

Postgraduate and Undergraduate Bursary Application Guide

To apply, you must register on the *Grant Management System*.

This is a Two-Part Application Form

Part 1 – **The Student Starts the Application** by registering with their own email address

Part 2 – **The parent/carer/spouse who works as a Grocer, Pharmacist or Commercial Traveler** completes part 2 of the form, once the student has added them to the application (*see page 11*)

IMPORTANT – Students must register using their own email address to start the application, not the parent's.

- You will add your parent/carer/spouse to the application later.
- Your parent will then receive an email to create their own account to complete their part of the application form.
- This means there will be **two separate accounts using two different email addresses** – one for the student and one for the parent.
- **If you, the student, are also the person who works as a grocer, pharmacist or commercial traveler**, you will complete both parts of the application form, using **one account** and one email address.

Part 1 – The Student

Starting an Application

Follow the steps below to register and start an application on our *Grant Management System*.

1. Click 'Register':
 - If you already have an account, log in with your email and password.



Welcome to the Leverhulme Trade Charities Trust Grant Application System, please login below.

Please ensure you are using the correct system.
For Leverhulme Trust applications, please login [here](#).

Existing Users

Please log in to access your account.

Email

Password

Login

[Forgot Password?](#)

New users

Please register with us to create your account using your email address.

Register [System Help](#) 

2. Registration Page

- If your university is not in the drop-down list, you can type it in and continue with your application. We will add your university to our system afterwards.

Register

Thank you. Please complete the remainder of this short registration form.

(• denotes a mandatory field for registration)

To register for access to Leverhulme Trade Charities Trust's grants online please enter your personal details on the adjacent form.

Upon successful registration, a confirmation of your login and password will be sent to the email address supplied.

Registered users should only have a single account, so if you already have an account in the system please return to the [login](#) screen.

If you have an existing account but have forgotten your password please note that you can retrieve it from the [login](#) screen.

If you have any other queries about registration or your existing account then please [contact us](#).

Email

Title •

First Name •

Last Name •

Date of Birth

Nationality • ⓘ

University/College •
To select your university/college, begin typing its name and select from the list.

Address

City

County

Postcode

Country
to select the country, enter a minimum 3 characters and select from the list

Telephone

3. On the home page, 'click here' to start a new application:

LEVERHULME
TRADE CHARITIES TRUST

Grant Application System

Mr John Smith

Home

My Applications

Manage My Details

Contact Us

Logout

System Help 

Welcome to Leverhulme Trade Charities Trust Online Bursary Management System, Mr John Smith.

To make an application please complete your personal details and apply to one of our current funding rounds.

New Grant Application

click here.

4. Click 'Apply' on either the Postgraduate Bursary or the Undergraduate Bursary:

LEVERHULME
TRADE CHARITIES TRUST

Grant Application System

Mr John Smith

Home

New Application

My Applications

Manage My Details

Contact Us

Logout

System Help 

Open funding rounds

The table below shows all the funding rounds currently accepting applications.

Click **More info** to view additional information about each funding round.

Click **Apply** to access the online application form for the type of grant you wish to apply for.

Grant Type	Funding Round	Closing Date	More Info	Apply
Postgraduate Bursary We award bursaries of up to £5,000 a year to UK university postgraduate students, who are in financial need, and who are or whose parent or spouse is a commercial traveller, grocer or pharmacist	Postgraduate Bursary - 2026	01 September 2026 17:00 BST	More info	Apply
Undergraduate Bursary We award bursaries of up to £3,000 a year to for UK university students, who are in financial need, and whose parent or spouse is a commercial traveller, grocer or pharmacist.	Undergraduate Bursary - October 2026	01 October 2026 17:00 BST	More info	Apply

Adding the Parent/Carer/Spouse

Follow the steps below to add your parent/carer/spouse to the application.

- 5. IMPORTANT – You must have a parent, carer or spouse who works as a Grocer, Pharmacist or Commercial Traveller, or you must work in one of these roles yourself, to be eligible. If this does not apply, you will not be able to proceed with the application.**

- Select the person who is employed as the grocer, pharmacist or commercial traveler, e.g. your parent, carer, spouse or self.

