

Royal Society Leverhulme Trust Senior Research Fellowships 2014

1. Overview

Aim: The Royal Society Leverhulme Trust Senior Research Fellowships were established through the generosity of the Leverhulme Trust and seek to provide opportunities for academic researchers to be relieved of all their teaching and administrative duties, to enable them to concentrate on full-time research for up to one year. 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: All areas of the life and physical sciences, including engineering, but excluding clinical medicine.

Eligibility: Applicants must have a PhD or equivalent and hold a permanent post at an UK university or 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: Normally 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: The fellow's employing institution will be reimbursed for the full salary costs for the applicant (up to the equivalent of the minimum point on the lectureship scale as paid by the host university). Research expenses up to a maximum of £2,500 are available to cover costs of consumables, equipment, travel etc. We do not require financial details as part of the application; if the application is successful, we will request the award value.

Number offered: Seven per year

Closing date: 8 January 2014

Results available: Past experience suggests that results of the competition will be available about 4 months after the closing date. Please note that we will not be holding interviews for these fellowships.

2. Completion of application

Applications can only be submitted online using the Royal Society's electronic Grant Application and Processing (e-GAP) system (<https://e-gap.royalsociety.org>, or via the e-GAP information link on the front page of the Society's web site). Applications cannot be submitted on paper. Please read the below instructions before you start filling out your application, and refer to the guidance notes in the section that follows as you complete the form.

Application Guidance Notes

Assessment criteria

- Track record and future potential of the candidate.
- Strength, originality and novelty of the outlined research proposal.
- Need for relief from teaching and administrative duties, including timeliness of the application.

Important eGAP information

Personal details: Once logged on to e-GAP and before starting your application, click *My Details* at the top of the page. Please ensure that this information is up to date.

Automatic log-out: Save your work regularly to prevent accidental loss of text. NB: If the system does not detect any activity for 3 hours it will log out and everything that has not been saved will be lost. Typing and moving between tabs within an application is not considered an activity, you need to have pressed the *Save* button.

Loss of work: You should not have multiple browser windows/tabs of your application open simultaneously and only one user should edit an application at a time, otherwise changes might be lost.

Character limits: If you exceed specified character limits the system will not allow you to save (NB that limits refer to characters, not words, and that the count includes spaces). We recommend that you first type and save the text in a word processor and check the character limit before pasting it into e-GAP. Character limits apply to text boxes, page limits to PDFs.

Plain text: When entering plain text, avoid using symbols as some may not be accepted by e-GAP. You should generate a PDF of your application (by choosing 'print' on the form) to check that the application appears as you want it to.

Uploading PDF documents: When uploading PDFs, add your name and a heading to the top of every page. Please ensure that there are no security settings activated on uploaded PDFs and avoid uploading documents containing illustrations with fine details or colour, as this can cause problems when creating a PDF of the application. Please note we will only print applications in black and white.

Mandatory fields: All fields on an application form that are marked with an asterisk (*) require an entry before the application can be submitted. If a mandatory field is not relevant to you, please enter 'N/A'.

Email addresses: e-GAP relies on automatic email contact. It is therefore essential that you enter email addresses accurately throughout. When you enter an email address into e-GAP it will create a new account if that address has not been seen before, even if the referee already has an account under a different address. Therefore please check what email login referees may already be using for e-GAP to avoid creating multiple accounts. It is the Applicant's responsibility to ensure that the Host Organisation Approver, Heads of Department and Referees have all been contacted. The Royal Society will not be held responsible for automated emails that are not received due to address errors or spam filters.

Tracking progress: You can track the progress of your application through the submission and review processes by going into your e-GAP account, selecting '*My Applications*' and then '*Manage Application*' for the application in question.

Application sharing: You can allow other e-GAP users to view your draft application, in advance of submission, by providing their email address and entering the permissions you want them to have. They will be able to log in using their existing password and also see and, depending on permissions, amend your application. To do this, the other e-GAP user needs to click on *My Applications* once they have logged on in order to see *your* application.

Application deletion: You can delete your application at any time and will be able to recover it for a period of 7 days afterwards. After this it will be permanently removed from the system.

Completing the e-GAP form

In the below table each box represents a tab on the e-GAP application form; the left-hand column contains the questions within each of these tabs as set out in the form; the right-hand column contains useful guidance on its completion. Please read these notes carefully as you fill out the form.

Summary	
Summary table	When your application form is complete, all sections on this table will have a green tick. You will then be able to submit your application.

Applicant personal details	
Title, names, address etc	Take care to complete this accurately. Errors in this section can cause difficulties in processing your application.
Nationality	Click 'Add Nationality' and select from the drop down list. Click 'OK'. This is a mandatory field.
Email address	It is important to commence an application using the email address login that you wish all correspondence to be sent to for the duration of the application process.

