The Rothschild Foundation Hanadiv Europe

Academic Jewish Studies in Europe Grant Programme
Notes of Guidance & FAQs

Research Consortia
2021 Grant Round

Deadline for submission: 12 March 2021

Contents

Overview 3

Eligibility Criteria 3

- Eligible Topics 3
- Eligible costs 4

Open Access Policy 4

Research Consortia Information 4

Submitting supporting documentation with the application 5

FAQs 6

Collecting personal data & Declaration 7

Timeline 7

Step-by-Step Guidance to Online Submission 8

- Logging in / Registration 9
- Filling In Your Application 10
- Referees 11
- Adding Attachments 11
- Saving Your Application & Finishing Later 12
- Review Your Application before submitting 13

Contact us 14

Overview

Launched in March 2003, the Academic Jewish Studies in Europe Grant Programme aims to develop rigorous, systematic research and education in academic Jewish studies throughout Europe, enhancing what is already available and sustaining the productive expansion of developed activities. The programme is designed to develop the skills and broaden the horizons of graduate students and early career scholars.

Institutions can apply for funds to establish research consortia, which link scholars at multiple institutions working on shared research projects. The Foundation welcomes applications for research consortia which plan to use RFHE funds as seed money to develop a project for which they will then apply for major funding from national and/or EU funding bodies. The ability for Jewish Studies to win substantial grants from such funding bodies will ensure the future of Jewish Studies in 21st-century Europe. Applicants to this category can apply for up to £30,000 per annum and funding can run for up to three years.

Eligibility Criteria

We welcome applications from any organisation or institution based in Europe (EU and non-EU states alike), where activities are deemed charitable under UK charity law, these include public universities, research centres, and memory institutions. We are not currently accepting applications from Ukraine and Russia. The Foundation regrets that it cannot accept applications from individuals in this category. If you are an early career scholar (e.g. you received your doctoral degree less than 7 years ago), you may be eligible to apply for a Post-Doctoral Fellowship. Please refer to the relevant programme page on our website.

Applications must detail substantive partnerships with at least two and preferably more, higher education or memory institutions. One of these partnering institutions may be based outside Europe. The ultimate aim of the proposed consortia must be to submit a bid for research funding to either the national or international level (for example, the relevant nation research council in your country, or the European Research Council).

Please note that this grant programme does not discriminate (either positively or negatively) on the basis of religious affiliation.

Please do not submit a project that was rejected in the past before consulting with the Grants Programmes Manager.

Eligible Topics

Jewish Studies is the study of both Judaism and the Jews. It encompasses the study of many different aspects of Jewish civilization, including but not limited to architecture, languages, literature, liturgy and ritual, philosophy and theology, as well as the history and sociology of the Jewish people. Jewish Studies draws on methodologies from a variety of disciplines, but some of the key skills Jewish Studies scholars rely on include facility with Jewish languages, textual analysis and hermeneutics, archival research, palaeography, and, when relevant, social science methodologies such as ethnographic research and linguistic analysis.

All topics within the broad field of Jewish Studies are considered eligible for the Foundation's Jewish Studies grants. The Foundation particularly welcomes applications from those engaged in the study of contemporary Jewish life in Europe from a social science perspective and those whose proposals involve digital humanities research techniques.

In principle, projects only tangentially related to Jewish Studies are unlikely to be successful, nor will projects devoted to an individual or individuals who happen to be Jewish, but whose historical importance is not significantly contingent on that biographical fact. Secondary school education, informal education and documentary films will not be funded within the context of the Academic Jewish Studies grant programme.

Eligible costs

In general, the costs of coordination, travel and accommodation for planning meetings, and research assistance can be funded within the context of this scheme. Other costs may also be covered but it is advised that you contact Foundation Staff regarding other, major costs for which you wish to apply. Please note, institutional overheads will not be funded. Institutional overheads include the costs of maintaining, heating and insuring the building in which your department is housed, as well as the taxes your University pays for that building.

