These guidance notes have been written for Administrators who are supporting applicants to the Leverhulme Trust Early Career Fellowships 2018.

This scheme, which will fund approximately 100 fellows throughout the UK, is intended to provide career development opportunities for young researchers across all disciplines. Researchers are eligible to apply if they have never held a full-time established academic post (including Junior Research Fellowships); applicants must have submitted or plan to submit their thesis by 1st March 2018, but will have submitted no earlier than 1st March 2014 (unless they can provide information about a career break).

The awards are tenable for three years, and the Trust will fund 50% of the fellow’s salary (up to £25,000 per annum) and up to £6,000 per year in additional research expenses. The host department must certify that it has identified and secured funding for the other half of the fellow’s salary from generally available funds. Interested applicants should, therefore, be in touch with their proposed department as soon as possible.

Before applying, interested candidates should look through the information available from the Leverhulme Trust. General information about the scheme can be found at [http://www.leverhulme.ac.uk/funding/ECF/ECF.cfm](http://www.leverhulme.ac.uk/funding/ECF/ECF.cfm). Eligibility information can be found at [http://www.leverhulme.ac.uk/funding/ECF/eligibility.cfm](http://www.leverhulme.ac.uk/funding/ECF/eligibility.cfm). Application information and further scheme guidance can be found at [http://www.leverhulme.ac.uk/funding/ECF/app_procedure.cfm](http://www.leverhulme.ac.uk/funding/ECF/app_procedure.cfm).

Applications should be created and submitted through the Leverhulme Trust's online application portal, located at [https://grants.leverhulme.ac.uk/Login.aspx](https://grants.leverhulme.ac.uk/Login.aspx). Applicants who do not currently have a login can register for one at [https://grants.leverhulme.ac.uk/Register.aspx](https://grants.leverhulme.ac.uk/Register.aspx).

Research Services provides more information about the Leverhulme Trust and preparing applications at [https://researchsupport.admin.ox.ac.uk/applying/guidance/funders](https://researchsupport.admin.ox.ac.uk/applying/guidance/funders).

RS PROCESS INFORMATION

Submission path on CC Grant Tracker:
Fellow ➔ Head of Department ➔ Research Services ➔ Leverhulme Trust

Note that the Head of Department approval step requires the HoD to respond to a set of questions in relation to the applicant and application (max. 100 words each); this may require additional time.

As this is a Fellowship Application under £1M, the Department is responsible for review and approval of the application. Research Services asks that applications be submitted online to Research Services, accompanied by the X5 costing, no later than 5pm on Thursday 22nd February.
COSTING GUIDANCE

The Leverhulme Trust provides a list of non-eligible costs at [http://www.leverhulme.ac.uk/funding/ineligible_costs.cfm](http://www.leverhulme.ac.uk/funding/ineligible_costs.cfm).

Creating an X5 costing for the Leverhulme Early Career Fellowship:

- In the project set up please select Leverhulme Trust as the Funder and Early Career Fellowship as the Scheme. The start date must be between 1st Sept 2018 and 1st May 2019.
- Enter the Fellow as the PI as a Directly Incurred Cost.
- The Fellow will normally be costed at 100% FTE within the Staff tab. On the actual % column on the price tab, that cost should be reduced to 50% to reflect the salary percent the Trust will pay. NB The NI rates file dated 6/4/2017 should be used for Leverhulme Trust as they do not pay the apprentice levy.
- If 50% of the Fellow’s salary is above the £25,000 limit and support is secured for the difference, please enter £25,000 in the price column for each year the salary is over the cap (tick ‘Set amount’) and X5 will calculate the new actual %.
- Inflation should be applied to non-staff costs but not staff costs, X5 will automatically do this.
- Please include a line in the DA staff tab for Supervisor/Mentor post(s) – tick salary, estates and indirects (unless they are fully funded by RCUK awards). Approximately 1 hour per month is standard – this does not pull through to the price, it is for FEC purposes. If the X5 costing includes a Supervisor/Mentor from another Department, please forward off-line approval from the other Department.
- Research budget/non-staff costs: applicants are asked to give an indication of how they propose to use the annual research allocation of £6,000 for each year of the fellowship. The application should provide a summary of how the funds would be used in each year to support the research described, i.e. budget items and approximate amount for each of these. X5 should contain the full available amount of £18,000 (tick ‘Set amount’ and enter £18k). If awarded, the research expenses will be negotiated annually before the project year commences, and if they are processed via the University, a supplement costing will need to be created (at award stage, fellows can they decide if they prefer to have the expenses processed via the University or via privately via their own bank account).

THINGS TO NOTE - CHECKLIST

| CHECK ✓ | Has the applicant previously held a 3 year (Junior) Research Fellowship? If so, they are not eligible to apply. |
| CHECK ✓ | Has the HoD pressed ‘Approve’ on the system in order to edit the application? |
| CHECK ✓ | Have you entered the actual year 1 salary, NI and superannuation figures into the Institutional Approver details section? Please note the application system doesn’t accept decimal places, so these figures need to be rounded to the nearest pound. |
| CHECK ✓ | Do the X5 project dates match the application dates? |
| CHECK ✓ | Has the applicant listed all their degrees in the Education Details section? |
| CHECK ✓ | Has any computing equipment been fully justified and are any capital items requested under £1,000? Are subsistence costs under £150 per day (lower for visits over 21 days)? |
| CHECK ✓ | If the Fellow is undertaking their Fellowship at less than 100% FTE, have the 100% salary figures been quoted in the application? |

For further information please contact elizabeth.jones@admin.ox.ac.uk