A successful application to the Leverhulme Trust for a paid extension to compensate for ‘lost or severely compromised’ research requires the co-funder’s (e.g. INT) agreement to match the cost. See also ‘How to Submit’ on the final page.

**Your Head of Department or Faculty is asked to support your application to INT and Leverhulme.**

**You should therefore be prepared to discuss these details with him/her, and:**

* **Provide him/her with a copy of your completed INT *Coversheet and Statement of Need*;**
* **Provide him/her with the INT *Head of Institution Support Form* (to be returned direct to INT)**

|  |  |  |
| --- | --- | --- |
| **Applicant Details:** | | |
| **Your name** | | **Title** |
|  | |  |
| **CRSID (eg nt219)** | **Email** | **Telephone** |
|  |  |  |
| **Start date of your LECF** | **Current end date of your LECF** | **Requested new end date** |
|  |  |  |
| **Department/Faculty/School/Institution in which your LECF is held** | | |
|  | | |
| **Name of Head of Department/Faculty/School/ Institution** | | **Title** |
|  | |  |
| **Email** | | **Telephone** |
|  | |  |
| **Name of Administrator of Department/Faculty/School/Institution** | | **Title** |
|  | |  |
| **Email** | | **Telephone** |
|  | |  |
| **How many months’ extension do you need?**  *see the Guidance Notes on the final page*   * You should only apply when you are clear exactly how many months of extension you need * And you should apply only for the months needed to compensate for an **actual** period of time lost, not what you think you need to complete a planned programme of work. * The maximum you can apply for is **12**, but this would be a very exceptional case. | | | |
|  | | | |
| **Please make your case for this extension overleaf; you may attach a further sheet if needed.** | | | |
| **STATEMENT OF NEED**  *Refer to the Guidance notes on the final sheet when completing the following sections* | | | |

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| 1. **On what date the date did the disruption to your work begin?** |

|  |  |
| --- | --- |
|  | |
| 1. **Outline the nature and timing of the disruption:**  * Please do not include private personal details, though you should indicate if you were ill, or providing childcare etc, as well as problems with accessing materials, machines, sources. * If your circumstances changed during the lockdown, say from full-time to part-time research, please show how long each phase lasted (give dates) and estimate the % time lost during each phase.   *Expand this section if needed* | |
|  | |
| 1. **Have you been able to resume your research? If so, give date of return.**   If you have not yet resumed, or if you have been able to resume only partially, please tell us why, and give as much information as possible about when you think you might be able to resume fully. | |
|  | |
| **The information provided above should provide a reasoned case for the number of months of extension you have asked for on the coversheet.**  Please estimate the time you have lost as accurately as possible; round up to the nearest whole month. | |
| ***I confirm that this is a fair summary of my case for support***  **Signature** | **Date** |
|  |  |

**GUIDANCE NOTES**

[Please see our website for further information](https://www.newtontrust.cam.ac.uk/covid-19-updated-information/covid-19-leverhulme-early-career-fellows-updated-october-2020)

* 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 extensions 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**; this will normally not be till you are **within 6 months of the end** of your award.
* 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. The following considerations should be taken into account in calculating the time lost:
  + When did the **disruption start**? and when was it possible to **resume** research? **Give actual dates.**
  + 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, so please do not include this*.
  + Where it has been able to carry out some research, but for **less than 100%** of the time, do not write off the whole period, but provide details in the application and calculate the time needed to compensate for this **partial** loss accordingly.
* Where it has **not been able to resume research fully**, please tell us why and provide information on when this might be remedied (you might need to discuss this with your Head of institution)
* Estimate the total time lost to the nearest whole month (rounding up).
* **If the total salary + on-costs to each Trust exceed £25,000, the difference will need to be made up by the host institution.**
* The INT asks your Head of Department or Faculty to endorse your estimate of time needed and to confirm the actual cost of the salary, so please *discuss your case with him/her*.

**HOW TO SUBMIT AN APPLICATION TO THE ISAAC NEWTON TRUST**

* Return your **Coversheet and Statement of Need,** together with a brief outline of your

**plan of work** for the extension periodto: **administrator@newtontrust.cam.ac.uk**

* The **Head of Institution’s Support Form** will be sent to us directly.

**WHAT HAPPENS NEXT?**

* We will consult our Trustees and provide you with an **offer letter** to attach to your application to the Leverhume Trust.
* If our offer is not for the full period requested, we will tell you why and may ask for more information.