
Royal Society Leverhulme Trust Senior Research Fellowships

1. Overview

The Royal Society Leverhulme Trust Senior Research Fellowships were established through the generosity of the Leverhulme Trust.

Aim: The scheme seeks to provide opportunities for experienced academic researchers to focus on full-time research for up to one year, by relieving them of all their teaching and administrative duties during that period. Preference will be given to candidates who, as well as demonstrating scientific excellence, can show that such relief is particularly needed and timely. Applications from mid-career candidates are particularly encouraged.

Subjects covered: Research must be within the Royal Society's remit of natural sciences, which includes but is not limited to biological research, chemistry, engineering, mathematics and physics. For a full list, please see <https://royalsociety.org/grants-schemes-awards/grants/subject-groups/>. The Royal Society does not cover clinical medicine (such as patient orientated research and clinical trials), social sciences or humanities, other than when working in partnership with organisations. Clinical and patient orientated research is considered to be an interventional study on human participants at the individual or group level, including but not limited to surgical or drug intervention. Eligible use of human participants in research can include investigation where the experiments are conducted in vitro – for example, the use of human tissue or other biological samples, chemistry techniques, mathematical modelling or engineering, translational research and collaborative research with clinicians.

2. Eligibility Requirements

Eligibility: Applicants must have a PhD or equivalent and hold a permanent post at a UK university or an eligible not-for-profit institution.

This is a senior fellowship scheme, and therefore applicants must be at a stage in their career when they have a well-established, fully independent research programme of their own, and would particularly benefit from a period of full-time research.

Applicants should not have had sabbatical leave or other support relieving them from teaching and administrative duties for a total of one year or more in the three years preceding submission of the application.

Length of tenure: Between one academic term and one year.

Place of tenure: Fellowships will be held at the applicant's own university, or any university or not-for-profit research organisation in the UK. This includes industrial research organisations in the UK, approved by the Council of the Royal Society and the Leverhulme Trust.

Value and support provided: The Fellow's employing institution will be reimbursed for the full salary costs (including USS and NI), for the applicant (up to the equivalent of the minimum point on the lectureship scale as paid by the host university).

Research expenses of up to a maximum of £2,500 are available to cover costs of consumables, equipment, travel etc.

Number of awards offered: Seven per year.

3. Timings and assessment criteria

Closing date: 5 February 2019 (15:00 UK Time)

Eligible applications received by this date will be considered by the Royal Society Leverhulme Trust Senior Research Fellowship Panel. The outcome is likely to be announced by the end of June 2019. Please note that we will not be holding interviews for these Fellowships.

Assessment criteria

- The scientific merit and track record of the individual: past achievements, research career to date (taking account of any career breaks), publication record, likely contribution to research field and future potential.
- Need for relief from teaching and administrative duties, including timeliness of the application.
- The quality of the proposed research project: Strength, originality and novelty of the proposed project, definition of research plan and likelihood of achieving goals.

Important information to note:

- Please read the enclosed scheme guidance notes to help you complete your application.
- Applications will be made using the **Flexi-Grant® system**. FAQ and Troubleshooting information can be found online (support.flexigrant.com/support/home).
- The Head of Department will be required to confirm that the applicant will not have any formal teaching commitments or other academic or administrative responsibilities, such as membership of university committees etc., during the tenure of this fellowship, other than the supervision of postgraduate and postdoctoral students.
- Please note that in order for your application to be considered by the Royal Society, the application needs to be submitted (including completion of the Head of Departments' and two nominated referees' support statements and financial details) and approved by the host organisation by the specified deadline.
- If your research will generate data of significant value to the research community, we ask you to provide additional information on your data management and sharing plan.
- **Post-Award:**
The Royal Society will liaise with successful applicants and their host organisation, following the acceptance of award offers, in regards to the recruitment process for a teaching and administrative replacement for the awardee.

(See the appendix on page 11, for the 'Application Submission Process Flow Diagram').

Review process

All eligible applications for the Royal Society Leverhulme Trust Senior Research Fellowships are initially reviewed and assessed by two members of the Royal Society Leverhulme Trust Senior Research Fellowship Panel who have the most appropriate scientific expertise. The Panel will prepare a shortlist for further consideration. The shortlisted applications will be reviewed by two independent reviewers recommended by the Panel.

The Panel will convene and consider the shortlisted applications, together with the independent reviews and agree the recommendations for awards. It is expected that applicants will be notified of the outcome of their application by email by the end of June 2019. Some feedback may subsequently be available on request, although for those not shortlisted, the level of feedback will be limited.

