

The Rothschild Foundation Hanadiv Europe



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

Doctoral Fellowships
2020 Grant Round

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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.

Eligibility Criteria

To be eligible to apply for a Doctoral Fellowship, individual applicants must be either EU citizens or citizens of another European non-EU member country (Albania, Armenia, Belarus, Bosnia and Herzegovina, Georgia, Gibraltar, Iceland, Kazakhstan, Kosovo, Liechtenstein, Macedonia, Moldova, Montenegro, Norway, Russia, Serbia, Switzerland, Turkey, and Ukraine). Likewise, the institution where applicants propose to undertake their doctoral degree must either be based in the EU or in another non-EU member country (as listed above). Applicants must be able to demonstrate their having been resident in Europe (including in non-EU states such as those listed above) for at least 2 years prior to their award coming into effect; further, they must intend to remain in Europe after their graduation and contribute to the long-term development of Jewish studies there.

If your application is approved, you will be required to provide evidence of residency in Europe since August 2018. The Foundation will provide a list of the types of credible documentation you may provided.

All topics within the field of Jewish Studies will be considered eligible, including Israel and Holocaust Studies. However, secondary school education, informal education and documentary films will **not** be funded within the context of this grant programme.

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

In general, the costs of research and living are eligible within the context of the Doctoral Fellowship grant; however, 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.

Doctoral Fellowships Information

Applications for Doctoral Fellowships must be submitted by the individual, with the support of the institution.

At a glance:

Eligibility criteria	Applicants must be: <ul style="list-style-type: none">• Current doctoral students, or prospective doctoral students intending to begin their doctoral degree programme during the 2020/ 2021 academic year• EU citizens or citizens of another European non-EU member country (listed above)• Resident in EU or another European non-EU member country (listed above) for a minimum of 2 years prior to the award commencing• Based at a European academic institution• Conducting doctoral research in Jewish Studies• Able to demonstrate the support of their proposed supervisor
Maximum award amount	£17,000 per annum
Maximum grant period	Up to 3 years

Required Supporting Documentation

- ✓ **Applicant CV in English (Maximum 5 pages):** Please note that only the first 5 pages of CVs which exceed the 5-page limit will be forwarded to the Academic Advisory Committee for assessment.
- ✓ **Final transcripts of grades / credits received for all previous degrees:** This will be an official document from your university that lists all the classes you took as a part of your degree(s), the credits you received for them, and the marks you were awarded. Please provide the final transcripts of grades/credits received for all previous degrees. Original documents which are not in English must be submitted along with an English translation (an unofficial translation will suffice). Please combine all transcripts into one document and upload via the Attachments section.
- ✓ **Full doctoral proposal in English (maximum 12 pages):** Please note that only the first 12 pages of any proposal which exceeding the 12-page limit will be sent to the Academic Advisory Committee for assessment. This proposal may repeat portions of the project summary and/ or description included in your application form.
- ✓ **A budget table and budget explanation for the proposed project:** Please provide a detailed explanation of how the funds will be used, should they be awarded. For example, whereas the summary budget in your application form might list research expenses, your budget explanation will describe the individual costs related to your research (such as stationery and

photocopying charges). Please use the template provided in your application. A sample of how to complete the budget form is available in the application.

- ✓ **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. Please upload your translated document against the same upload title you used for the original document, this means you can have two separate documents saved under each upload title if necessary.

FAQs

Q. What are the eligibility criteria to apply for a Doctoral Fellowship?

To be eligible for a Doctoral Fellowship, applicants must be either EU citizens or citizens of another European non-EU member country (Albania, Armenia, Belarus, Bosnia and Herzegovina, Georgia, Gibraltar, Iceland, Kazakhstan, Kosovo, Liechtenstein, Macedonia, Moldova, Montenegro, Norway, Russia, Serbia, Switzerland, Turkey, and Ukraine). Likewise, the institution where applicants propose to undertake their doctoral degree must either be based in the EU or in another non-EU member country, and the institutions must be based in Europe (as listed above). Further, their planned dissertation must focus upon a topic within the field of Jewish Studies. It is expected that fellows will remain in Europe after graduation and contribute to the development of Jewish Studies there.

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

All topics within the broad field of Jewish Studies will be considered eligible, including Israel and Holocaust Studies. The Foundation would particularly welcome topics from within the social sciences that investigate Jewish life in contemporary Europe.

Q. I am not Jewish, am I still eligible to apply?

Please note that this grant programme does not discriminate (either positively or negatively) on the basis of religious affiliation. Fellows may be (and often are) not Jewish.

