**LEVERHULME TRUST EARLY CAREER FELLOWSHIP – Guidance for departmental selection committees**

When selecting which Leverhulme Early Career Fellowship applications to go forward to the Faculty panel of assessors, please keep in mind the following advice.

**CONFIRM THE APPLICANT’S ELIGIBILITY**

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|  | The applicant   * submitted their PhD thesis for the viva between 25 Feb 2017 and 25 Feb 2021.   *N.B. Those who submitted their thesis for the viva before 25 February 2017 are not eligible unless they have since had a career break (e.g. a period of maternity leave, family commitments, illness, or other exceptional circumstances). Time spent working outside academia does not qualify as a career break.* |
|  | The applicant either   * will hold a degree from a UK HEI by the start of the ECF, or * holds a UK academic position (e.g. fixed-term lectureship, fellowship) which will have started by 25 Oct 2020, and continues until at least 25 Feb 2021.   *N.B. Applicants without a UK degree whose UK academic post commenced after October 2020 may still apply if they have been in continuous UK academic employment for more than four months prior to the 25 February 2021 deadline.* |
|  | The applicant either   * has already moved institutions in the course of their academic career; or * has demonstrated clear evidence of the need to remain at the same institution (e.g. access to highly specialist equipment or a highly specialised research team). |
|  | The applicant   * has not previously held a full-time permanent academic post in a UK HEI; * will not be in receipt of a stipendiary Fellowship at the same time as the ECF; * will not have funding in place for a duration equivalent to or greater than the ECF; * has not been a PI on a three-year postdoctoral research project; * has not held a comparable three-year postdoctoral position to pursue their research. |

**EVALUATE THE APPLICANT’S PROPOSAL AND PREPARATION**

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|  | Does the proposal have a clear statement of its research question(s)? |
|  | Is the proposed methodology clearly explained? |
|  | Is the appropriateness of the methodology for answering the research question(s) clearly explained? |
|  | Are the research outputs clearly specified, and do they flow naturally from the research question(s) and proposed methodology? |
|  | Does the applicant have the necessary training (methodological, linguistic, etc.) to conduct the proposed project? |
|  | Does the proposed project fill a gap in the existing scholarship? Will it make a contribution to the discipline? |
|  | Can the research question(s) be answered by the proposed methodology, within the three-year timeframe of the fellowship, by someone with this applicant’s particular skills? |
|  | Is the project a good match to the host department and proposed mentor? |
|  | Are there any particular weaknesses in the application that need to be addressed if it is selected to go forward? If so, please have the proposed mentor discuss these in the Supporting Statement. |

**COMPLETE THE DEPARTMENTAL AND MENTOR FORMS**

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|  | The **Departmental Endorsement** (Institutional Approver Details) form   * must be completed by the Head of Department; * should be written for the Leverhulme’s reviewers (not the Faculty panel of assessors); * should not assume familiarity with UCL’s staff or structures; * should fully answer the questions by describing, e.g. * the fit of the applicant’s proposal to the department; * mentoring arrangements; * possible teaching and other career development opportunities; and * relevant facilities and resources the applicant will have access to.   *N.B. A* ***Worktribe costing*** *is not required at this stage.* |
|  | The **Mentor Supporting Statement**   * must be completed by the proposed mentor; * should be written for the Faculty panel of assessors; * should provide an honest appraisal of the application, discussing: * the proposed project, including its objectives, methods, outputs, and feasibility, as well as its importance to the discipline; * the applicant’s preparation to conduct the research; and * the project’s relationship to the mentor’s expertise, departmental strengths, and broader institutional fit. |

**SUBMIT THE DEPARTMENT’S NOMINATIONS**

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|  | Departments may put forward up to three candidates (they should not be ranked). |
|  | Each application submitted to the Faculty must include:   * A Leverhulme application form, completed by the applicant. * A Departmental Endorsement form, completed by the Head of Department. * A Mentor Supporting Statement, completed by the proposed mentor. |
|  | Departments need to submit all applications in a single email to Luis Rego <l.rego@ucl.ac.uk> with the subject ‘Leverhulme Early Career Fellowship internal applications’ by **4pm, Thursday 19 November 2020**. |