Please consult these help notes when completing the application form. These are also accessible via the Help button on each relevant section of the online application form. Before you commence an application please also download the System Help PDF from the left-hand menu on the screen.

PRINCIPAL APPLICANT DETAILS

Please ensure that your personal information is correct. To edit this information go to the "Manage my Details" section of your account.

INSTITUTIONAL APPROVAL DETAILS

Department: Please enter the full name of your department; do not add for example 'English', but 'Department of English'.

- **Institution**: In order to edit this information visit the Manage my Details section of your account. By clicking "Notify" this is an opportunity for you to warn your Research Office/Institutional Approver that you are preparing an application, that approval will be needed and that the application must be submitted to the Trust by the **deadline**

- We would advise that you allow five working days for institutional approval to be given. Your application cannot be validated successfully until notification has been sent. You can only submit your application for Institutional Approver once it has been validated successfully, i.e. there are no errors

- Applicants MUST be employed at an eligible UK institution at the time of application and throughout the duration of the Fellowship.

PRESENT APPOINTMENT

This section allows you the opportunity to provide information on your present appointment. Applicants MUST be employed at an eligible UK institution at the time of application and throughout the duration of the Fellowship.

- **Position**: The title of your current position e.g. Senior Lecturer
- **Current salary (£)**: Total annual salary
- **Spinal point**: If your current post is based on a salary scale, please provide the spinal point
- **How is your post currently funded?** For example, HEFCE

RESEARCH PROPOSAL

- **Title of research proposal**: Maximum 80 characters
- **Duration (months)**: Grants can be for a period of either 24 or 36 months
- **Proposed start date**: Please ensure that the start date is not earlier than 1 September 2017 or later than 1 October 2017
• **Abstract of proposed research:** Please provide an abstract of your proposal in 100 words and ensure that it is suitable for the lay reader.

• **Project proposal, including references:** Applicants must be able to demonstrate scholarship at the highest level, which has been sufficient to have won international recognition. It is crucial that you clarify what you anticipate the outcomes of the Fellowship to be.

• A maximum of five pages can be uploaded (including references).

• Please do not format with minimal margins.

• Only Word documents are supported.

• Do not forget to attach your document – the “Document must be uploaded” icon will turn green when successful.

**EDUCATION DETAILS**

Please provide details of your education. To edit this information please visit the 'Manage my Details' section of your account.

**CAREER DETAILS**

• **Employment:** Please update your CV in the 'Manage my Details' section of your account.

• **Awards and Publications:** Applicants must be able to demonstrate scholarship at the highest level, which has been sufficient to have won international recognition.

**CURRENT COMMITMENTS/LEAVE**

When assessing applications the Trust gives particular weight to those cases where a particularly onerous teaching or administrative load in recent years has impeded the applicant's research progress. It is therefore important to complete this section as thoroughly as possible. Applicants must spend at least eighty per cent of their time on the proposed project, if awarded.

**PREVIOUS AND CURRENT APPLICATIONS**

Please provide details of recent Leverhulme awards, current research grants from other funders, or any relevant pending applications.

**REFEREES**

• Please ensure that you enter the correct information for your referee. Reference requests will be sent automatically and therefore incorrect email addresses cannot be corrected and your application will then not have the full set of referee comments. **Referees cannot be from the same institution as the applicant, nor from the same institution as each other.** You will need to enter complete details, including a department. Enter N/A if not applicable.

• Referees will be asked to comment on the research record, standing and potential of the candidate, the merit of the proposed research project, including an assessment of its appropriateness for a two to three-year period of research.

• Referees will be given three weeks to respond to our request. Email requests will be sent out within one week of the closing date for applications. Please ensure that your referees are prepared to respond via the Trust's online system. Letters and emails will not be accepted.
FINANCE

- **Staff Members**: Salary costs are not awarded to replace the applicant at the level at which they are employed, but to replace their teaching at a junior level. You are advised to consult your research/finance office for advice on salary scales and salaries for junior lecturers.

- **Research Expenses**: The current maximum allowable annually for expenses is £6,000. Any expenses must be requested in the budget submitted as part of the application procedure and cannot be added at a later date. Items of equipment costing £1,000 and under are allowable provided that explicit justification is given for each item.

END

Please follow the on screen guidance for the validation and submission of your application. When you have validated the form you can then submit it for Institutional Approver. Please note that the application is only submitted to the Trust once Institutional Approver has been provided.