If you are uncertain about the eligibility of your proposed project, please contact the Rothschild Foundation Hanadiv Europe with any specific queries.

Open Access Policy

A fundamental component of the Rothschild Foundation Hanadiv Europe's mission is to increase access to European Jewish heritage and culture. To that end, the Foundation encourages grantees to publish their Foundation-funded research in peer-reviewed journals with an open access option, and to make their articles freely accessible whenever possible.

Grantees may apply to the Foundation for additional funding to cover costs associated with open access publication, such as article processing charges.

Research Consortia Information

Applications for Research Consortia must be submitted by the organiser or principal investigator of the research project, or the Head of Department at the applying institution. At a glance:

Eligibility criteria	Applying institutions must be: • Based in Europe (both EU and non-EU states). We are not currently accepting applications from Ukraine and Russia. • Public institutions and / or qualify as a charity under UK charity law • Able to demonstrate a strong partnership with at least one, and preferably more institutions; only one of these may be based outside Europe.
Ineligible costs	Institutional overheads
Maximum award amount	Maximum £30,000 per annum
Maximum grant period	3 years
Referees	It is the responsibility of the applicant to send their referees the correct reference form (available for download under the referees section of their online application form) and to ensure that references are submitted by the referee deadline.

Submitting supporting documentation with the application

Please make sure you have submitted the following with your application. If it is not included, your application cannot be considered.

- ✓ **Official proof of organisation's charitable / non-profit status**: If your organisation is a public body, then please submit a copy of the portion of your statutes that states your government-funded status.
- ✓ **Certification from the tax authorities (if applicable)**: In some countries, a certification from a government office is required for non-profit institutions. Please supply this if such is the case in your country.
- ✓ **A budget table and budget explanation for the proposed project**: Whereas the application form requires a summary budget, this supporting documentation provides you with the opportunity to explain, item by item, how you arrived at the global figure in your application form. Please use the template provided in your application. A sample of how to complete the budget table is provided in your application.
- ✓ **CVs of key staff people working on the project (maximum 5 pages for each staff member)**: Only the first 5 pages of any CVs totalling more than the 5-page limit will be forwarded to the Academic Advisory Committee for assessment. If you wish to submit more than one CV, please combine all the CVs together into a single document in order to be able to upload them successfully using your online applicant page.
- ✓ **Signed memorandum of understanding between consortium partners**: this letter should indicate the intent of the consortium partners to participate in the proposed project. It should be signed by the relevant department heads, institute directors or faculty chairs. Please note that this does not need to be a formal, legal and binding contract.
- ✓ **The most recent available audited accounts or financial statements stamped by the financial authority in your country**: Please consult your university or departmental finance department in order to obtain these. Accounts are required even from public bodies and from organisations that have applied to the Rothschild Foundation Hanadiv Europe previously.
- ✓ **Income and Expenditure:** If the submitted audited accounts or financial statement are not in English, you are required to submit an English summary of the income and expenditure account and balance sheet.
- ✓ **The operating budget of your organisation for the current fiscal year**: Please consult your university or departmental finance department in order to obtain these. An operating budget is required even from public bodies and from organisations that have applied to the Rothschild Foundation Hanadiv Europe previously.
- ✓ **Report on previous grants (if applicable)**: If your institution has previously held a grant from the Rothschild Foundation Hanadiv Europe and has **not** yet submitted a final report detailing the funded activities, then you must now submit such a report with your current application. Please contact the staff at Rothschild Foundation Hanadiv Europe if you have any further questions on this at report@rothschildfoundation.eu
- ✓ **If you have a current grant with the Foundation** and have **not** submitted a progress report in the last 6 months, please upload a brief grant update (maximum 3 pages) about your project. There is no specific form for this update.