Undergraduate Bursary -
October 2026
15851
[Details...](#)

Introduction
Personal details
Details of qualifying parent/spouse/self
Details of your course
Financial details
Financial position and needs
Validation

Details of qualifying parent/spouse/self

Previous Next Save And Close

Eligible Grocer/Pharmacist/Commercial Traveller
Please select who works as a grocer, pharmacist or commercial traveller. Is it your parent, spouse, guardian, or yourself?
If we currently do not have their contact information in the system, there will be a "Add New Contact" button displayed after you have searched.

(Select) ▼

Trade
(Select) ▼

Type of business/employment of parent/spouse (give details of the actual work)

Paragraphs: 0, Words: 0/200

- 6. You now need to add their contact details:**

- The example in this guide shows a parent who has been selected

Undergraduate Bursary -
October 2026
15851
[Details...](#)

Introduction
Personal details
Details of qualifying parent/spouse/self
Details of your course
Financial details
Financial position and needs
Validation

Details of qualifying parent/spouse/self

Previous Next Save And Close

Eligible Grocer/Pharmacist/Commercial Traveller
Please select who works as a grocer, pharmacist or commercial traveller. Is it your parent, spouse, guardian, or yourself?
If we currently do not have their contact information in the system, there will be a "Add New Contact" button displayed after you have searched.

Parent ▼

Please select your qualifying parent/spouse
To select your qualifying parent/spouse, click the link below. If we currently do not have their contact information in the system, there will be a "Add New Contact" button displayed after you have searched.

[Click to select your Parent/Spouse](#)

7. Add your parents' email address to invite them to the application form:

The screenshot shows the 'Parent / Spouse' modal window. It has a title bar with a close button. The main text says 'Please search for your parent/spouse below'. There is an 'Email' label followed by a red input field and a red error message 'Please enter an email address.' with a red dot. Below the input field is a 'Search...' button with a magnifying glass icon. At the bottom right is a 'Cancel' button. The background shows the 'Details of qualifying' section of the application form.

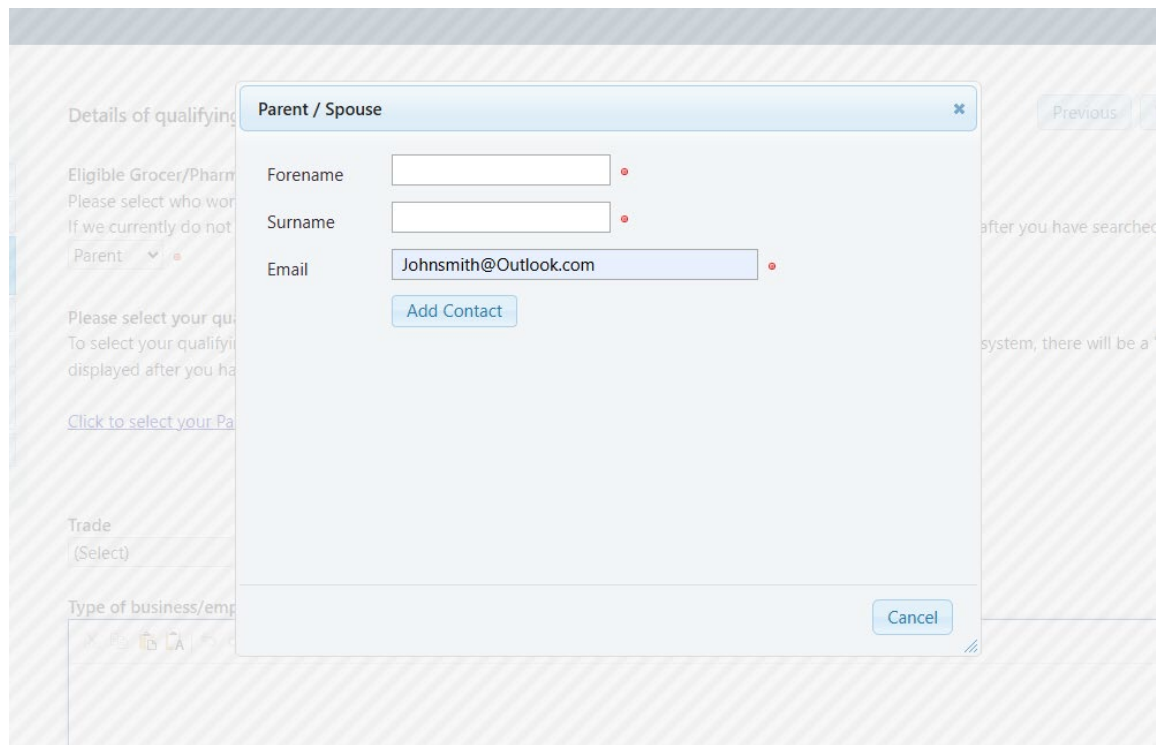
8. If your parent is already in the system, you can select them by clicking 'Select'. If not, you can add them by clicking 'Add Person':

