LEVERHULME TRUST

Philip Leverhulme Prizes
Nomination Help Notes 2026

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.

- Nominations must be approved by (i) your head of department and (ii) an administrative officer on behalf of the institution, in that order. It is strongly recommended that you ensure that your institution is aware of the approval process well in advance of you submitting your nomination.
- Please note that the Head of Department is only required to tick a box to confirm that they approve this nomination and add their name, email address and position. A letter of nomination is no longer a requirement.
- Please also ensure that you meet the conditions of eligibility and have completed the nomination form correctly before submitting. It is your responsibility to complete your nomination in time for the institution to process it.
- For nominees in the **Biological Sciences** subject area:
  o Nominees are also asked to pay attention to their eligibility in terms of the remit of the Trust, which does not support research in the medical and clinical sciences. We offer guidance on this here: https://www.leverhulme.ac.uk/research-we-do-not-fund
  o Nominees should be aware that greater weight is placed on the assessment of past achievement and future potential than on the plans for how the prize funds will be used. So, if your work has had a strong focus on those areas of medical or clinical research that are outside the Trust remit, your application will not be eligible for consideration, even if your plans for use of the award monies are framed around more fundamental biological research.
- We strongly recommend nominees whose eligibility might be considered borderline contact the Trust at an early stage and so avoid wasting time developing an application that cannot be considered.
- The Trust strongly recommends that you submit your nomination for institutional approval at least five working days before the closing date of **4pm on 14 May 2026**.
- Please note that it is your responsibility to check the status of your nomination on the Grant Application System homepage and to ensure that the necessary approvals are provided in time.

How to submit a nomination

To submit a nomination, the nominee must complete all sections of the form, select 'Validate' to confirm that you have completed the mandatory fields correctly. If there are no errors you can then save and close the nomination and select the 'Submit' button to submit the nomination for the two forms of institutional approval. Once the nomination is submitted it will not be possible for you to edit this unless your head of department or the institutional approver reject it. However, you will be able to view it.

Nominee details

To amend these details please save and close this nomination and visit the Manage My Details section. These details will be carried forward to this nomination form and any subsequent nominations/applications you make.

Career details

To amend these details please save and close this nomination and visit the Manage My Details section. These details will be carried forward to this nomination form and any subsequent nominations/applications you make. If your Current Position is blank this means that you haven't added it in the Manage My Details section. Please save and close the form and add your current position to your Employment Details. Please ensure you leave the To section blank for your current employment.

Education details

To amend these details please save and close this nomination and visit the Manage My Details section. These details will be carried forward to this nomination form and any subsequent nominations/applications you make.

Further nominee details

Please enter the date your PhD or highest degree was awarded. The award date is considered to be the date shown on the degree certificate. If you have had a career break since your doctoral or highest degree was awarded please briefly explain the nature of this and state duration. Please note that only career breaks taken for maternity or paternity leave, caring responsibilities, or illness are considered eligible under this funding scheme.

Institutional approval details

Please read these details very carefully as they explain the nature of the institutional approval process.
- Click 'Add Head of Department'
- Enter their surname and forename and click 'Search'.
  - o If a matching contact is found click on 'Select'

- If a matching contact is not found follow the instructions to 'Add a new contact'. You must then confirm that you wish to notify the head of department and include them on your application by clicking 'Save'.

- Check the tick box confirming you wish to send the email notifying them of this nomination and then click 'Save'. They will then receive an email with instructions about how to view your nomination. You should only add the head of department if you are confident that they will support your nomination. You should also check that the person selected is the current head of department.

- When you submit the nomination the head of department will be sent a further email asking them to approve the completed nomination.

- Once the head of department has approved the nomination it will be submitted for final institutional approval. Only when this final approval has been given will the nomination be submitted to the Leverhulme Trust.

- You may notify the designated institutional approver at any time to allow them to view your nomination. 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 nomination. You must do this before you submit the completed nomination form to your head of department.

- Both forms of approval must both be provided by **4pm on 14 May 2026** and nominees are urged to submit their nominations at least five 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 nomination you will not be able to edit it. Please also ensure that your institution is aware of the approval process.

Additional nominee details

Please select the subject area you wish to be nominated for from the drop down list

- Describe your main research area: (e.g.), international criminal law; applied mathematics; evolutionary biology; slave trade history.

- Fields of study: Select the field(s) of study which most closely reflects the area of research of the nomination.

- Upload up to two sides of A4 of additional information on your career history (i.e. details of awards, grants and prizes, academic or professional activities, membership of professional bodies, teaching, supervision, conferences etc). Click 'Browse' to select the correct document and then attach. If you wish to replace an uploaded file then you should click on 'delete' and then browse and attach the correct file. A PDF or Word document may be uploaded.

Publications/outputs

- Please state your ORCID ID number (if possible).
- Please state your Scopus Author ID number (if possible).
- Please state your Web of Science Researcher ID number (if possible).
- Upload a list of your publications. Asterisk the four most significant publications but please do not include any that haven't been peer reviewed in these 4. It is possible that the panel members assessing the nomination may request to see copies. This may not exceed two pages of A4.

- Please ensure that your document has been saved in PDF or Word format.
- Provide a short paragraph (maximum 250 words) for each of your four most significant publications. This should indicate the key contribution that each of these has made to the subject area. Where any of these four are joint-authored nominees should quantify precisely the extent of their personal contribution. If not a joint authored publication please type n/a in the text box provided.

Referees

- Once your nomination has been checked and validated by the Grants Administrator at the Trust, an email will be sent to your referees with a link to your nomination. It is crucial that you enter correct email addresses.
- Give the details of two people who have agreed to act as referees and are able to do so via the Leverhulme Grant Application System. It is our recommendation that the letter of support be about 1 side of A4 or 500 words long.
- You must check that your referees are able and willing to provide a reference via the online system no later than 1 June 2026.
- Referees should have a clear understanding of your achievements and be able to attest to your standing in the field. Your referees should be able to describe and confirm the impact your research has had within the chosen field, with particular attention to its significance at an international level and could well be drawn from the international community. Considerable emphasis will be placed on the comments of these nominated referees.
- Your referees should not be:
  - based in your current employing institution
  - themselves be a nominee for a prize
  - be a collaborator in your research (within the last two years)
  - your PhD supervisor

Nominee statement

Please describe the following in the four sections of the form provided:
- Your significant research achievements to date (400 words).
- Your future research plans (400 words).
- How you would anticipate using the prize funds if awarded (400 words).
- What the award of the prize funds would enable you to achieve that your current funding does not allow (400 words).

Please note that the information you provide at this stage is purely to give a general indication of your plans for the use of the funds and does not constitute a formal budget for the award.