to support the facilitation, integration or completion of the applicant's own personal research output, rather than general further support for his or her research group or research assistants.

1. Eligible applicants: Applicants must:

- be resident in the UK and hold or have held a teaching and/or research post at a university or comparable institution in the UK at the point of retirement;
- have retired by the time of commencing the Fellowship and no longer have a normal contract of employment;
- have an established record of research.

Applications will be considered from those who are still research active who have previously held an Emeritus Fellowship. However, awards are not immediately renewable upon an Emeritus Fellowship coming to an end nor is a second award given for completion of a project for which an Emeritus Fellowship was originally awarded. A second award should address a topic substantially different from that of the first award.

2. Eligible fields: Applications will be considered in all subject areas.

3. Eligible costs: Research costs such as:

- travel (economy fares or similar) and subsistence away from home, e.g. for essential visits to libraries and other sources of original material;
- consumables (office or laboratory);
- employment of a research/secretarial/clerical assistant to support (rather than conduct) the work of the applicant. Such requests require explicit justification;
- photocopies/photographic expenses and other essential research expenses.

4. Non eligible costs: A personal allowance or remuneration for the applicant, institutional charges for accommodation or overheads. Please note that the Trust does not make awards on a full economic costing basis. Please consult paragraphs 3.31 to 3.37 of the Science & Innovation Investment Framework 2004-2014, HM Treasury (July 2004), which explains arrangements for the provision of overheads linked to charity funding.

5. Value: The value of a Fellowship depends on the nature and cost of the assistance sought, but the maximum total value is £22,000.

6. Duration and timing: Fellowships are tenable for between 3 and 24 months and must commence between 1 August 2013 and 1 July 2014.

7. Application procedure: Application materials will be available from **September 2012** from: www.leverhulme.ac.uk. Applications can only be made via the Trust's online Grant Application System. Candidates will be informed of the result of their application by the end of May 2013.

8. Closing date: 4.00pm on Thursday 31 January 2013.

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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

Please enter the date when you retired or when you expect to retire. Please note that this may not be later than July 2014.

The additional career details are those 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.

Details of your established field of research: Details of the areas of research you have specialised in, your key research achievements and how these relate to the proposed project.

Plans for publishing the results of this research: Details of how you plan to publish or otherwise disseminate this 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 2013 and 1 May 2014. 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

When you submit your application an email will be sent to your referees with a link to 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. Referees must be able to respond by 22 February 2013 at the latest.

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 year related to this research: Details of awards you and any close 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.

Any active grants that would run concurrently with the proposed period of the Fellowship? If so, how much time will these take up? Details of the funding body, nature and amount of funding.

Any support costs to be provided by your institution beyond the formal retirement date. The nature and level of these if applicable.

FINANCE

Please note that applicants should ensure that the budget that they draw up is accurately and realistically costed, and if the funds requested are awarded that these will be sufficient to enable the plan of research to be undertaken successfully. An applicant's chances of success are not enhanced if he or she requests a smaller rather than a larger sum of money.

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) a maximum rate of £100 per day may be used. For visits over 21 days it is expected that the daily rate used will be lower than the maximum. Please provide a justification for the rate used to calculate your budget for all subsistence allowances.

The Trust normally expects applicants to be capable of basic secretarial, typing and word-processing tasks, and hence a request for secretarial/clerical assistance requires explicit justification for the level and type of support requested. Requests for research assistance also require details of how this will be used, why it is necessary and reasons for the level and type of support requested.

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.