Applicant career summary	
Publications	Provide a complete publication record in reverse chronological order. Indicate the 2 most significant publications (within the last 5 years) with an asterisk. Give the publisher or URL, including any password, where these 2 publications may be obtained. This box does not have a character limit. You may enter plain text or upload a PDF file in portrait orientation A4. Add 'See attachment' in the text box if necessary.
Personal statement	Provide information about your qualifications, research career to date and long term aspirations. Give details of all appointments in reverse chronological order. Include information about your achievements in making your research more accessible to non-specialist audiences (in reverse chronological order). Take particular note of the character limit of this box. <ul style="list-style-type: none"> • PDF file one page portrait orientation A4 or • Plain text Maximum 4,000 characters (including spaces).
Present employer	State the organisation name of your current employer (e.g. University of Bath). Maximum 100 characters (including spaces).
Present department	State your current department (e.g. Department of Astrophysics). Maximum 100 characters (including spaces).
Present position description	Provide details of your current position including the source of funding, e.g. Senior Lecturer (HEFCE funded). Maximum 200 characters (including spaces).
Is this position permanent?	Please confirm that you hold a permanent post.
Sabbatical arrangements and previous relief	Please give full details of any sabbatical leave arrangements provided by your host institute or which may be available to you from other sources. 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. Maximum 1000 characters (including spaces).
Date PhD awarded	Please enter the date in dd/mm/yyyy format, or click the calendar button and select a date. OR provide details, including relevant dates, of any equivalent qualification(s). Please note this is essential to assess your eligibility.
Existing grants	List any grants currently held and any other sources of support. Maximum 1000 characters (including spaces).
Fellowship dates	State the dates between which you wish to hold the Fellowship if appointed. Please enter a date in both boxes in dd/mm/yyyy format, or click the calendar button and select a date.

Organisations	
Host organisation	<p>Select organisation where the research will be carried out. All applications <i>must</i> be approved by the host organisation authorities e.g. research grants office, finance department, etc. (For details, see 'Submission process' section below)</p> <p>Most establishments appear in the drop-down list but if your proposed organisation is not there, please contact the Royal Society.</p> <p>It is your responsibility to ensure that your application is complete in time for the host organisation to process it and provide their approval by the closing date. It is recommended that you allow at least 5 working days for this process.</p>

Proposal	
Subject group	Select the group that most closely reflects your area of research from the drop-down menu.
Subject	Select a subject sub-category from the drop-down menu.
Title	<p>Give the full title of your proposed project.</p> <p>Maximum 80 characters (including spaces).</p>
Abbreviated title	<p>Please provide two or three words describing your general subject area, NOT an abbreviated version of your full title.</p> <p>Maximum 30 characters (including spaces).</p>
Scientific abstract	<p>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> <ul style="list-style-type: none"> • Plain text only Enter a maximum of 2,500 characters (including spaces) in the text box
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> <ul style="list-style-type: none"> • PDF file one page portrait orientation A4 or • Plain text Maximum 4,000 characters (including spaces).

Lay report	<p>Provide a lay summary of your proposed project. This should be understandable by an A-level science student. 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. 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 report. The reviewers place significant importance on this part of the application.</p> <ul style="list-style-type: none"> • Plain text only Enter a maximum of 2,500 characters (including spaces) in the text box
Current administration 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 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. Maximum 2,000 characters (including spaces).</p>
Number of Lectures given in the previous academic year	Please enter the number of lectures given in the last academic year
Number of tutorials given in the previous academic year	Please enter the number of tutorials given in the last academic year
Need for relief from teaching and administrative duties	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. Maximum 1,000 characters (including spaces).
Use of animals	<p>Please confirm that the project will comply with the 'Statement of the Royal Society's position on the use of animals in research 3/02'.</p> <p>If this is relevant to your work you must read and comply with the statement before you tick either of these boxes. (The statement is online in pdf format at http://royalsociety.org/Statement-of-the-Royal-Societys-position-on-the-use-of-animals-in-research/.)</p>

Nominated referees	
Two personal referees	<p>Provide details of 2 referees who can provide confidential references for your application. Please check with them that they are happy to provide the references, and inform them that they will be contacted by email and asked to provide references via the e-GAP system by 15 January 2014.</p> <p>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 HoD cannot be listed as a referee.</p> <p>To add each referee click 'Add Referee' and enter their email address. Check if they are already registered on e-GAP by clicking 'Check Email', and if not, enter their details. You must choose to contact them to inform them you have added them as a referee or not before you can continue. Ensure you have clicked 'Save' after making your selections. You can refer them to Appendix 1: Instructions on providing a reference.</p>

Departmental support	
Head of Department	<p>Please check with your Head of Department that they are able to provide this statement preferably by the closing date and no later than the 15th January 2014. (You can refer them to Appendix 1: Instructions on providing a reference.)</p> <p>Check with your Head of Department that you are using the correct email address as they will be contacted automatically by email to provide a statement supporting your application.</p> <p>Ensure your Head of Department has a copy of these notes to help them submit their part of the application.</p> <p>Click 'Add HoD' to add your Head of Department. Please click 'Contact Now' and then Click 'Save'.</p>

