To: Heads of Departments, Institutions and Schools

2 November 2016

Leverhulme Early Career Fellowships: 2017 competition

Overview

The Leverhulme Early Career Fellowship is a highly prestigious, fiercely competitive, post-doctoral award for researchers who are near the start of their career.

- Candidates are eligible for the Leverhulme competition only if their PhD viva was no more than four years before the national closing date of 02 March 2017, unless they have had a career break
- All subjects are eligible except Clinical Medicine

Please see the Leverhulme Trust’s website for full details of their rules of eligibility: https://www.leverhulme.ac.uk/funding/grant-schemes/early-career-fellowships/eligibility

The Leverhulme Trust’s terms and conditions of the awards are available at: http://www.leverhulme.ac.uk/funding/ECF/app_procedure.cfm

Matching funding required

The Leverhulme Trust provides only half of the salary of each ECF over a three-year period, up to a maximum of £24,000 in each year; the other half must be provided by the institution at which the grant will be held.

Each University may submit a limited number of selected applications to the national Leverhulme competition and each candidate put forward for the national round must supply a letter specifying where the institutional matching funding will come from.

The Newton Trust is pleased to provide matched funding to support individuals who successfully apply for Leverhulme Early Career Fellowships in 2016-17 to be held at the University of Cambridge from October 2017.
Identifying candidates for INT matched funding

There is a preliminary internal competition to identify a subset of candidates to be offered INT support subject to their being successful in the application process for a national competition; the attached sheets explain how this works:

1. for applicants
2. for Departments/Institutes
3. list of ranking units

Deadlines

- Departments should send supported applications to the Isaac Newton Trust to arrive no later than 16 January 2017
- The Trust will inform candidates and departments of those selected in good time for them to be able to apply for a Leverhulme award by the national deadline of 02 March 2017.

Terms and conditions attached to INT offers of matching funding

- If there is likely to be a shortfall between the salary you agree to offer to the candidate and the maximum available from the two Trusts (ie £48,000 p.a.), the difference must be made up from other sources;
- the Isaac Newton Trust does not provide research expenses as well as a contribution to the salary;
- where the Trust agrees to support an application to the Leverhulme competition and the candidate is unsuccessful at the national level, the Trust’s support cannot normally be switched to match an alternative source of funds;
- a candidate selected at national level who has been offered matching funding by his/her department, and not through the internal Cambridge competition, cannot turn to the Isaac Newton Trust after the event to seek INT matched funding;
- a candidate who is successful in obtaining a Leverhulme ECF through Cambridge but whose award is subsequently transferred to another institution cannot take the INT matching funding with them, but must seek matching funds from his/her new institution for the remainder of their award;
- a candidate awarded a Leverhulme ECF through another institution who subsequently wishes to transfer to Cambridge may apply to the INT for matching funding for the Cambridge stage of the award (and should contact me in the first instance).

Please do not hesitate to ask me if you have queries relating to the Cambridge competition.

Dr Laurie Friday
02 November 2016
Leverhulme Early Career Fellowships : 2017 competition

Correction

1 Notes for applicants

The Leverhulme Early Career Fellowship is a highly prestigious, fiercely competitive, award for researchers who are near the start of their post-doctoral career. Leverhulme specify that no more than four years should have elapsed between your PhD viva and the national closing date of 02 March 2017, unless you have had a career break.

All subjects are eligible except Clinical Medicine (non-clinical research in the School of Clinical Medicine is however, eligible – if in doubt, ask your chosen Department for advice).

Matching Funding required

Each University may submit a limited number of selected applications to the national Leverhulme competition and each candidate put forward for the national round must supply a letter specifying where the institutional matching funding will come from.

The Isaac Newton Trust (INT) is pleased to provide matched funding to support individuals who successfully apply for Leverhulme Early Career Fellowships in 2016-17 to be held at the University of Cambridge from October 2017.

The application process therefore consists of two steps as follows:

a) The INT runs an internal competition to identify which candidates for Leverhulme awards to be held at Cambridge can be offered matching funding:
   • You should apply to the department or institute in which you hope to hold the award;
   • the Head of Department arranges a preliminary competition to select a small number (normally only one or two per department) applicants to put forward for INT funding;
   • from these ranked lists, about 50 (across all subjects in the University) are selected for INT support by internal subject-based panels;
   • if selected for INT support in principle (if successful nationally) you are informed by INT.

b) Selected candidates apply to the national competition run by the Leverhulme Trust:
   • You must apply to the Leverhulme Trust by the national deadline (02 March 2017), including evidence of the INT’s promise to match the Leverhulme’s award;
   • the Leverhulme Trust’s academic panels select the best candidates submitted by all the Universities in the UK and award Fellowships (about 120 nationwide, of which 10-16 may be for research in Cambridge).
**Before you apply to the internal competition**