- ✓ **English translation(s) for documents not originally written in English:** This does not need to be an official translation, but it must be clear and accurate. Documents in any language other than English that are not accompanied by an English translation will not be processed. If financial documents are very long, a translation summarising the main income and expenditure included in your financial statements and organisational budget will be sufficient. This document should be no longer than 10 pages. Please upload your translated document against the same upload title you used for the original document, this means you can potentially have two documents saved under each upload title.

FAQs

Q. What are the institutional eligibility criteria?

We welcome applications from any organisation or institution based in Europe (EU and non-EU states alike), where activities are deemed charitable under UK charity law. We are not currently accepting applications from Ukraine and Russia.

Q. Which topics within the field of Jewish studies will be considered eligible?

Jewish Studies is the study of both Judaism and the Jews. It encompasses the study of many different aspects of Jewish civilization, including but not limited to architecture, languages, literature, liturgy and ritual, philosophy and theology, as well as the history and sociology of the Jewish people. Jewish Studies draws on methodologies from a variety of disciplines, but some of the key skills Jewish Studies scholars rely on include facility with Jewish languages, textual analysis and hermeneutics, archival research, palaeography, and, when relevant, social science methodologies such as ethnographic research and linguistic analysis.

All topics within the broad field of Jewish Studies are considered eligible for the Foundation's Jewish Studies grants. The Foundation particularly welcomes applications from those engaged in the study of contemporary Jewish life in Europe from a social science perspective and those whose proposals involve digital humanities research techniques.

In principle, projects only tangentially related to Jewish Studies are unlikely to be successful, nor will projects devoted to an individual or individuals who happen to be Jewish, but whose historical importance is not significantly contingent on that biographical fact. Secondary school education, informal education and documentary films will not be funded within the context of the Academic Jewish Studies grant programme.

Q. Some or all of the proposed consortia members are not Jewish? Is the project still eligible?

Please note that this grant programme does not discriminate (either positively or negatively) on the basis of religious affiliation.

Q. Our institution is not based in Europe, but the proposed project focuses on Europe. Is it eligible?

The primary institution applying for a research consortia grant must be based in Europe. One of the partner institutions may be based elsewhere.

Q. What is the maximum grant award amount?

Applicants may apply for up to £30,000 per annum.

Q. What is the maximum grant period?

Applicants may apply for up to three years of funding.

Q. The proposed project has been rejected by the Foundation in the past, can we apply again?

Unless you have been otherwise advised by Foundation Staff, please do not resubmit a previously rejected application without making substantial changes to your proposal.

Collecting personal data & Declaration

RFHE is committed to the principles of data protection including the principle that information is only to be retained for as long as necessary for the purpose concerned. In addition to the information submitted in this form, to process this application RFHE may collect information about your project and organisation that you do not directly provide, whether it is information received from third parties, such as referees, employers and partners, or information RFHE collects about your organisation's activities. The application might be shared with an expert committee and occasionally external referees. If your application is successful, RFHE will keep your personal identifiable information for a reasonable period as part of the process of managing the grant. If your application is not successful, RFHE will retain only your contact details and basic information about the project for future reference in case you approach us again. For more information please read our For more information please read our privacy policy

Timeline

Application Form and supporting documents submitted by Friday, 12th March 2021

References due by Friday, 26 March 2021

Assessment of Single Stage Application including the supporting documents and references.

If your application is successful, you will receive an official award letter and agreement via email between late July and early August 2021. You will be asked to e-sign this document and submit additional supporting documentation to the Foundation.

Please add echosign@echosign.com to your safe senders list to ensure you receive all system communications.

If unsuccessful, you will be notified by email between late July and early August 2021.