Equal opportunities	
Equal opportunities	<p>The Royal Society is committed to its policy of Equal Opportunity in the provision of its awards. Please help us to monitor the effectiveness of this policy by providing the information requested.</p> <p>This information will be kept separately from the rest of your application and will not be seen by those involved in the selection process, including referees etc.</p> <p>This section is optional; however the Society would greatly appreciate it if you complete the details. You must either complete the form or tick the box stating that you do not want to complete the form ('Opt Out'). If you do not tick one or other of the boxes the system will regard your application as incomplete and will not allow you to submit it.</p>

3. Submission process

- Once the e-GAP application form is complete, you are strongly advised to create a PDF version of it and check it thoroughly (including email addresses and uploaded pdf files) before submitting it for approval by your host organisation.
- Once you have submitted your application for approval, an automatic email will be sent to the approving department at your host organisation asking them to log on to the system. You will not be able to edit your application after it has been submitted for approval. The approver will either: approve and submit your application; contact you to request modifications; or decline your application and contact you.

- It is your responsibility to ensure that you complete your application in time for the host organisation to process it (including requesting changes) and provide their approval by the closing date. We recommend that you allow at least five working days for this process.
- If your host organisation approver requests modifications through the e-GAP email facility, they can unlock your application, allowing you to edit it. Once you have completed the requested changes, please use the application summary to re-submit your application for approval. Please also contact your Head of Department and alert them to the changes.
- Once your host organisation has approved your application and submitted it to the Royal Society it will not be possible to make any changes.
- Once the closing date has passed, host organisations cannot approve applications and submit them to the Royal Society and unapproved applications are removed from consideration. No late applications will be accepted.
- When your application has been approved, Head of Departments and Nominated Referees will receive automated emails requesting them to provide their statements/references on e-GAP. These should be submitted within one week after the closing date. (Deadline: 15 January 2014).
- We recommend you check that your application and references are submitted on time. To see details of the host organisation approver and to check the submission status of your application and references, log into e-GAP and click on the link to the Application Summary.
- In the fortnight following the closing date, your submitted application will be checked by the Royal Society. If it conforms to the eligibility requirements, the eligibility status on the Application Summary page will be marked as 'Complete'.

Checklist

Please use the following checklist to ensure that you have completed all stages of the application process by the relevant deadlines:

At least one week before closing date

1. Complete e-GAP application form.
2. Before submitting your application, check that Heads of Departments/Referees are available and willing to provide references by no later than 15 January 2014.
3. Send Appendix 1 ('Instructions for Head of Department/Nominated Referee') to Heads of Departments/Nominated Referees.
4. Submit application to host organisation approver via e-GAP.

By closing date

5. Check that the host organisation approver has approved your application.

One week after closing date

6. Check that Heads of Departments/Referees have completed their references.

4. Review process

- All applications for Leverhulme Trust Senior Research Fellowships are initially reviewed and assessed by two members of the selection panel who have the most appropriate scientific expertise.
- Following this a shortlist is drawn up. The shortlisted proposals are reviewed by two independent referees who have been suggested by the two panel members.
- Finally the selection panel considers each shortlisted application, together with its nominated and independent references, at a meeting, usually held in May.
- It is expected that applicants will be notified of the outcome of their application by email by the end of that month.
- 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.

5. Enquiries

If you have any enquiries about the submission of your application or about the e-GAP process, please contact the Grants Team, email: seniorfellowships@royalsociety.org or call 020 7451 2653.

Appendix 1

Please pass a copy of these instructions to your Head of Department/ Nominated Referees. Once you have submitted your application for approval they will be contacted automatically by email.

Instructions for Head of Department/Nominated Referee

References/statements can be submitted online using the Royal Society's electronic Grant Application and Processing (e-GAP) system by **15 January 2014**.

The e-GAP system automatically logs you out after periods of inactivity (typing is not considered activity). Therefore we recommend that you save your work frequently or, preferably, write your reference in a word processor first and then copy the text into e-GAP, using the following instructions:

1. Go to the e-GAP website: <https://e-gap.royalsociety.org/Login.aspx>
2. Enter your email address. If you have never used e-GAP before, an account will have automatically been generated for you using the email address supplied by the Applicant.
3. Enter your password. If you have forgotten your password, or are using e-GAP for the first time, click the 'Forgotten Password?' link and a password will be sent to your email address directly from e-GAP.
4. Click on 'Tasks'
5. Click on 'Reference List'
6. Click on 'Provide Reference' (if you would like to view a PDF of the application first, click 'Print Application', or you may view the application form in its original format by clicking on 'View Application' on screen at the top of the reference form).
7. Complete each tab including:
 - Your personal details (select 'Other' if your institution is not listed in the drop-down menu)
 - The written reference (please ensure that your statement is within the specified limit of 3,500 characters including spaces otherwise it will be cut short)
 - Scores (if requested)Click on 'Save' at regular intervals as you proceed.
8. Click on 'Save' and then 'Submit' (If the 'Submit' button does not appear, one of the mandatory fields, indicated with *, has not been completed. Please check all necessary fields are complete and click 'Save' again – the 'Submit' button should then appear.)

Your reference is then automatically forwarded to the Royal Society.

If you have any questions about providing your reference, please contact Donna Lammie on (020) 7451 2653 or email: seniorfellowships@royalsociety.org