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| ***Dear Head of Department or Faculty,***A successful application to the Leverhulme Trust for a paid extension to compensate for ‘lost or severely compromised’ research requires the co-funder’s (INT) agreement to match the cost. Please see our website for the INT’s advice to applicants <https://www.newtontrust.cam.ac.uk/covid-19-updated-information/covid-19-leverhulme-early-career-fellows-updated-october-2020> ***The Trustees of the INT will be most grateful for your assistance in verifying the case made by the applicant for the number of months’ extension requested. Please consider the case, bearing in mind:**** The maximum that can be applied for is **12 months** (this limit is set by the Leverhulme Trust), but this would require a very exceptional case; most cases are for 3-6 months.
* LECFs should apply**only when they are in a position to be clear about the length of an extension and the cost involved,** normally be about **6 months from their end** of the award (and not more than 12 months).
* Fellows should apply only for the months needed to compensate for an **actual** **period of time lost** due to COVID, not what they think is needed to complete their planned programme of work.
* Some researchers may have been prevented **completely** from working due to shut-downs, restricted access to machines or sources, illness, childcare, or a combination of these, while others have been able to carry on with elements of their work **part-time**; any such variation should be described in the application. N.B. *Trustees do not expect, or want, to receive any private personal information*.
* Where the Fellow has been able to carry out some research, but for **less than 100%** of the time, this should be spelled out in his/her application, with actual dates and % loss of time and the time needed to compensate calculated accordingly.
* Where the applicant has not been able to **resume** research fully, please confirm this is the case and tell us when this might be remedied; attach a letter if appropriate.
* If the total salary + on-costs to each Trust exceeds £25,000, note that the INT and Leverhulme both agree exceptionally to cover the excess for a COVID-related extension.

***Thank you for your kind assistance*** |
| **NAME of Leverhulme Early Career Fellow**  |  |
| **Department/Faculty in which award held** |  |
| **Start date of LECF/INT award** | **Current end date of award** | **Requested new end date** |
|  |  |  |
| **Number of months’ extension supported** (no more than 12) | **Cost to INT** (state 50% total salary, on-costs, and total) |
|  |  |
| **Name of Head of Department/Faculty****supporting the application** | ***I verify that the application provides a fair summary of the Fellow’s situation and the need for a costed extension for the period stated*** |
| **Signature** | **Date** |
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*If you wish to make any further comments, please attach these to the form and email both to INT*