

Guidance to submitting a post-doctoral fellowship application online

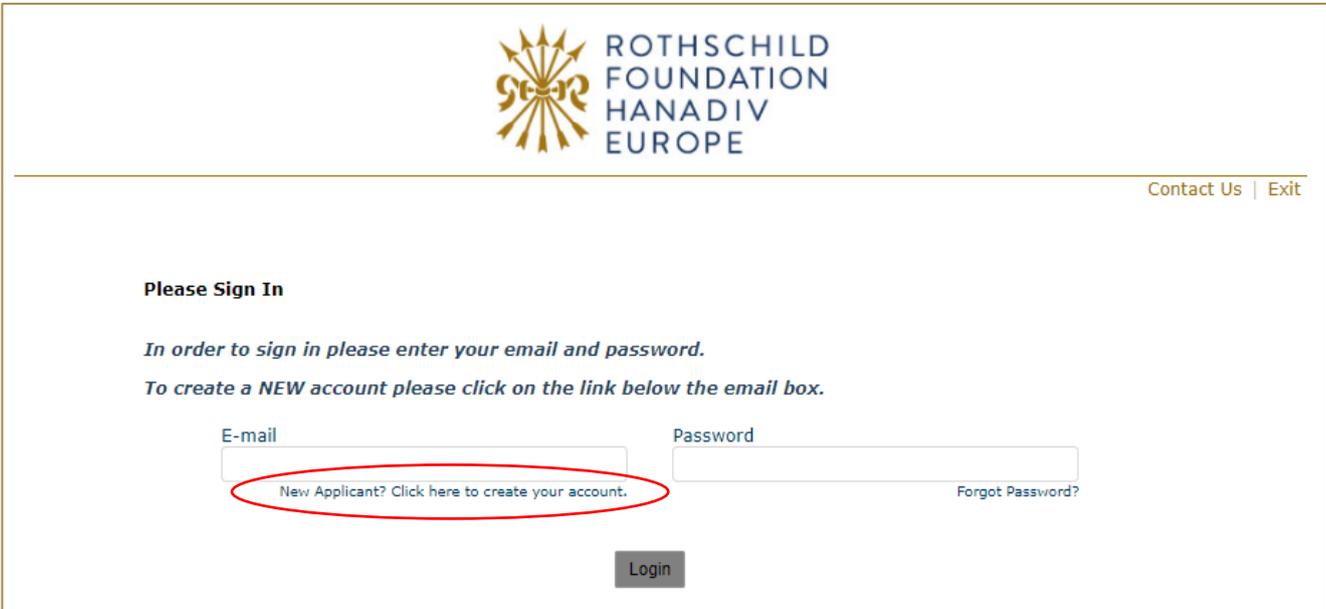
Please note, the post-doctoral candidate must complete Section 1 of the application form and then transfer the form to their post-doctoral supervisor to complete Section 2, upload the required documents and submit the application.

Details on how to transfer the application form are below.

Registration / Logging In

1. You will be asked to either log-in or create your new online account. To create a new account, click on **New Applicant? Click here to create your account**, then go to step two. If you have an account move to step three.

For existing account holders, as of October 2022 the password policy has changed, and you may be asked to reset your password to meet the new password requirements.



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Please Sign In

In order to sign in please enter your email and password.

To create a NEW account please click on the link below the email box.

E-mail

Password

New Applicant? Click here to create your account.

Forgot Password?

Login

2. If you are registering, you will be asked to register your email address and create a password.

Once registered you will be taken directly to your application where you can begin to complete the application. See guidance further down about 'Saving your Application and Finishing Later'.

You will receive a confirmation email that your account has been created. The email contains a link to access your account at any time, so please keep this email safe. This link is also available on the website and below.

Now that you have created your account and started an application, please do not click on the 'Apply Now' button on our website as you will create duplicate application forms in your account.

Account login link: https://www.GrantRequest.co.uk/SID_48?SA=AM

New Applicant?

An account allows you to access your saved and submitted applications at any time. It also allows us to send you a submission confirmation e-mail and notify you if additional information is necessary to process your application.

E-mail

Confirm E-mail

Password (must contain at least 5 characters, with both letters and numbers)

Confirm Password

Continue

3. **Logging In:** If you have previously created an account via our online application and reporting system, please enter your account details. If you forgot your password you can reset your password via a link that will be emailed to your registered email address. If you do not receive this email check your junk/spam inbox. Once logged in you will be taken directly to your application where you can begin to complete the application.

Now you have created an application, please do not click on the 'Apply Now' button on our website as you will create duplicate application forms in your account.

See guidance further down about ‘Saving your Application and Finishing Later’.

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Please Sign In

In order to sign in please enter your email and password.

To create a NEW account please click on the link below the email box.