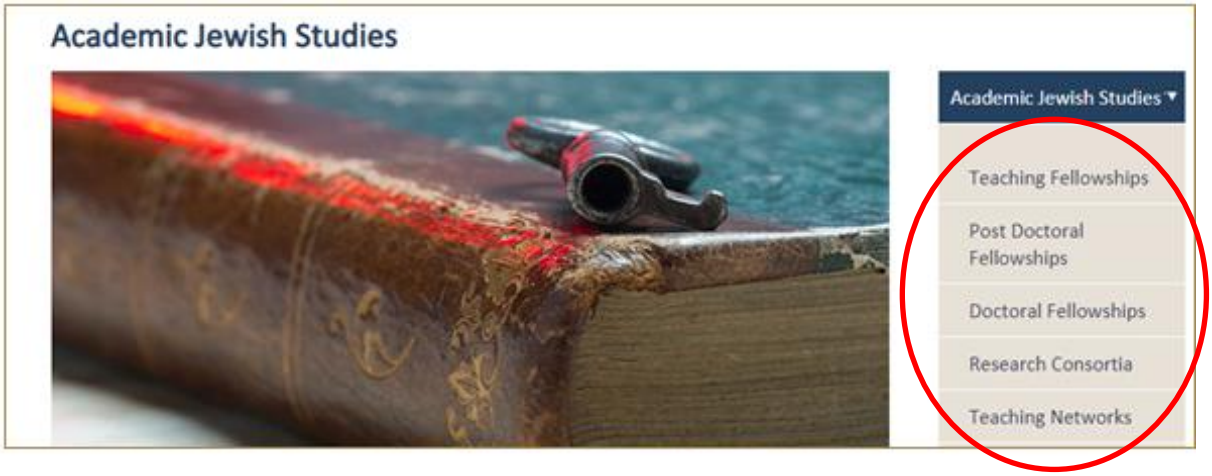
Please add echosign@echosign.com to your safe senders list to your safe senders list to ensure you receive all system communications.

Step-by-Step Guidance to Online Submission

Selection: Click on Grants in the main menu bar and select Academic Jewish Studies.

Review: Read through the programmes open for funding and scroll down to the grant you would like to apply for and select **Read more**, the grants available are as follows:

- Teaching Fellowships
- Doctoral Fellowships
- Post-Doctoral Fellowships
- Teaching Network
- Research Consortia



Apply: At the bottom of each grant's detailed description page, you will see a button marked "apply now."

Please add mailuk@grantapplication.com to your safe senders list to ensure you receive all system communications.

Logging in / Registration

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

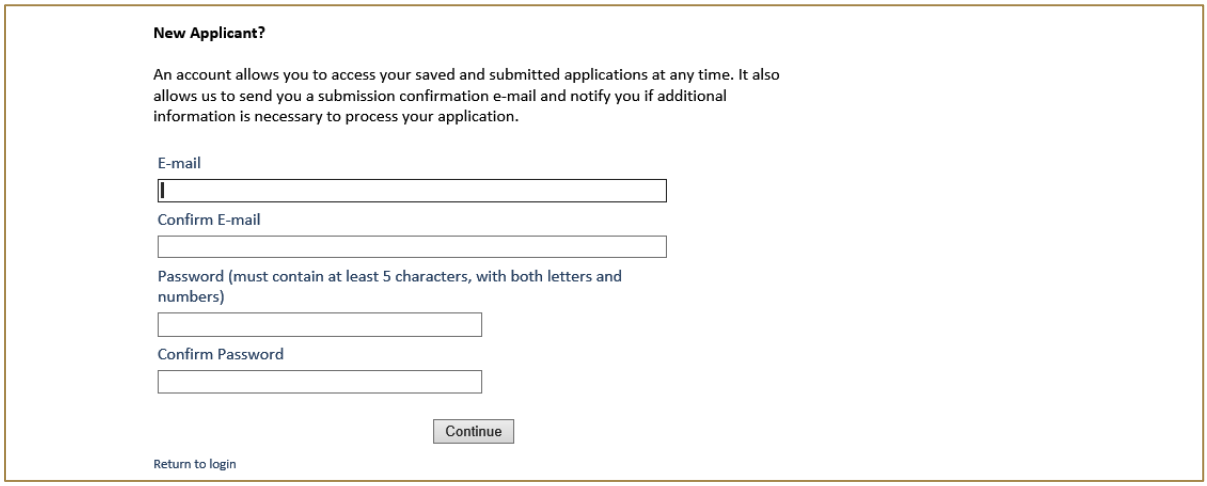
2. If you are registering, you will be asked for your email address and to create a password.