The screenshot shows the 'Parent / Spouse' modal window with search results. The 'Email' input field is empty. Below the 'Search...' button is a table with the following data:

	Name	University	Department
Select	Miss Katrina Moore	The Manchester College	

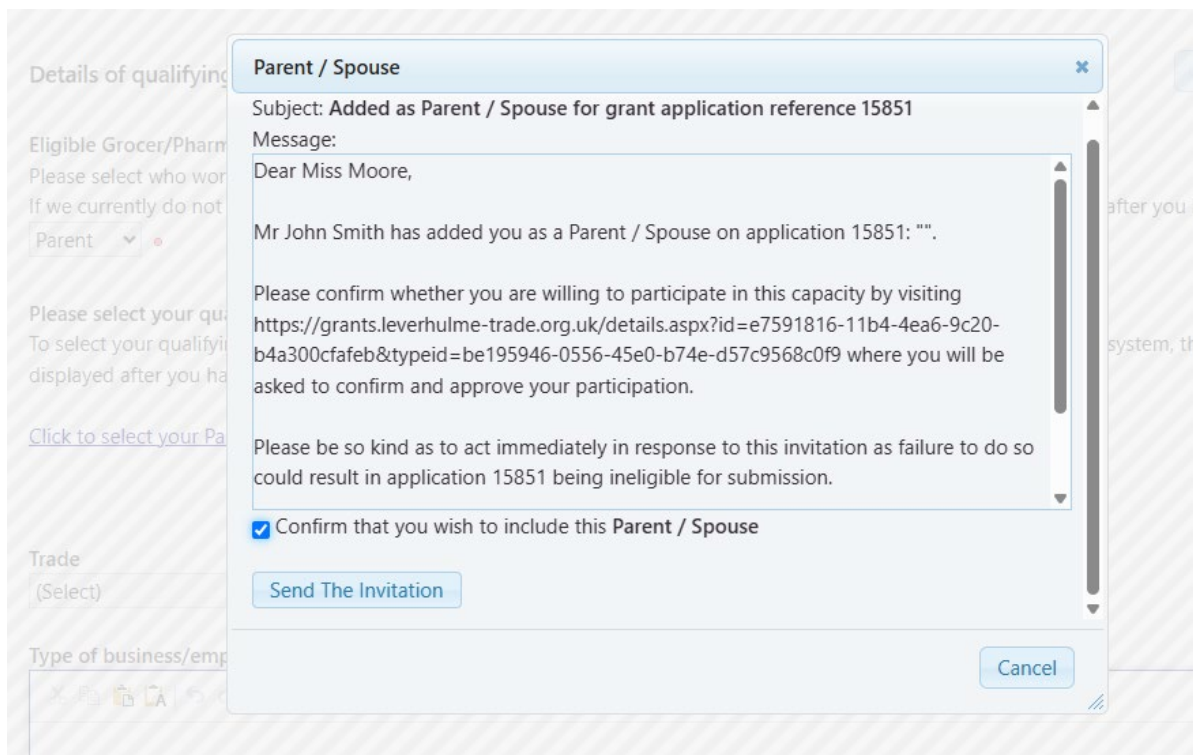
Below the table, there is a red-bordered box containing the text 'If the person you searched for was not found please add this person to our system.' and an 'Add Person' button. At the bottom right is a 'Cancel' button. The background shows the 'Details of qualifying' section of the application form.

9. Type in their name and email address and click 'Add Contact':



The screenshot shows a web application interface with a modal window titled "Parent / Spouse". The modal contains three input fields: "Forename", "Surname", and "Email". The "Email" field is pre-filled with "Johnsmith@Outlook.com". Below the input fields is a blue button labeled "Add Contact". To the right of the modal is a "Cancel" button. In the background, a "Details of qualifying" form is visible, showing a dropdown menu for "Parent / Spouse" with "Parent" selected. Other visible text includes "Eligible Grocer/Pharm", "Please select who wor", "If we currently do not", "Please select your qu", "To select your qualifyi", "displayed after you ha", "Click to select your Pa", "Trade (Select)", and "Type of business/emp".