Please be assured that the Royal Society specifically requests anyone involved in reviewing applications to consider them in confidence.

Contact Information

Enquires about this scheme can be made using the contact details below. Before contacting us, please check whether your question is answered by these scheme notes. If not, please contact the Grants Section Senior Fellowships team (tel: +44 (0) 20 7451 2263 or email: seniorfellowships@royalsociety.org).

Please quote your application reference number in all correspondence to the Royal Society.

The following scheme notes set out the application process of the Royal Society Leverhulme Trust Senior Research Fellowship scheme.

Please read through the entire document before proceeding

Completing the application form

The application can be completed by using the navigation tabs on the application summary page, with each page categorised as follows:

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4. Application Guidance Notes

Using Flexi-Grant®

Applications can only be submitted online using the Royal Society's Grants and Awards management system (Flexi-Grant®) via <https://grants.royalsociety.org>. Further information about the Grants and Awards Management system can be found via <https://royalsociety.org/grants-schemes-awards/grants/flexi-grant/>. If you have not previously used Flexi-Grant®, please follow the registration process from the Flexi-Grant®, homepage. **Paper-based applications will not be accepted.**

Before completing the online form, all applicants should check that they comply with the eligibility requirements and ensure all necessary information is presented in the application. These requirements are strictly adhered to and applications without all the necessary information, or evidence to show the assessment criteria are met, will be rejected.

All applications must be approved by the UK Host Organisation and the applicant's departmental support and nominated references must be completed before you can submit via Flexi-Grant®. Late applications will not be accepted.

ORCID identifier

All applicants applying to the Royal Society will be required to submit an ORCID (Open Researcher and Contributor ID) identifier before their application will be accepted for submission. ORCID maintains a registry of unique researcher identifiers and a transparent method of linking research funding, research publications, research data and any other research outputs to these unique identifiers. This is a mandatory requirement at the application submission stage only. You can register for an ORCID identifier via <https://orcid.org/register>.

Inviting Participants

To complete and submit the application form, the lead applicant is required to provide supporting statement from three individuals (i.e. the Head of Department at the Host Organisation, and two Nominated Referees). These individuals can be invited through the participants tab displayed on the application form summary page. Under this section of the form you will find each of the required participants as described above displayed. Please select invite and enter the e-mail address of the person who you wish to invite to provide the relevant statements, and send the invitation. Once the recipient has accepted your invitation, their status will be displayed as 'active'. Upon completion of their section of the application form, their status will be displayed as 'complete'. **You will not be able to submit your application form to your host organisation for approval until the status of all participants shows 'complete'**. It is the applicant's responsibility to ensure that all supporting statements have been provided with plenty of time ahead of the deadline to ensure the application can be approved by your host organisation. You can monitor the progress of your participant's activity through this section of the application form and issue reminders as required. **Please remind your participants to select the 'save and submit' button once they have finished.**

Please check which email address the Head of Department and Nominated Referees would like you to use as they may already be registered with a user account on Flexi-Grant®. It is important that you enter the correct email addresses when inviting the Head of Department to support your application, as an email will be sent automatically from Flexi-Grant® to these individuals with instructions for viewing your application and providing their support. Any mistakes in the email addresses supplied will delay the progress of your application.

Research Support role

The Research Support role displayed under the participants tab is an optional role, which allows you to invite an individual from the relevant UK Host Organisation research support team to review and amend the application prior to submission. The primary purpose is to ensure that the requested finances have been recorded correctly for this specific grant programme. As this is an optional role, it will not affect your ability to submit your application for approval. However if you have invited a Research Support role they must 'save and submit' their work in order for you to be able to submit your application.

Please bear in mind it is the responsibility of the applicant to:

- Inform the Head of Department and Nominated Referees of the deadline
- Liaise with the Head of Department and Nominated Referees to ensure that they have received their invitation with instructions to participate in completion of your application, as no provision is made for non-receipt of these automatic emails.
- Keep track of the progress of the Head of Department and Nominated Referees' completion status on your application summary page. You can issue a reminder email through the participants tab on your application summary page.

If the instruction email from the Royal Society's Flexi-Grant system has not been received please:

- a) Double check the accuracy of the email address supplied on the application form
- b) Advise the intended recipient to check their spam filters/junk folders
- c) Contact the Royal Society with an alternative email address for the recipient

The Royal Society will not be held responsible for automated emails that are not received due to address errors or spam filters.

Further guidance and support can be found through the [applicant and approver knowledge base](#).