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

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



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' link on our website as you will create duplicate application forms in your account.

See guidance further down about 'Saving your Application and Finishing Later'

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.

Referees

Please download the referee form from your application form (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 either emailing the application directly to them from your online account and forwarding the referee form as an attachment in a separate email, or by forwarding the application from your own email 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 – 17:00 UK time Friday 26th March 2021.

Adding Attachments

1. A list of required attachments (supporting documentation) can be found on the Attachments page. Browse from your local PC and select your document then click Upload. Please note that attachments marked as 'Required' must be uploaded before submitting. You will not be able to submit your application until all required documentation is uploaded.

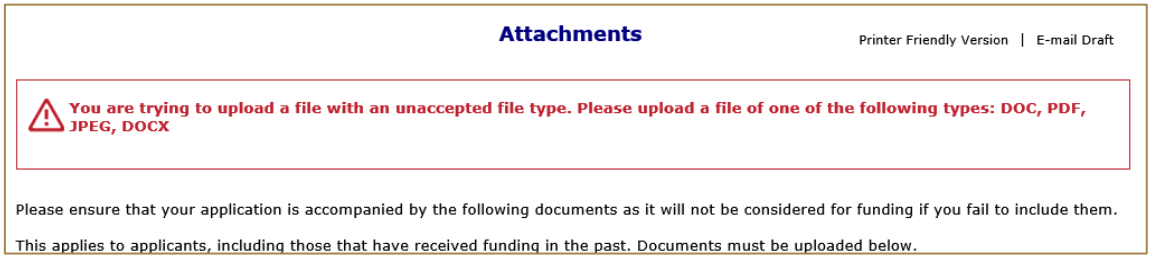
   To note: Please ensure that non Latin characters or symbols (for example: à, ø, Å, é, ü, ž, *, ", !, *) appear in the title of the documents you intend to upload and JPG files are not admissible along with files with certain extensions (such as "exe", "com", "vbs", or "bat")

2. Where instructed, please download the **templates provided** and save 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 visibile 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.

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



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.

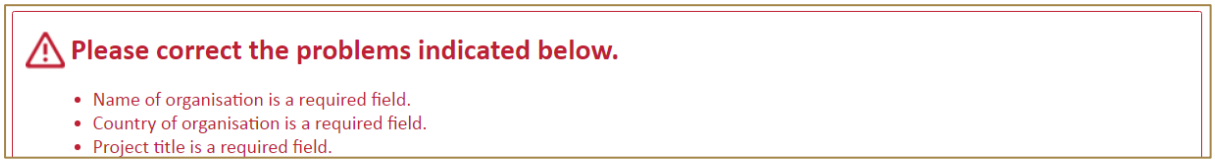
2. You will be directed to your online account where a copy of the application you started will be saved. Access your application form from here to continue filling in your application, do not click on the 'Apply Now' link on the website as this creates duplicate blank application forms in your account.

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. This link will also be available on our website. https://www.GrantRequest.co.uk/SID_48?SA=AM

4. In your account you can also delete your application or send a copy of your application to others.

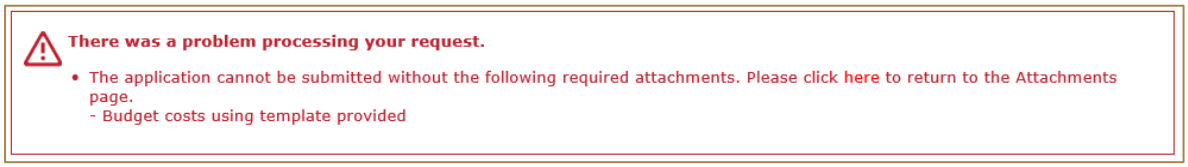
Review Your Application before submitting

1. The final step is to review your application before submitting. From here you will be advised as to whether any required fields are incomplete and that all the required attachments have been uploaded. If not all requirements have been met you will see the message below in red.