10. You can now add your parent to the application form by sending them an invitation. Tick 'Confirm that you wish to include this Parent/Spouse' and then click 'Send the Invitation' to send them an email:



The screenshot shows the same "Parent / Spouse" modal window, but now it displays a message and a confirmation checkbox. The message text is: "Subject: Added as Parent / Spouse for grant application reference 15851", "Message:", "Dear Miss Moore,", "Mr John Smith has added you as a Parent / Spouse on application 15851: """, "Please confirm whether you are willing to participate in this capacity by visiting https://grants.leverhulme-trade.org.uk/details.aspx?id=e7591816-11b4-4ea6-9c20-b4a300cfafeb&typeid=be195946-0556-45e0-b74e-d57c9568c0f9 where you will be asked to confirm and approve your participation.", "Please be so kind as to act immediately in response to this invitation as failure to do so could result in application 15851 being ineligible for submission." Below the message is a checkbox labeled "Confirm that you wish to include this Parent / Spouse" which is checked. At the bottom of the modal is a blue button labeled "Send The Invitation". To the right of the modal is a "Cancel" button. The background form is the same as in the previous screenshot.

11. When you have added your parent to the application form, they will appear on the 'Details of qualifying parent/spouse/Self' page of the application:

Undergraduate Bursary -
October 2026
15851
[Details...](#)

- Introduction
- Personal details
- Details of qualifying parent/spouse/self**
- Details of your course
- Financial details
- Financial position and needs
- Validation

Details of qualifying parent/spouse/self

[Previous](#)[Next](#)[Save And Close](#)

Eligible Grocer/Pharmacist/Commercial Traveller

Please select who works as a grocer, pharmacist or commercial traveller. Is it your parent, spouse, guardian, or yourself?

If we currently do not have their contact information in the system, there will be a "Add New Contact" button displayed after you have searched.

Parent ▼ •

Please select your qualifying parent/spouse

To select your qualifying parent/spouse, click the link below. If we currently do not have their contact information in the system, there will be a "Add New Contact" button displayed after you have searched.

Name	University/College	Status	
Miss Katrina Moore	The Manchester College	Unconfirmed	Remove

Trade

(Select) ▼ •

Type of business/employment of parent/spouse (give details of the actual work)



Paragraphs: 0, Words: 0/200

12. When you have gone through each page of the application and completed it, on the 'Validation' page, it will say that the parent/spouse needs to confirm their participation and complete their part of the application form, before you can submit it. Click 'Save and Close'.

Undergraduate Bursary -
October 2026
15851
[Details...](#)

Introduction

Personal details

Details of qualifying
parent/spouse/self

Details of your course

Financial details

Financial position and
needs

Validation

Validation

Previous

Next

Save And Close

Please complete the following before finally submitting your form:

Details of qualifying parent/spouse/self

- [Parent / Spouse - Miss Katrina Moore must confirm their participation before submitting.](#)
- [Parent / Spouse - Miss Katrina Moore must complete their application form before this application can be submitted.](#)

Previous

Next

Save And Close

13. You're now on the 'Details' page of the application, where you can see where you have added your parent to the application, and that they have not yet confirmed their participation in the application:

Lead Applicant	Mr John Smith
Title	Dance
Reference	15851
Status	Pre-Submission
University/College	University of Surrey
Grant Type	Undergraduate Bursary
Funding Round	Undergraduate Bursary - October 2026
Closing Date	01 October 2026 at 17:00 BST
Participants	Parent / Spouse Miss Katrina Moore Confirmed participation No
Created On	11/08/2026
Last Updated	11/08/2026
Validated	Not Complete
Applicant Submitted	
Submitted On	

Role: Lead Applicant
Actions shown below are for your involvement as a Lead Applicant

Edit the application
Please click on the 'Edit' button if you wish to make any changes to your application.

Edit

PDF the application (Print)
Please click on the 'View/Print' button to generate this application form as a PDF file.

Please note: if your browser blocks the file download, please follow the instructions to allow the file to be downloaded.
[PDF Formatting Problems?](#)

View/Print

Validate the application
To validate the application click 'Validate' and then 'Validate Form' within the application form.

Validate

Your parent will receive an email stating that you have added them to your application. They must follow the instructions in the email to confirm their participation and complete their part of the form.

IMPORTANT – You cannot submit your application until your parent has submitted their part of the form. Once your parent has submitted their part, you need to log back into your account to submit the whole form.

