LEVERHULME
TRUST ⎯⎯⎯⎯

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.

Group leader 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 for you to make any required changes in. Once completed, please save your changes, close the tab and return to editing your application form.

Curriculum Vitae for group leader

Please upload a Word or PDF document of no more than 10 sides of A4, including details of the following:

- Academic qualifications
- Career history
- Research interests
- Publications
- Teaching and supervision
- Other professional activities
- Awards, grants, prizes

Statement of intended research

Title: Please enter the project title

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

Start date: please enter the proposed start date of the award.

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

Abstract of proposed research: this should be in language suitable for a lay reader.
Word limit: 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

If you choose to upload a document, this needs to be in a Word or PDF format only.

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 enter the details of two referees and ensure that you enter the correct information for these. Reference requests will be sent automatically when your application is validated by the Trust, and therefore incorrect email addresses cannot be corrected.

The deadline for receipt of referee comments is 1 July 2022. 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, within this timeframe. References by letter or email cannot be accepted. Late references will not be accepted; it is the responsibility of the applicant to ensure that references are received.

Finance

Salaries: enter details of research assistant posts and/or PhD studentships requested.

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.

Host statement and institutional approval

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.

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.