E-mail Password

[New Applicant? Click here to create your account.](#) [Forgot Password?](#)

Filling in Your Application

1. You can navigate through the application form by clicking on the tabs along the top of the page. Question with a red * are compulsory questions and you will not be able to submit unless they have been completed. You will still be able to go from one tab to the next, but you will not be able to submit until they have been completed.

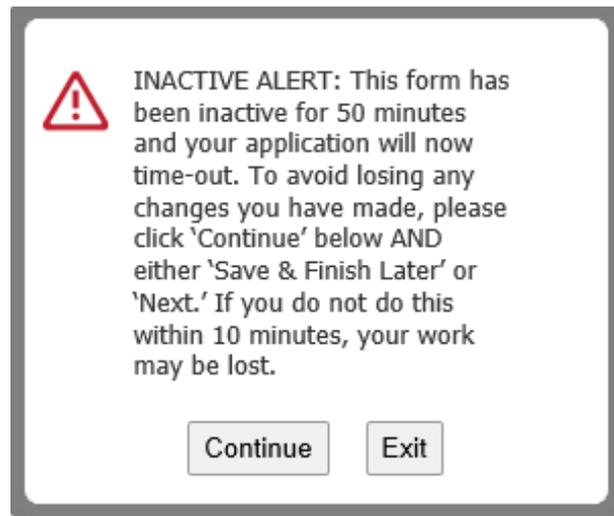


2. You can also move from page to page using the Next button at the bottom of each page:



3. **Please note that your application page must remain ‘active’ when completing the form -** Typing into a text box does not count towards activity. If left inactive for 50 minutes, you will receive the alert below. In order to continue working on the form or to save the changes made so far, you must press the ‘continue’ button on the alert AND click either ‘Save and Finish Later’ or click ‘Next’ to navigate to the next page. Clicking on the above options at any time during your proposal will reset the inactivity timer.

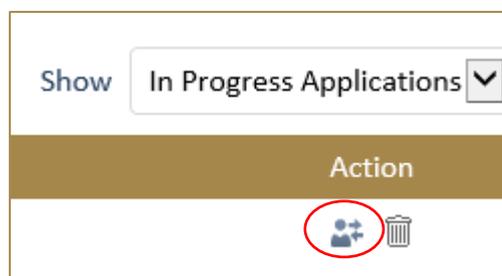
Clicking on 'Continue' on the alert does not reactivate your form.



Transferring your application

Once the post-doctoral candidate has completed Section 1, the application form needs to be transferred to the post-doctoral supervisor to complete Section 2, upload the required documents and submit the application.

1. The application is transferred from the post-doctoral account by selecting **Transfer to new owner** under **Action** in your online account.



2. Enter your **name** and the **email address** the account is being transferred to, then select **Transfer**.

Transfer to new owner

→ *Your Name

Your E-mail info@rothschildfoundation.eu

→ *E-mail

*Subject Rothschild Foundation Hanadiv Europe - Application Ownership Transfer

Memo to New Owner

Dear Applicant/Grantee,

This message is to notify you that ownership of Application 28793 has been transferred to you. You must accept transfer of ownership in order to complete this process.

Please login to complete the application. You can login to your account, «Account_Login_URL», at any time.

NOTE: If you are a new user, a separate email will be sent to you with the login web page and your initial password. For security reasons you will be asked to change the password when you first

→ Maximum (5000) characters
* Required

- The role in your account will now show as Owner (Pending Transfer) until the new owner of the form accepts the application.

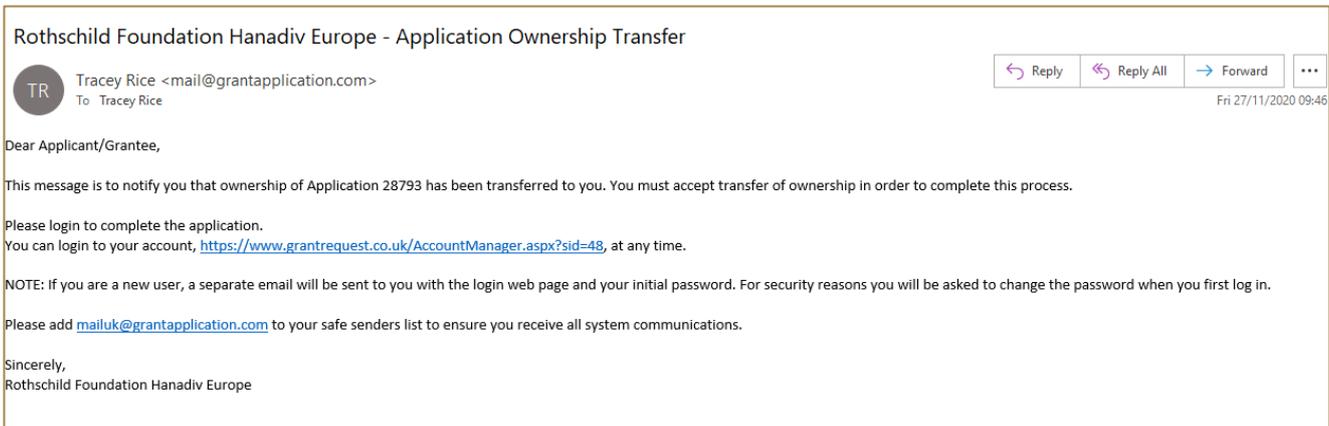
My Role	Action
Owner (Pending Transfer)	 