See Part 2 below for guidance on how the parent/carer/spouse can complete their part of the application form.

IMPORTANT – See page 15 on How to Submit the Final Application.

Part 2 – The Grocer, Pharmacist or Commercial Traveler

This section of the form should be completed by the student's parent, carer or spouse, who is employed in one of the three eligible trades: Grocer, Pharmacist and Commercial Traveler. More details on eligibility can be found here: [Eligibility / Leverhulme Trade Charities Trust](#)

The Eligible Parent, Carer or Spouse

You must be a Grocer, Pharmacist or Commercial Traveler.

Participating in an Application

Follow the steps below to participate in the student's application.

1. Follow the link in the email that invites you to participate in the application form. This will allow you to create your own account.
 - You will be able to see the application that the student has started and confirm your participation:

Miss Katrina Moore

[Home](#)

[My Applications](#)

[My Co-applications](#)

[Undergraduate Bursary Ref: 15851](#)

[Details](#)

[My Grants](#)

[Manage My Details](#)

[Contact Us](#)

[Logout](#)

[System Help](#)

As a parent/spouse you must first 'Confirm' your participation before the application can be submitted by the Applicant. Please ensure your details are up to date. (These can be updated in the manage my details section)

Lead Applicant	Mr John Smith
Title	Dance
Reference	15851
Status	Pre-Submission
University/College	University of Surrey
Grant Type	Undergraduate Bursary
Funding Round	Undergraduate Bursary - October 2026
Closing Date	01 October 2026 at 17:00 BST
Participants	Parent / Spouse
	Miss Katrina Moore Confirmed participation No
Created On	11/08/2026
Last Updated	11/08/2026
Validated	Not Complete
Applicant Submitted	
Submitted On	

Role: Parent / Spouse

Actions shown below are for your involvement as a Parent / Spouse

Confirm your Participation

Please click the confirm button to confirm your participation in the application.

Confirm

Reject your participation

If you do not wish to participate in this application or think that this approach was in error please click the reject button below. This will send an email to the lead applicant and remove you from the application.

Reject

SYMPLECTIC Grant Tracker

Part of DIGITALSCIENCE

[Terms and Conditions](#)

[Privacy and Data Protection](#)

2. Once you have confirmed your participation, you can then complete your part of the application form by clicking 'Edit'. In the form you will confirm your role as a Grocer, Pharmacist or Commercial Traveler.

on your part. The lead applicant must now log in to their account and submit the whole application form.

Lead Applicant Mr John Smith
Title Dance
Reference 15851
Status Pre-Submission

University/College University of Surrey
Grant Type Undergraduate Bursary
Funding Round Undergraduate Bursary - October 2026
Closing Date 01 October 2026 at 17:00 BST

Role: Parent / Spouse

Actions shown below are for your involvement as a Parent / Spouse

Edit the application

Please click on the 'Edit' button if you wish to make any changes to your application.

Edit

PDF the Grant Contact Form (Print)

Please click on the 'View/Print Grant Contact Form' button to generate your Grant Contact Form as a PDF file.

Please note: if your browser blocks the file download, please follow the instructions to allow the file to be downloaded.

[PDF Formatting Problems?](#)

View/Print Grant Contact Form

Validate the application

To validate the application click 'Validate' and then 'Validate Form' within the application form.

Validate

Participants [Parent / Spouse](#)

Miss Katrina Moore
Confirmed participation

Yes

Created On 11/08/2026

Last Updated 11/08/2026

Validated Not Complete

Applicant Submitted

Submitted On

3. Once you have gone through the application form, click 'Save and Close' and then 'Submit' to submit your part of the form, only:

Undergraduate Bursary -
October 2026
15851

[Details...](#)

Undergraduate details

Parent/spouse in
qualifying employment

Children

Income

Declaration

Validation

Validation

Previous

Next

Save And Close

Validation

To submit this part of the application please save and close and then click the 'submit' button.
Then ensure the student logs back in to complete, validate and finally submit the application.

Previous

Next

Save And Close

4. Click 'Submit':

No further action is required on your part. The lead applicant must now log in to their account and submit the whole application form.