1. Check whether you and your subject are eligible on the Leverhulme Trust’s website: https://www.leverhulme.ac.uk/funding/grant-schemes/early-career-fellowships/eligibility.
2. Read the terms and conditions specified by the Leverhulme Trust’s for their awards at: http://www.leverhulme.ac.uk/funding/ECF/app_procedure.cfm
3. Identify a Cambridge academic as a suitable PI and find the appropriate Cambridge host department/institute in the list at Section 3;
4. Discuss your plans with your intended PI and check the department/institute will be willing in principle to accept you if you are successful in the national competition;
5. Find out what **deadline** has been set by the Head of Department for the preliminary stage of the internal competition;
6. Your application must be sent to the department that would host you if successful, not to either Trust.

**Applications for the internal competition**

An application for the *internal competition* consists of:

- a brief c.v. (not exceeding two sides), and
- a draft of the three items required for the Leverhulme application:
  - i. a list of your major publications (maximum one side)
  - ii. a statement of your current research (maximum 250 words) and
  - iii. a detailed statement of your proposed research (maximum two sides).

It is **not** necessary to submit any costings.

Some Departments hold on file redacted versions of previous successful applications for Leverhulme Fellowships; these can often be very useful to candidates applying for the current competition, so you might ask your department if these are available.

**References**

- Two letters of reference are needed, of which one should come from outside Cambridge (note that the national stage of the Leverhulme competition requires a third reference as well, but this is not necessary for the internal INT competition)
- Please ask your referees to send their letters **directly to the Department** by their deadline (see below), not to the Isaac Newton Trust.

**Deadlines**

- Submit the application to your chosen Department by the deadline it has set for applications—*this varies across the University so you need to find out what this is*;
- Departments send their ranked list of applicants and supported applications to the Isaac Newton Trust to arrive no later than **16 January 2017**
- The Trust will inform selected candidates and their departments in good time for apply for a Leverhulme award by the national deadline of **02 March 2017**.

*Laurie Friday*
Leverhulme Early Career Fellowships : 2017 competition

2 Notes for Departments/Institutes

2.1 Internal competition for Isaac Newton Trust matching funding

The Trust accepts applications from ranking units as listed in section 3 attached. Applications are submitted to departments/institute in the first instance.

You will need to set a suitable deadline for receipt of applications from candidates to work in your department/institute.

In view of the extreme competitiveness of the Leverhulme Fellowships:

- forward to the Trust only those applications who have the strongest chance of success;
- in most cases this will be one or two at most per department/institute;
- units, however large, should submit no more than three applications to the Trust

Applications forwarded to the Trust should include

- a covering letter from the Head of the ranking unit indicating
  i. the total number of applications received
  ii. how the ranking has been produced (e.g. by ranking committee), and,
- for each selected candidate, the following two items:
  i. a numerical questionnaire, for the purposes of the internal competition only
  ii. a draft of the questionnaire which the Leverhulme Trust will require later
  iii. the candidate’s coversheet.

These two questionnaires and the candidate cover sheet can be found on our website: http://www.newtontrust.cam.ac.uk/ressupport/LECF.

A brief summary of the information required in the two questionnaires can also be found on the next page:
The questionnaires

a) The INT numerical questionnaire (‘first questionnaire’)

Please rate each candidate on a scale of 1-5 on each of the following elements:

- How would you rate the candidate’s published contribution to date?
- How genuinely original will the candidate’s planned research project be?
- How genuinely independent will the candidate’s planned research project be?
- How significant is the international impact of the project likely to be?
- How feasible is it that the project outputs will be published by the end of the three years of the Fellowship?
- How important will the candidate’s project be for the broader research culture of your Department?
- How likely is the project to help members of your Department to win future external research grants by the end of the three years of the Fellowship?
- In the light of the above scores, how highly would you rank the applicant in comparison to recent winners of competitive post-doctoral Fellowships housed in your Department?

b) The Leverhulme questionnaire (‘second questionnaire’)

- Why is your Department the best place for the applicant to undertake their research project?
- Why would you like the applicant to be hosted by your Department and what are the benefits to your institution by acting as their host? [for the internal competition the Trust encourages Departments to explain the benefits in terms of existing strategic Departmental research objectives]
- How will the applicant be mentored by colleagues in your Department?
- How might the applicant contribute to teaching and the wider intellectual life of the host Department? [a maximum of one day per week in term time is available for teaching].
- What facilities and relevant resources will the applicant be provided with by the host Department?