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

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 the link 'here' in the error. You will be taken to the attachments section. Upload the missing required document then select **Review and Submit**.

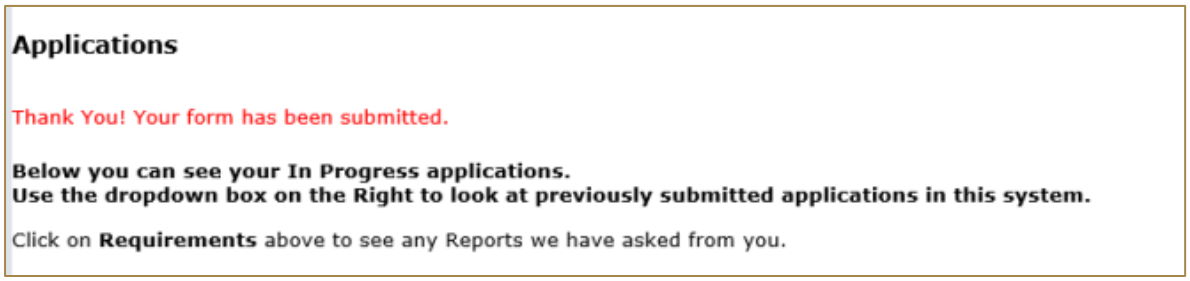


2. Once all fields have been filled in correctly and all required attachments uploaded, you should not receive any error messages at the top of the page when you hit **Review and Submit**.

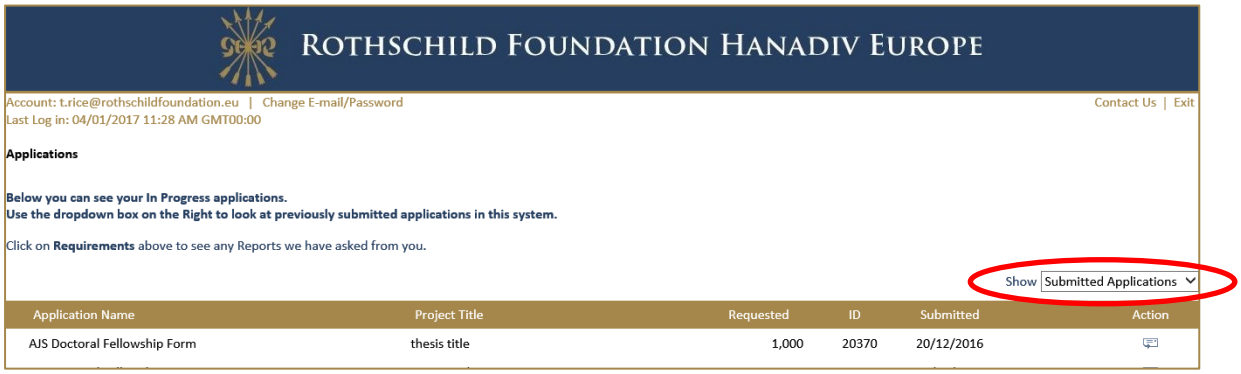
3. Scroll through and review your responses and if you are happy to submit your application please select **Submit** at the bottom of the page**.**

   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.



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.



Contact us

For more details about the Academic Jewish Studies Grant Programme, please contact Dr Ruchama Johnston-Bloom a r.johnston-bloom@rothschildfoundation.eu

For any other information including **technical support** please contact info@rothschildfoundation.eu