Lead Applicant	Mr John Smith
Title	Dance
Reference	15851
Status	Not Started
University/College	University of Surrey
Grant Type	Undergraduate Bursary
Funding Round	Undergraduate Bursary - October 2026
Closing Date	01 October 2026 at 17:00 BST
Participants	<i>Parent / Spouse</i>
	Miss Katrina Moore
	Confirmed participation Yes
Created On	11/08/2026
Last Updated	11/08/2026
Validated	Not Complete
Applicant Submitted	
Submitted On	

Role: Parent / Spouse

Actions shown below are for your involvement as a Parent / Spouse

Edit the application

Please click on the 'Edit' button if you wish to make any changes to your application.

Edit

PDF the Grant Contact Form (Print)

Please click on the 'View/Print Grant Contact Form' button to generate your Grant Contact Form as a PDF file.

Please note: if your browser blocks the file download, please follow the instructions to allow the file to be downloaded.

[PDF Formatting Problems?](#)

View/Print Grant Contact Form

Validate the application

To validate the application click 'Validate' and then 'Validate Form' within the application form.

Validate

Submit your application

The application form cannot be submitted until it has been validated to ensure that all required fields have been entered, and the data meets our submission requirements.

Submit

5. **IMPORTANT** – The application is still not submitted. It is still in pre-submission, and you will be given a pre-submission number:

Grant Application System

Grant Application Submitted

Your application with pre-submission reference 15851 has been successfully submitted.

Return To Application Details

6. **IMPORTANT** – The student must now LOG BACK IN TO THEIR ACCOUNT to submit the whole form:

No further action is required on your part. The lead applicant must now log in to their account and submit the whole application form.

Lead Applicant	Mr John Smith
Title	Dance
Reference	15851
Status	Complete
University/College	University of Surrey
Grant Type	Undergraduate Bursary
Funding Round	Undergraduate Bursary - October 2026
Closing Date	01 October 2026 at 17:00 BST
Participants	<u>Parent / Spouse</u>
	Miss Katrina Moore
	Confirmed participation Yes
Created On	11/08/2026
Last Updated	11/08/2026
Validated	Not Complete
Applicant Submitted	
Submitted On	

Role: Parent / Spouse

Actions shown below are for your involvement as a Parent / Spouse

PDF the Grant Contact Form (Print)

Please click on the 'View/Print Grant Contact Form' button to generate your Grant Contact Form as a PDF file.

Please note: if your browser blocks the file download, please follow the instructions to allow the file to be downloaded.

[PDF Formatting Problems?](#)

[View/Print Grant Contact Form](#)

IMPORTANT – See page 15 below on how the student can submit the whole application.

Submitting the Application

Follow the steps below to submit your application.

IMPORTANT – You can only submit the application once your parent/carer/spouse has submitted their part of the form. See page 11 on how to do this.

1. When you, the student, log back into your account, you will see that you have 'one unsubmitted application':
 - Click on 'Click here' to view your application

LEVERHULME
TRADE CHARITIES TRUST

Grant Application System

Mr John Smith

Welcome to Leverhulme Trade Charities Trust Online Bursary Management System, Mr John Smith.

Home

My Applications

Manage My Details

Contact Us

Logout

System Help

New Grant Application

click [here](#).

You have...

1 unsubmitted grant application

[Click here](#)

2. You can see that your application is still in 'Pre-Submission'. Click the icon on the right to edit your application:

LEVERHULME
TRADE CHARITIES TRUST

Grant Application System

Mr John Smith

Home

My Applications

Manage My Details

Contact Us

Logout

System Help

My Applications

You have 1 application awaiting submission.

To view more details or to update an application please select it from the list below.

New Application

To start a new application click here:

[New Application](#)

Reference	Title	Last Updated	Status	
15851	Dance	11/08/2026 15:01 BST	Pre-Submission	

Click here to edit

3. You can see now that your parent has confirmed their participation on your form.

- Now click 'Validate':

LEVERHULME
TRADE CHARITIES TRUST

Grant Application System

Mr John Smith

Mr John Smith

[Home](#)

[My Applications](#)

Undergraduate Bursary
Ref: 15851

Details

[View History](#)

[Journal \(0\)](#)

[Sign-off Status](#)

[Manage My Details](#)

[Contact Us](#)

[Logout](#)

[System Help](#)

Lead Applicant

Mr John Smith

Title

Dance

Reference

15851

Status

Pre-Submission

University/College

University of Surrey

Grant Type

Undergraduate Bursary

Funding Round

Undergraduate Bursary - October 2026

Closing Date

01 October 2026 at 17:00 BST

Participants

Parent / Spouse

Miss Katrina Moore

Confirmed participation

Yes

Created On

11/08/2026

Last Updated

11/08/2026

Validated

Not Complete

Applicant Submitted

Submitted On

Role: Lead Applicant

Actions shown below are for your involvement as a Lead Applicant

Edit the application

Please click on the 'Edit' button if you wish to make any changes to your application.