Show

Accepting the Application - Ownership of Transfer

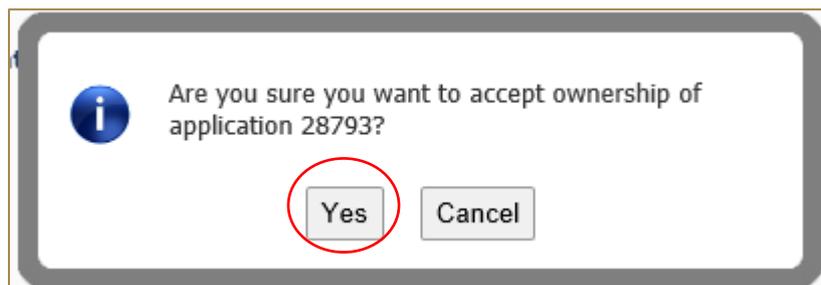
- The new owner will receive an email requesting them to accept ownership of the application. If the new owner does not already have an account, a separate email will be sent to create the account, which they should do first. The new owner can create an account in advance by clicking on the account link then following step two of the **Logging In/Registration** steps above.

Online Account link: https://www.GrantRequest.co.uk/SID_48?SA=AM



- The new owner will be able to accept the application from their account by clicking on the tick under **Actions**.

Application Name	Project Title	Requested	ID	Last Updated	My Role	Action
AJS Post Doctoral Fellowship Form			28793	27/11/2020	Viewer (Pending Transfer)	<input checked="" type="checkbox"/> <input type="checkbox"/>



- Once the post-doctoral supervisor accepts the application, they become the sole owner of the application and have exclusive access to it. The post-doctorate candidate will no longer see the application form in their online account.

Referees

Please download the referee form from your application form (Section 2 – Referees Tab) and save it locally.

When you have completed your application, please email a copy of it together with the reference form to your referees. You can do this by forwarding the ‘submission confirmation’ email you receive and including the referee form as an attachment.

When your referee has completed the form, they will need to email it directly to reference@rothschildfoundation.eu.

The Foundation will confirm receipt of your references to you via email no later than 5 working days after the referee deadline. If the Foundation has not received your reference(s) you will be contacted no later than 3 working days after the referee deadline. Please do not contact the Foundation during this period regarding your references as there will be a delay in responding to your query.

It is the applicant's responsibility to ensure that the referees submit their references by the referees' deadline.

Adding Attachments

Some applicants are having issues downloading the budget form – please download a copy and save to your desktop from [here](#).

1. A list of required attachments (supporting documentation) can be found on the Attachments tab. Browse from your local PC and select your document then click Upload.

To note: Please ensure that no non-Latin characters or any symbols (for example: à, ø, Å, é, ü, ž, *, ", !, *,) appear in the title of the documents you intend to upload. JPG files are not admissible along with files with certain extensions (such as "exe", "com", "vbs", or "bat"). Valid file extensions are provided in the attachments page of your application under each uploadable heading.

2. Where instructed, please download and save the **templates provided** locally to your PC where you can fill-in the required information, save and upload to the matching attachment.
3. When you have successfully uploaded a supporting document, the document will be visible under **Uploaded Files** in your application. From here you can see the size of your file, the total size of the combined uploaded files, and the available storage for any additional supporting documents that are required. Please note that you have a combined total of 25 MB to upload.

You can also remove your uploaded document by ticking the small box field next to the document, then clicking Remove.

Uploaded Files				
Title	File Name	Uploaded	Size	Remove?
1. Budget Table - use form provided. Valid file types: xls, xlsx.	single-stage-budget-form.xlsx	31/08/2021	23 KB	<input type="checkbox"/>
Total size of uploaded files			23 KB	
Available			25,577 KB	

[Remove](#)

4. If you try and upload an invalid file type you will receive the following error message at the top of the page. Please ensure you upload the correct file types.