Note that questions with * are mandatory fields. **Please read these guidance notes carefully as you complete the form.**

Summary	
Summary table	The summary page of the application form provides instructions for submission of your application for approval from the UK Host Organisation. In addition, you are provided with an overview for each section of your application form, the approximate length of time it will take to complete each section, and the number of participants required to participate in completion of your application form. Participants can be invited from the 'participant' tab which can be located just above the page summary header.

Eligibility Criteria	
Eligibility Criteria*	Confirm that you meet the eligibility criteria. Details of the eligibility criteria can be found on page 1.

Contact Details	
Title, names, address, organisation and country*	Review and complete your personal details accurately. Errors in this section can cause difficulties in processing your application. The address must be of the organisation at which you are employed. Note: correspondence in connection with this application will be sent to the applicant.
Email address*	This field defaults to the account in which the application has commenced, and is where all correspondence pertaining to the application throughout the application process, and in the event of the application being successful, will be sent. The applicant must therefore commence the application using the login email address used to register a user account on Flexi-Grant®.

Applicant Career Summary	
Title of Current Position*	State the title of your current position (<i>20 words max.</i>).
Current Employer*	Enter the official organisation name of your current employer.
Current Department*	Enter details of your current department name (e.g. Department of Astrophysics).
Current Position Start Date*	Enter the date when your current position started.
Contract Type*	Please select your current contract type. Please confirm that you hold a permanent post.
Source of Salary*	Please select your source of salary from the list.
Personal statement*	Please provide a personal statement about your research career to date including prizes and achievements and your career and research aspirations in the long term.

	<p>You should state why you are applying for this Fellowship now, and how it will benefit you and your research.</p> <p>Please also give full details of any sabbatical leave arrangements provided by your host institute or which may be available to you from other sources.</p> <p>(500 words max.)</p>
Applicant Career History*	<p>Please list all of your appointments since your PhD and the dates in reverse chronological order, stating if part-time (and percentage part-time) if necessary. Please also give details of any career breaks.</p> <p>Please provide dates, durations and other details of any sabbatical leave you have taken and any other support you have received that has relieved you of teaching and administrative duties in the last seven years.</p>
PhD Award Date*	<p>Please enter the date that you were awarded your PhD. Please note this is essential to assess your eligibility.</p> <p>Please contact the office to discuss your suitability to apply if you do not hold a PhD but have relevant research experience and/or equivalent postgraduate qualification</p>
Applicant Qualifications*	<p>Please list all your qualifications in reverse chronological order.</p>
List your key and/ or relevant publications*	<p>Please provide details of authors, titles and references of your best publications in refereed journals. Your list should include refereed papers in primary journals and contributions to symposia and compiled volumes (refereed only).</p> <p>You should choose not only the best but also those most relevant and important to the application to support your case. Please rank your publications in order of importance. Please also identify with asterisks up to 3 publications which you considered to be most significant (within the last 5 years) and your contributions.</p> <p>Note: if you have an existing ORCID identifier, you can retrieve your key publications from your profile to complete this section of the application form.</p> <p>Publications arising from large collaborative programmes – Clearly specify the exact role and contribution made towards large collaborative research programmes that have resulted in multi-authored publications.</p> <p>Do not include publications or articles that are in draft, only submitted for publication or have not been peer reviewed. The selection panel have specifically requested that these should not be included.</p> <p>If your field of research differs in any way from normal conventions, e.g. lead author, first author, and publications in journals being the main gauge of success, please provide a brief explanation at the top of your publication list.</p>
Applicant Research Funding *	<p>Please give brief details of past, current and pending grant funding, other income for research and other sources of support, indicating source and value (GBP, approximately).</p>

	Note: You can retrieve your information from your profile to complete this section of the application form using your ORCID identifier.
Current Administrative and Teaching Duties*	<p>Please ensure you provide detailed information about your teaching and administrative duties including preparation hours and contact hours in an average week, the number of lectures/tutorials per academic year, staff/student ratio etc.</p> <p>Please also include the number of lectures and tutorials given in the last academic year.</p> <p>Please also state how much of your time you currently dedicate to research and quantify how much additional time would be available for research should you be awarded the Fellowship. The assessment panel will focus on this information to determine your need for this fellowship and have asked specifically for these figures to be provided in detail.</p>
Need for Teaching Relief*	<p>Please specify any particular factors which, in your view, would make the relief from teaching and administrative duties provided by this award particularly needed and timely for you.</p> <p>The assessment panel will focus on this information also, so please explain clearly the importance of this fellowship to you and how it will make a difference to you and your research.</p>