Edit

PDF the application (Print)

Please click on the 'View/Print' button to generate this application form as a PDF file.

Please note: if your browser blocks the file download, please follow the instructions to allow the file to be downloaded.

[PDF Formatting Problems?](#)

View/Print

Validate the application

To validate the application click 'Validate' and then 'Validate Form' within the application form.

Validate

Submit the application

The application form cannot be submitted until it has been validated to ensure that all required fields have been entered, and the data meets our submission requirements.

Submit

16

- The validation page tells you that you can only submit your application form once your parent has submitted their part. If they have submitted their part, you can ignore the message and click 'Save and Close':

LEVERHULME
TRADE CHARITIES TRUST

Grant Application System

Undergraduate Bursary -
October 2026
15851
[Details...](#)

Introduction

Personal details

Details of qualifying
parent/spouse/self

Details of your course

Financial details

Financial position and
needs

Validation

Validation

Once your parent/spouse has submitted their part of the form, please click 'submit', to finally submit your application.

If your parent/spouse has submitted their part of
the application form, you can ignore this and click
'Save and Close'

Previous

Next

Save And Close

Previous

Next

Save And Close

17

5. You can now click 'SUBMIT':

LEVERHULME
TRADE CHARITIES TRUST

Grant Application System

Mr John Smith

Mr John Smith

Home

My Applications

Undergraduate Bursary
Ref: 15851

Details

View History

Journal (0)

Sign-off Status

Manage My Details

Contact Us

Logout

System Help

Lead Applicant

Mr John Smith

Title

Dance

Reference

15851

Status

Pre-Submission

University/College

University of Surrey

Grant Type

Undergraduate Bursary

Funding Round

Undergraduate Bursary - October 2026

Closing Date

01 October 2026 at 17:00 BST

Participants

Parent / Spouse

Miss Katrina Moore

Confirmed

Yes

participation

Created On

11/08/2026

Last Updated

12/08/2026

Validated

12 August 2026

Applicant Submitted

Submitted On

Role: Lead Applicant

Actions shown below are for your involvement as a Lead Applicant

Edit the application

Please click on the 'Edit' button if you wish to make any changes to your application.

Edit

PDF the application (Print)

Please click on the 'View/Print' button to generate this application form as a PDF file.

Please note: if your browser blocks the file download, please follow the instructions to allow the file to be downloaded.

PDF Formatting Problems?

View/Print

Validate the application

To validate the application click 'Validate' and then 'Validate Form' within the application form.

Validate

Submit the application

To submit this grant application, please click on the 'Submit' button.

Please note: you will not be able to make any alterations to the application form once it has been submitted.

Submit

6. On the Home page, you can see that your application is submitted.
Click on 'Click here' to see your application reference number.
This will also be emailed to you:

LEVERHULME
TRADE CHARITIES TRUST

Grant Application System

Mr John Smith

Home

My Applications

Manage My Details

Contact Us

Logout

System Help

Welcome to Leverhulme Trade Charities Trust Online Bursary Management System, Mr John Smith.

To make an application please complete your personal details and apply to one of our current funding rounds.

New Grant Application

click here.

You have...

1 submitted grant application

Click here

7. Under Reference, you can see your application reference number.
(Example: UBO-2026-6539 for undergraduate applications or PB-2026-6539 for postgraduate applications).

LEVERHULME
TRADE CHARITIES TRUST

Grant Application System

Mr John Smith

[Home](#)

[My Applications](#)

[My Grants](#)

[Manage My Details](#)

[Contact Us](#)

[Logout](#)

[System Help](#)

My Applications

You have no current applications.

New Application

To start a new application click here:

New Application

You have 1 submitted or Rejected application

Reference	Title	Last Updated	Status	
UBO-2026-6539	Dance	12/08/2026 16:15 BST	Submitted	

Your application will be assessed, and we will contact you within six weeks of the closing date with the outcome.

Closing Dates:

Postgraduate Bursary Scheme - 1st September 2026

Undergraduate Bursary Scheme - 1st October 2026