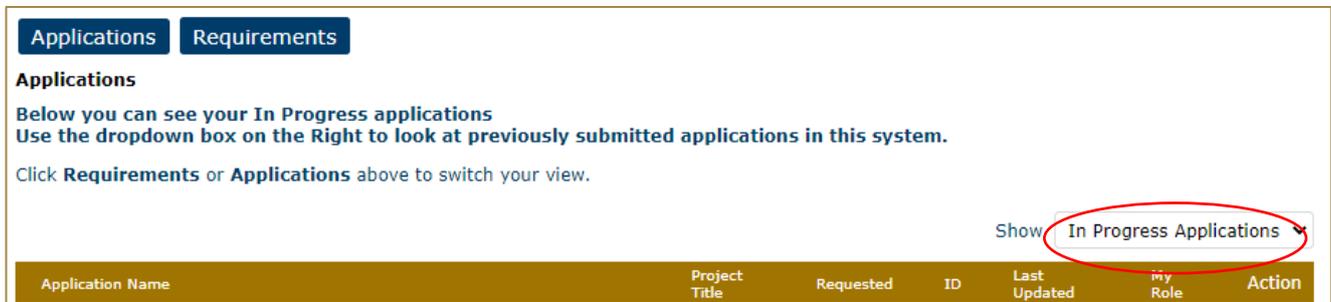
 You are trying to upload a file with an unaccepted file type. Please upload a file of one of the following types: xls, xlsx

Saving Your Application & Finishing Later

1. If you are part way through your application you can opt to save and finish later by selecting Save & Finish Later at the bottom of the page.



2. You will be directed to your online account where a copy of the application you started will be saved. Access your application form from here to continue filling in your application, do not click on the 'Apply Now' button on the website as this creates duplicate blank application forms in your account.

A screenshot of a web application interface. At the top, there are two tabs: 'Applications' (selected) and 'Requirements'. Below the tabs, the text reads: 'Applications', 'Below you can see your In Progress applications', 'Use the dropdown box on the Right to look at previously submitted applications in this system.', and 'Click Requirements or Applications above to switch your view.' On the right side, there is a 'Show' dropdown menu currently set to 'In Progress Applications', which is circled in red. Below this is a table with a dark blue header and a light blue body. The table has columns: Application Name, Project Title, Requested, ID, Last Updated, my Role, and Action.

Application Name	Project Title	Requested	ID	Last Updated	my Role	Action
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3. You will also receive an email confirming the application has been saved to your account. In this email you will receive the URL needed to access your account and continue your application. This link is also available on our website: https://www.GrantRequest.co.uk/SID_48?SA=AM
4. From your account you can delete or send a copy of your application to yourself or others.

Review Your Application before submitting

1. The final step is to review your application before submitting. Whilst reviewing you will be advised if any required fields are incomplete and that all required attachments have been uploaded. If any required fields have not been completed, you will see the message below in red.

 **Please correct the problems indicated below.**

- Name of organisation is a required field.
- Country of organisation is a required field.
- Project title is a required field.

Please complete the required field then click on **Update** at the bottom of the page.

Save & Finish Later

Update

If the error message is in relation to your attachments, you will see the message below in red explaining what document is missing. Click on '[here](#)' in the error. You will be taken to the attachments section. Upload the missing required document then select **Review and Submit**.

 **There was a problem processing your request.**

- The application cannot be submitted without the following required attachments. Please [click here](#) to return to the Attachments page.
 - Budget costs using template provided

2. Once all fields have been filled in correctly and all required attachments uploaded, you should not receive any error messages at the top of the page when you hit **Review and Submit**.
3. Scroll through and review your responses and if you are happy to submit your application please select **Submit** at the bottom of the page.

Please note once you have submitted your application the application cannot be changed.

4. On submission you will be directed to your account where you will see a message stating your form has been submitted. You will also receive email confirmation.

Applications

Thank You! Your form has been submitted.

**Below you can see your In Progress applications.
Use the dropdown box on the Right to look at previously submitted applications in this system.**

Click on **Requirements** above to see any Reports we have asked from you.

5. Your application has now been moved from [In Progress Applications](#) to [Submitted Applications](#). You can access a copy of your application by changing the drop-down option from In Progress Application to Submitted Applications. You will also receive a confirmation email that your application has been submitted.

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Account: info@rothschildfoundation.eu | [Change E-mail/Password](#)[Contact Us](#) | [Exit](#)

[Applications](#)[Requirements](#)

Applications

Below you can see your **In Progress** applications
Use the dropdown box on the Right to look at previously submitted applications in this system.

Click **Requirements** or **Applications** above to switch your view.

Show Submitted Applications ▼

Application Name	Project Title	Requested	ID	Submitted	My Role	Action
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Contact us

If you have any problems using our online application system or require **technical support** please contact info@rothschildfoundation.eu.