



Leverhulme Early Career Fellowships 2019

Internal selection process guidance for applicants

Arts & Sciences Research Office
October 2018

King's College London would like to invite applications to the Leverhulme Trust Early Career Fellowships scheme. The scheme provides three year fellowships for early career researchers within five years of submission of PhD. Fellowships are tenable in all fields, except for projects which would be better funded by the Medical Research Council. This is a highly competitive scheme: approximately 100 Fellowships will be available in the 2019 round and the success rate is typically no more than 14%.

Each year the Arts & Sciences Faculties support a limited number of applications. Those who are successful will join a vibrant community of postdoctoral research fellows at King's who have been supported through this and other external and internal competitions in recent years. King's is fully committed to supporting the scholarship and career development of these fellows, and each will be assigned an academic mentor and will be fully integrated into the life of their host Department/School.

Overview

King's operates a two-stage internal selection process: prospective candidates will contact their proposed Department/School, who review applications and lend support to their nominated candidates.

The second stage involves final selection of nominated candidates by the Faculty Vice-Deans Research. Successful candidates will be invited to develop their proposals for submission to the Leverhulme Trust.

We do not anticipate submitting more than 18-20 applications across the Arts & Sciences Faculties. Please note that we will not accept or support applications that do not adhere to the internal selection and application process.

Internal selection process timeline

The timeline for the application process is set out below.

Date	Action	Notes
October to early December	Prospective applicants contact their proposed mentor and Department/School	<ul style="list-style-type: none"> • Read the full details of the scheme at the Leverhulme Trust's website to ensure eligibility to apply • Applicants should make contact either with an academic member of staff closest to their research area or with the Head of Department and ask if they will provide advice on the application and act as your mentor if successful
Monday 10 December, 5:00pm <i>Please note that this deadline is final and non-negotiable</i>	Deadline for applicants to send Expressions of Interest to Arts & Sciences Research Office	<p>Expressions of Interest must be sent as one combined PDF file, via email attachment to Lucy Thomas (lucy.thomas@kcl.ac.uk)</p> <p>Expressions of Interest must include:</p> <ol style="list-style-type: none"> 1. Eligibility confirmation statement <ul style="list-style-type: none"> - Date (or anticipated date) of doctoral viva <i>Note: applicants must have submitted their doctoral thesis by 28 February 2019, and not before 28 February 2015</i> - Current employer, position, and annual salary in GBP <i>Note: applicants must not have held a full-time established academic post in a UK university</i> - Evidence of association with UK academic community <i>Note: applicants must hold a UK degree, or, at the time of application, hold an academic position in the UK since as a fixed-term lectureship or fellowship</i> 2. CV (max. 2 pages, <u>inclusive</u> of publication list) 3. Research plan (max. 3 pages overall) <ul style="list-style-type: none"> - Name and contact email address - Project title - Proposed mentor and host department - Abstract written in non-specialist language (100 words) - Details of current and past research (250 words) - Proposed research project (max. 2 pages <u>inclusive</u> of any bibliographic references) <p><i>To include: aims, objectives, methodology, planned outputs</i></p>

Week commencing 17 December	Prospective applicants are informed of outcome of review	<ul style="list-style-type: none"> • Successful applicants are given feedback and invited to begin full applications online via the Leverhulme portal (https://grants.leverhulme.ac.uk/Login.aspx) • Successful applicants should maintain contact with local research support staff and the relevant Research Development Manager for advice and guidance • Successful applicants will be sent guidance and Faculty-specific contact details for the budgetary aspects of the application.
Ongoing	Application development	<ul style="list-style-type: none"> • Read the online applicant guidance and help notes on the Leverhulme Trust's website • Contact your three proposed referees <i>as early as possible</i> to make arrangements for them to submit their statements online by the deadline of 14 March 2019 • Seek support from your host Department/School in completing the section of the application which asks you to describe research relevant to your proposal that is being carried out in the host Department
Week commencing 14 January	Applicant deadline to send first draft of applicant to Research Development Managers	<ul style="list-style-type: none"> • Applicants send first draft of application via Word or PDF attachment to their relevant Research Development Manager: <ul style="list-style-type: none"> - Arts & Humanities: Dr Ben Nichols - The Dickson Poon School of Law: Dr David Newsome - King's Business School: Dr Suzanne Marcuzzi - Natural & Mathematical Sciences: Dr Mike Ward - Social Science & Public Policy: Dr David Newsome • Please do not add Research Development Managers as reviewers within the Leverhulme online portal; please send your draft via email attachment. • Research Development Managers will return feedback to applicants by end of January. Due to time constraints, Research Development Managers are unlikely to be able to offer feedback on successive drafts.
Ongoing	Continued application development	<ul style="list-style-type: none"> • Read the online applicant guidance and help notes on the Leverhulme Trust's website • Contact your three proposed referees <i>as early as possible</i> to make arrangements for them to submit their statements online by the deadline of 14 March 2019 • Seek support from your host Department/School in completing the section of the application which asks you to describe research relevant to your proposal that is being carried out in the host Department
Thursday 14 February, 5:00pm <i>Please note that this deadline is final and non-negotiable</i>	King's internal submission deadline	<p>Applicants must submit their application via the Leverhulme portal by the internal deadline.</p> <p>Heads of Departments will receive automatic email notification of submission, and are prompted to complete their section of the application form.</p>
Thursday 28 February, 4:00pm	Leverhulme final external submission deadline	Once Heads of Departments have completed their section of the application form, the Pre-Award team make final and financial checks of the application, and submit on behalf of the institution to Leverhulme. Applicants receive an automatic email notification of submission.

Further information

Referees will be contacted via email to provide references by 14 March 2019.

The Leverhulme Trust will report results to applicants by the end of May 2019.

Please ensure that you carefully read both the online applicant guidance and help notes on the Leverhulme Trust's website. Answers to many Frequently Asked Questions can be found on these pages.

For queries that cannot be answered on these pages, please contact Lucy Thomas (lucy.thomas@kcl.ac.uk – part-time; standard working days are Tuesdays & Fridays)