

## Research Leadership Awards Application Help Notes

*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.*

**Important:** only one person should log on at any time, otherwise data may be lost.

### Scheme information

Before you commence an application, please download the System Help PDF from the left-hand menu on the screen. The “How to complete the form” tab explains key functionality.

### Applicant details

The following details are those we have stored for you. To amend them, please click the Manage My Details link. This will open a new tab where you can make any required changes. Once completed, please save your changes, close the tab and return to editing your application form.

### Statement of intended research

**Fields of study:** Select the fields of study which most closely reflect the areas of research of this application.

**Duration (min 48, max 60 months):** This must be between 48 and 60 months.

**Statement of eligibility:** please explain, in up to 300 words, why you are eligible to apply to this scheme as an early career scholar. Please confirm your current role, previous grant/fellowship funding and whether you have managed research staff, including postdoctoral research assistants.

**Abstract of proposed research:** this should be in language suitable for a lay reader. Maximum 100 words.

**Provide a detailed statement of the intended research,** this should be of **no more than ten pages**, and include the following:

- main aims of the research and the proposed methodology

- the extent to which the proposed work can be seen to bring about a fruitful reshaping of the disciplinary landscape
- the fit of the proposed research within the institution
- the record and promise of the group leader
- the structure and activities of the research team

You may upload a Word or PDF file, which may not exceed 10 pages of A4. If your document will not upload, please check the following:

- that you have deleted the editing history
- that your figures are not corrupting the document – try putting figures/diagrams into a table
- that you have not used ‘wrap text’ – this sometimes corrupts documents

## Referees

Please ensure that you enter the correct information for your two referees. Reference requests will be sent automatically when your application is validated by the Trust, and incorrect email addresses cannot be corrected. References are due by Monday, 23<sup>rd</sup> June 2025.

## Finance

### **Salaries:**

- Where the applicant does not hold a permanent appointment at the university, enter applicant salary details (including NI, superannuation and London allowance, where applicable) up to a maximum of £250,000 across the award. The Trust expects the university to contribute any remaining salary costs throughout the duration of the grant. For applications with a duration less than 60 months, the salary should be prorated accordingly.
- Where the applicant already holds a permanent appointment at the university – a maximum of 24 months’ teaching replacement, usually starting at the most junior point of the lecturer scale at the institution concerned, can be included. The 24 months can be used as a full 2-year replacement or can be used as a partial replacement per year.
- The expectation of the Trust is that the applicant will dedicate a minimum of 0.8 FTE to the award.
- Enter details of the research assistant post(s) and/or PhD studentship(s) requested. At least one of the research assistants on the project should be working at least 50% in each grant year; beyond this, there is no other time stipulation, although staff time needs to be justified in terms of the requirements of the role.
- The Trust will allow costs for research technicians and other staff, such as data scientists, who are closely involved in the conduct and delivery of the research, to be included in this section of the budget. These individuals should not be listed as research assistants.

**Associated costs:** Select type from drop down list. Please choose only ONE of each type, and total specific items within the type, fully detailing and justifying the cost within the justification box. Pool technical services, computing and clerical staff costs should be included within the associated costs section of the budget.

## Institutional approval

There are **two stages**:

1) A statement must be provided by the Designated Representative, followed by 2) Institutional Approval.

- Click Add Designated Representative to add the details of the person who will provide the statement of support on behalf of the institution.
- Enter their surname and/or forename and click Find Contact.
- If a matching contact is not found follow the instructions to create a new contact. You must then confirm that you wish to notify them that they have been added to the application.
- Check the tick box confirming you wish to send the email notifying them of this and then click Send. They will then receive an email with instructions about how to view your application.
- Only when you submit the application will the Designated Representative be sent a further email asking them to provide a statement of support. Once this has been uploaded and approval of the application given, the application will be submitted for final Institutional Approval. Only when this final approval has been given will the application be submitted to the Leverhulme Trust.
- You may notify your designated Institutional Approver at any time to allow them to view your application. Check the tick box confirming you wish to send the email, and then click Send. They will then receive an email with instructions about how to view the application. You must do this before you submit the completed application form to your Designated Representative.
- Both forms of approval must be provided by 12 noon on Friday 30th May 2025, and applicants are urged to submit their applications at least 5 working days before the closing date to allow both forms of approval to take place in good time. Please note that once you have submitted your application you will not be able to edit it. Please also ensure that your institution is aware of the approval process.

### **Host statement**

A supporting statement from a designated representative of the applying university is required as part of the application. This should be the pro-vice-chancellor for research, or someone holding a similar role. Once the applicant has completed the form, this should be sent to the designated representative to upload their statement and submit the proposal for institutional approval. The designated representative will be asked to provide a 500-word statement explaining why the research subject area is deemed to be of importance to the university and giving key information about the university's research capacity in this area (for example, numbers of staff and doctoral students, and grant income).

The statement should also describe the process which was undertaken to select the chosen application. For applicants who have been nominated by a UK university but are not currently employed there (or where applicants are currently on short-term or fixed-term contracts at the university), the host statement must confirm the applicant will be offered a contract of employment for the duration of the award. Please note: the Trust would expect a permanent role to be offered at the end of the award.

## Validation

The Validation button can be hit at any time. Any mandatory/required fields will be indicated, as will any errors.

**Important:** please ensure that you save a copy of your completed application form before submission.