[When accessing these documents from the INT website, choose 'save' to download to your own computer rather than 'open'; this will ensure that any changes you make to the form are not lost when you close the form (you may wish to reuse the text for the national application stage if the candidate is selected)]

Submitting the application to INT

The deadline for receipt by the Trust is 16 January 2016. Late applications will not be considered. Units will be informed of the Trust’s decisions within four weeks, so that the result will be known in good time for the national application deadline for the Leverhulme Trust (02 March 2017).

cont..
Please send to the INT:

- **two hard copies** to the Trust at the address below in one package, comprising:
  - the *application materials* submitted by each of your one/two top ranked applicants, plus
  - the two questionnaires (‘numerical’ and ‘Leverhulme’) for each, and
  - the INT *cover sheet* for each;

  accompanied by:
  - a *covering letter* in which you state the total number of applications from which you have made your selection and the method and rationale of selection;

- **an electronic copy** of the above required documents to:
  research.admin@newtontrust.cam.ac.uk.

### 2.2 The national competition

Candidates selected in the internal competition for INT matching funding will be informed by the INT no later than two-three weeks before the national Leverhulme deadline.

You will be informed of your successful candidates at the same time and can then begin work with any successful candidates to prepare an application for submission to Leverhulme by 02 March 2017. We hope that the internal competition will provide a useful set of documents for the national competition.

When discussing salary and costs with a successful candidate please note:

- If there is likely to be a *shortfall* between the salary you agree to offer to the candidate and the maximum available from the sum of the awards of the two Trusts (ie £48,000 p.a.), you will be expected to find the difference from other sources;
- the Isaac Newton Trust *does not provide research expenses* as well as a contribution to the salary
- Leverhulme expect all candidates to have been through a university-level selection process before applying. However, a few departments have recently offered their own matching funding to candidates, so bypassing the internal competition. The INT does not encourage such applications and will expect any such commitments to be honoured in the event that the candidate is selected at the national level; applications for matching funding in retrospect will not be considered.

If your candidate is successful at the National level, the Leverhulme Trust will contact you (and the candidate), and will inform the Trust.

The INT will then write to you and the candidate to confirm the starting date and salary and set the process of paying the INT contribution in motion.

The Research Office will manage the INT contribution by setting up a grant in the Department.

If you have any queries about the process, please do not hesitate to contact me.

*Laurie Friday*
Leverhulme Early Career Fellowships : 2017 competition

3 Ranking units for the internal matching funding competition

Applications are accepted from the 'ranking units' listed below. This list is based on the University’s departmental/faculty structure, and reflects the way in which the Leverhulme Trust is prepared to set up their awards. However, please note:

- Applicants based in cross-School Centres or Institutes (marked**) in which any grant associated with them would be held, should apply through that Centre or Institute, rather than through the University department with which their PI is associated. Each applicant may make only one application.

- Departmental Centres and Museums listed on http://map.cam.ac.uk/directory/ should apply through the body under which they are grouped.

- Applicants from other bodies (e.g. the Fitzwilliam Museum) should apply to the most appropriate ranking unit from the list below.

School of Arts and Humanities
- Architecture and History of Art
- Asian and Middle Eastern Studies
- Classics
- Divinity
- English
- Modern and Medieval Languages
- Music
- Philosophy
- **Centre for Research in Arts, Humanities and Social Sciences (CRASSH)

School of Humanities and Social Sciences
- Archaeology & Anthropology
- Economics
- Education
- History
- History & Philosophy of Science
- Land Economy
- Law (including Institute of Criminology)
- POLIS (including the Area Centres)
- Sociology
School of Clinical Medicine

*NB applicants from clinical departments should ensure that their project falls within the classification of ‘basic science’: the Leverhulme Trust will not award fellowships in clinical/medical research.*

Clinical Biochemistry
Clinical Neurosciences
Haematology
Medical Genetics
Medicine
Obstetrics & Gynaecology
Oncology
Paediatrics
Psychiatry
Public Health & Primary Care
Radiology
Surgery
**Cambridge Institute for Medical Research (CIMR)**

School of Biological Sciences

Biochemistry
Genetics
Pathology
Pharmacology
Physiology, Development and Neuroscience
Plant Sciences
Psychology
Zoology
Veterinary Medicine
**Wellcome Trust Centre for Stem Cell Research**
**Wellcome Trust/Cancer Research UK Gurdon Institute**
**Cambridge Systems Biology Centre (CSBC)**
**Sainsbury Laboratory**

School of Physical Sciences

Earth Sciences
Geography (including Scott Polar RI)
Applied Mathematics and Theoretical Physics
Pure Mathematics and Mathematical Statistics
Astronomy
Chemistry
Materials Science and Metallurgy
Physics

School of Technology

Department of Engineering
Department of Chemical Engineering & Biotechnology
Judge Business School
Computer Laboratory

If you are in doubt about the unit to which an applicant belongs, please contact me.

*Laurie Friday*