Research Proposal	
Project Title*	Give the full title of your proposed project (20 words max.)
Start / End Date*	<p>Please complete the date in dd/mm/yyyy format. These are the dates you intend to start and finish the proposed project.</p> <p>This fellowship can be held for up to 1 year.</p>
Keywords*	Provide up to 5-10 key words that could be used to describe your research, which will aid with identifying the most appropriate peer reviewers.
Subject group and Subject Area*	Select the subject group/area(s) that most closely defines the research area of the research proposal from the drop-down menu and tick box options. This will enable us to allocate the application to the most appropriate assessment panel.
Lay Summary*	<p>Please provide a lay summary of the proposed research. This should be understandable to a layperson. Explain why you have chosen to work in this subject area and what it is about your proposed research that you find particularly exciting, interesting or important. Please also explain the potential impact or wider benefits to society of your research.</p> <p>Ensure that you follow the instructions about the level of expertise and other information required in this section. The reviewers place significant importance on this part of the application.</p> <p>(250 words max.)</p>
Abstract*	<p>Please provide a scientific summary of your proposed project. This should be a summary of your research proposal, briefly outlining the background and summarising the aims of your project.</p> <p>(400 words max.)</p>

Research Proposal*	<p>Outline the nature and details of your proposed research project. Provide justification for the award and detail the difference securing the award would make to you, the department, the university and the research community.</p> <p>In providing the details of your research project, please include a description of the experimental methods and techniques you will be using.</p> <p>Bear in mind that there may be occasions when your application has to be photocopied in black and white so illustrations and photographs with fine detail or in colour are best avoided.</p> <p>Select the method for detailing your proposal: Text box (500 words) or PDF Upload (Do not exceed 1 pages of A4, portrait orientation). Please do not use a text size smaller than Arial 10 and please also ensure that the PDF document is not more than 3MB. Applicants are requested to make sure uploaded PDF documents are unlocked.</p>
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Outline of Data Management and Data Sharing Plan*

The Society supports science as an open enterprise and is committed to ensuring that data outputs from research supported by the Society are made publically available in a managed and responsible manner, with as few restrictions as possible. Data outputs should be deposited in an appropriate, recognised, publically available repository, so that others can verify and build upon the data, which is of public interest.

The Society does not dictate a set format for data management and sharing plans. Where they are required, applicants should structure their plan in a manner most appropriate to the proposed research. The information submitted in plans should focus specifically on how the data outputs will be managed and shared, detailing the repositories where data will be deposited. In considering your approach for data management and sharing, applicants should consider the following:

- What data outputs will be generated by the research that are of value to the public?
- Where and when will you make the data available?
- How will others be able to access the data?
- If the data is of high public interest, how will it be made accessible not only for those in the same or linked field, but also to a wider public audience?
- Specify whether any limits will be placed on the data to be shared, for example, for the purposes of safeguarding commercial interests, personal information, safety or security of the data.
- How will datasets be preserved to ensure they are of long-term benefit?

Outline of data management and data sharing plan*

If the proposed research will generate data that is of significant value to the research community, then please provide details of your data management and sharing plan. (200 words max.)

Use of Animals in Research*

The Royal Society is committed to supporting the development of alternative methods to reduce and/or replace the use of animals in research. Applicants proposing to use animals in their research must ensure that the use of animals falls within the regulations stipulated in the Animals (Scientific Procedures Act) 1986 and subsequent amendments. Additionally, applicants should continually be aware of developments in best practice, and adopt the principles of the [3Rs](#) when designing and conducting experiments on animals.

As a funder of research, the Society takes its responsibilities towards the UK Animals (Scientific Procedures Act) 1986 seriously, and requires applicants to consider the questions below when preparing grant applications that include the use of animals.

Does your proposal involve the use of animals or animal tissue?*	Select 'Yes' or 'No'. If you have selected 'Yes' it is mandatory to complete all of the relevant questions on the Use of Animals in Research page.
<p>Experimental Design Assistant</p> <p>The Royal Society recommends that applicants use the Experimental Design Assistant (EDA), which is a free resource from the NC3Rs to support researchers in the planning of animal experiments. This will help to facilitate robust study design and reliable and reproducible findings.</p> <p>The EDA helps applicants build a machine-readable diagram representing their experimental plan, following capture of their methodology, and allows the applicant to then generate a PDF report which provides a transparent description of the experimental design in a standardised format, which can be uploaded to the application form.</p> <p>Please note: Applicants who choose to use the EDA, and subsequently uploads the EDA report to the application form, are advised to enter see report or n/a into any question fields within this section of the application form that have already been captured in the EDA report, to avoid any duplication.</p>	

