Early Career Fellowships
**Guidance for applicants 2014**

**Please read the information below before beginning an application or contacting the Trust with a query**

**AIM**

The Leverhulme Trust Board, through its Research Awards Advisory Committee, is offering approximately **80 Fellowships** in 2014. These provide career development opportunities for researchers with a proven record of research. The Fellowships are intended to assist those at a relatively early stage of their academic careers, and it is hoped that the appointment would lead to a more permanent position for the individual, either within the same or another institution. The objective is for Fellows to undertake a significant piece of publishable research during the tenure of the award, and the project put forward should therefore not be a reworking or mere extension of the candidate’s doctoral research project.

**ELIGIBLE APPLICANTS**

* Applicants must not yet have held a full-time established academic post in a UK university or comparable UK institution, nor may Fellows hold such a post concurrently with the Early Career Fellowship. Those in receipt of a stipendiary Fellowship may not hold this at the same time as an Early Career Fellowship.
* All candidates must hold a doctorate or have equivalent research experience by the time they take up the Fellowship. **Those who are or have been registered for a doctorate at any time may apply only if they have submitted their doctoral thesis by the closing date of 4pm on 6 March 2014**. Those who at the time of commencing the Fellowship are registered for or are intending to register for degrees, professional or vocational qualifications are not eligible.
* Applications are invited from those with a doctorate who had their doctoral viva not more than five years from the application closing date. Hence **those who had their viva before 6 March 2009 are not eligible unless they have since had a career break**. Those wishing to make a case for a career break should present the case for interruption by a period of maternity leave, family commitments, illness, or other unusual circumstances.
* Applicants must **either** hold a degree from a UK higher education institution at the time of taking up the Fellowship **or** at the time of application must hold an academic position in the UK (e.g. fixed-term lectureship, fellowship). The Research Awards Advisory Committee believes that the development of an academic career is best served by gaining experience at different institutions. Priority will be given to applicants who show evidence of mobility during their academic careers to date. The intention is to support the career development of those building an academic career within the UK.
* The matching funding contributed by the host institution must be drawn from generally available funds and must not be associated with any other grants received by the institution. The host department must secure the matching funding for the applicant before the closing date. Applications that do not meet these conditions are ineligible and will be rejected.

**ELIGIBLE FIELDS**

Applications will be considered in all subject areas.

**PLACE OF TENURE**

The Fellowships are tenable in **any university or institution of higher education in the UK**. Applications that will result in the applicant moving institution are favoured. If an applicant wishes to remain in the same institution where he or she is currently based he or she should rehearse the academic and/or personal reasons for this. A request to transfer the place of tenure of the Fellowship will normally only be considered where there is clear evidence of career development opportunities and such requests are very unlikely to be approved unless the Fellow has been in post for at least one year at the time of the request. Requests to transfer an award prior to take up of a post will not be considered.

**DURATION AND TIMING**

The awards are tenable for **36 months and are not renewable**. A Fellowship must commence between 1 September 2014 and 1 May 2015. Any request to hold the award at less than full-time over a relatively longer period will be considered if this is reasonable and appropriate for the nature of the research proposed and for the Fellow’s career development. Applicants will be asked to provide explicit justification on this point. Those holding the Fellowship part-time may not undertake any other employment within a UK higher education institution during the period of the award.

**RESEARCH FUNDS**

In recognition of the prestige of these awards and to enable the Fellow's research, up to **£6,000 a year will be available to each Fellow for research expenses**. The following are examples, rather than an exclusive list, of possible research expenditure: conference attendance, conference organisation, travel and subsistence for research trips in the UK or overseas, research assistance, laboratory consumables, photocopying.

For UK and overseas subsistence (including accommodation) a maximum rate of £120 per day may be used. For visits over 21 days it is expected that the daily rate used will be lower than the maximum. Please provide a justification for the rate used to calculate your budget for all subsistence allowances. Capital items (such as items of equipment and books) are eligible, up to a limit of £1,000 for each budget heading but require explicit justification (please note, the Trust expects the host department to provide standard computing equipment eg. a desktop computer).