Financial Details	
Proposed Budget*	<p>Please provide a summary of your requested budget in the table provided.</p> <ul style="list-style-type: none"> • Basic Salary: Please, include the total cost of the contract for the teaching cover (including USS and NI), up to the equivalent of the minimum point on the lectureship scale as paid by the host university • Research Expenses: up to £2,500.00 for the following items: Equipment Consumables Travel (UK and International)
Justification for Salary*	<p>Please, state the following:</p> <ul style="list-style-type: none"> • The salary point/scale/grade/spinal point equivalent of the teaching cover • The link to the Salary Pay Grades/Scales of your host institution. <p>Alternatively, please upload a PDF below.</p>
Supporting documents	<p>If required, only upload documents (PDF) regarding your Salary Pay Grades/Scales of your host organisation.</p>

Applicant Declaration*	
<p>By completing this section you are declaring that the information you have provided in your application is true and correct.</p> <p>You are also signing to confirm the following:</p> <ul style="list-style-type: none"> • You have read the Terms and Conditions of Award under which Royal Society grants are awarded and, if a grant offer is made, you agree to abide by them. • You have access to the necessary facilities to enable you to deliver the research proposed, and will continue to have access to the facilities for the duration of the project. • You have agreed with your Head(s) of Department that you will be afforded sufficient time and resources to deliver the research project as described in this application. 	

Applicant Head of Department Support*

The Head of Department should provide a confidential statement, confirming that:

- (a) The applicant will not have any formal teaching commitments or other academic or administrative responsibilities, such as membership of university committees, during the tenure of the Leverhulme Trust Senior Research Fellowship, other than the supervision of postgraduate and postdoctoral students; and
- (b) The eligibility of the applicant for sabbatical leave will not be prejudiced by the receipt of this fellowship.

Confirmation of support of the application is required by the departmental head of the applicant. The applicant must invite the departmental head to participate in completion of the application form before it can be submitted for approval.

Please ensure that you use the correct email address when inviting your Head of Department.

In the event that the “applicant” is the Head of Department, statements will need to be supplied by the individual to whom the “applicant” reports i.e. a Dean or Head of Faculty or the Principal.

Before inviting the Head of Department to participate in completion of your application form, the Applicant is instructed to ensure that the Head of Department is willing and available to provide a confirmation of support prior to the round closing date. Incomplete confirmations will mean that an application cannot be submitted and will be deemed to be ineligible.

Please check which email address the Head of Department would like you to use as they may already be registered with a user account on Flexi-Grant®. It is **important** that you enter the correct email addresses when inviting the Head of Department to support your application, as an email will be sent automatically from Flexi-Grant® to the Head of Department with instructions for viewing your application and providing their support. Any mistakes in the email addresses supplied will delay the progress of your application.

It is the responsibility of the applicant to:

- Inform the Head of Department of the deadline
- Liaise with the Head of Department to ensure that they have received their invitation with instructions to participate in completion of your application, as no provision is made for non-receipt of these automatic emails.
- Keep track of the progress of Head of Department completion status on your application summary page. You can issue a **reminder** email to the Head of Department through the participants tab on your application summary page.

If the instruction email from the Royal Society has not been received please:

- a) double check the accuracy of the email address supplied on the application form
- b) advise the intended recipient to check their spam filters/junk folders
- c) contact the Royal Society with an alternative email address for the recipient

The Royal Society will not be held responsible for automated emails that are not received due to address errors or spam filters.

Nominated referee Support*

Confidential references from 2 nominated referees are needed with any application submitted to the Royal Society.

At least one referee should be someone who has worked closely with you, but the other must be external to your current research group. You should not choose both referees from your proposed

host organisation, and if possible, one should be an international referee. Your named Head of Department cannot be listed as a referee.

Please ensure that you use the correct email address when inviting your nominated referees to provide a letter of support.

Before inviting the nominated referees to participate in completion of your application form, the Applicant is instructed to ensure that the nominated referees are willing and available to provide the support letter before the round closing date. If the support letters have not been received by the system before the deadline, the application cannot be submitted and will be deemed to be ineligible.

Please check which email address the nominated referees would like you to use as they may already be registered with a user account on Flexi-Grant®. It is **important** that you enter the correct email addresses when inviting the nominated referees to support your application, as an email will be sent automatically from Flexi-Grant® to the nominated referees with instructions for viewing your application and providing their support. Any mistakes in the email addresses supplied will delay the progress of your application.

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Appendix 1: Application Submission Process Flow Diagram