**TEACHING**

The primary purpose of the scheme is to enable the award holder to **undertake a significant piece of publishable research**, as described in the application. Whilst it is desirable for the Early Career Fellow to gain some teaching experience, teaching should average **no more than three hours per teaching week in term time**. The Trust expects that the subjects taught would relate to the main thrust of the Fellow’s research interests and not simply to the department’s needs. The host department should take into account the amount of preparation time alongside the number of teaching hours. A modest amount of examining associated with any teaching undertaken is permissible, but if the Fellow is asked to undertake any administrative tasks, these should relate directly to the teaching and/or research (s)he does. The total time spent on teaching duties (i.e. preparation, teaching, examining, marking and administration) should not exceed one day per teaching week in term time. It is important that an award holder’s teaching does not hinder progress on his or her research project. The Fellow or head of department should provide the Trust with details of the Early Career Fellow’s teaching duties at the start of each year or term.

**INSTITUTIONAL COMMITMENTS**
The scheme is based on a pattern of joint support whereby the Leverhulme Trust will contribute **50% of the Fellow’s total salary costs** (including National Insurance, superannuation and London allowance, where applicable) **up to a maximum of £23,000** in each year of the award (pro-rated if the Fellowship is held on a less than full-time basis), and the balance is to be contributed by the host institution. The Trust’s contribution in subsequent years will normally increase in line with pay awards and normal increments up to the maximum of £23,000. Institutional approval by the host institution is required as part of the application procedure, confirming that the necessary financial commitment can be made and providing details of the facilities with which the Fellow will be provided.

It is a condition that the host department has **identified and secured the source of the matching funding for an applicant by the closing date, and that this is specifically allocated to the individual concerned**. The matching funding contributed by the host institution must be drawn from generally available funds and must not be associated with any other grants received by the institution. Applications that do not meet these conditions are ineligible and will be rejected.

Host institutions should ensure that the starting salary has been agreed with the applicant prior to finalising the application, and that this is in line with the university's salary policy.

**NON-ELIGIBLE COSTS**

The Leverhulme Trust **cannot contribute towards institutional charges for accommodation or overheads**. Please note that the Trust does not make awards on a full economic costing basis. Please consult paragraphs 3.31 to 3.37 of the Science & Innovation Investment Framework 2004-2014, HM Treasury (July 2004), which explains arrangements for the provision of overheads linked to charity funding.

**TERMS AND CONDITIONS**

Fellows must provide an annual interim report and a final report to the Advisory Committee. Failure to do so may result in the suspension or cancellation of an award. Early Career Fellows are employees of the institution at which they hold their award and subject to that institution's terms and conditions of employment.

**APPLICATION PROCEDURE**

Applications are made on the Leverhulme electronic online application system via the Trust’s website: [www.leverhulme.ac.uk](http://www.leverhulme.ac.uk). Applications must be approved and submitted to the Trust by the host institution by 4pm on 6 March 2014. A candidate may submit only **one** application per year. Previously unsuccessful applicants may reapply. Institutional approval is required both from the head of the host department and from an administrative officer on behalf of the host institution. Nominated referees will also be required to provide their references via the on-line system. Applicants will be informed of the result of their applications by email by the end of May 2014.

**Please note that due to the large number of applications received to this scheme, it is not possible to provide feedback regarding the reasons for rejection to individual applicants.**

**PRACTISING ARTISTS**

Fine or performing artists should provide up to 12 slides or photographs or one CD/DVD (with the applicant’s name clearly indicated) to arrive by 6 March 2014.

**APPLICATIONS QUERIES**

* Telephone 020 7042 9861/9862/9863
* Email aheiner@leverhulme.ac.uk.