Q. I am not based in Europe but my proposed project focuses on Europe. Am I eligible for a grant?

Individuals must be European citizens and based in Europe in order to be eligible to apply for a doctoral fellowship grant from the Rothschild Foundation Hanadiv Europe.

Q. I am an undergraduate studying at a European institution, am I eligible to apply to the Academic Jewish Studies Grant Programme to fund my Masters programme?

Only applications submitted by prospective or current doctoral students will be considered within RFHE's Doctoral Fellowship category.

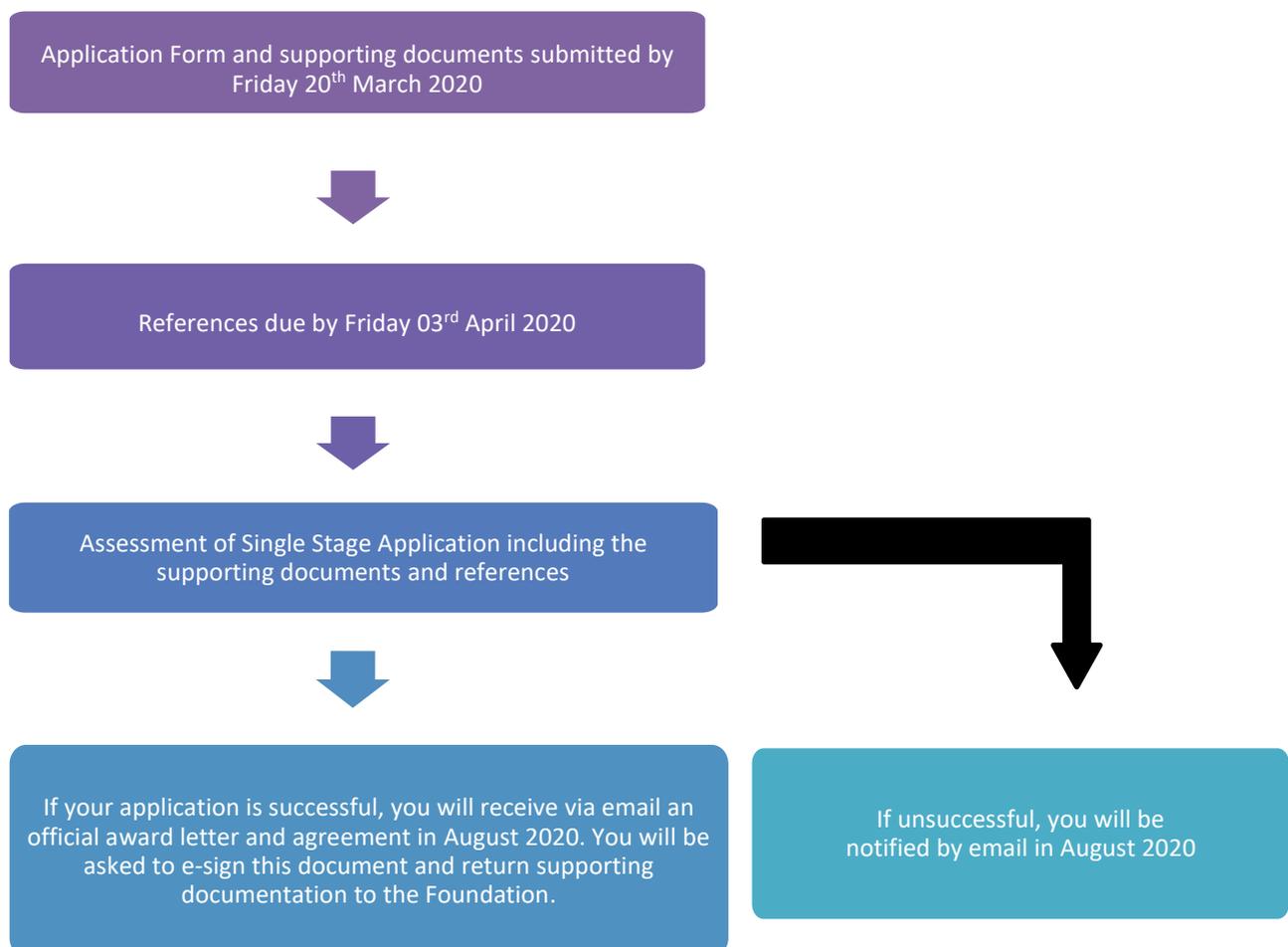
Q. My proposed project has been rejected by the Foundation in the past, am I eligible to reapply?

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 [privacy policy](#).

Single stage application timeline



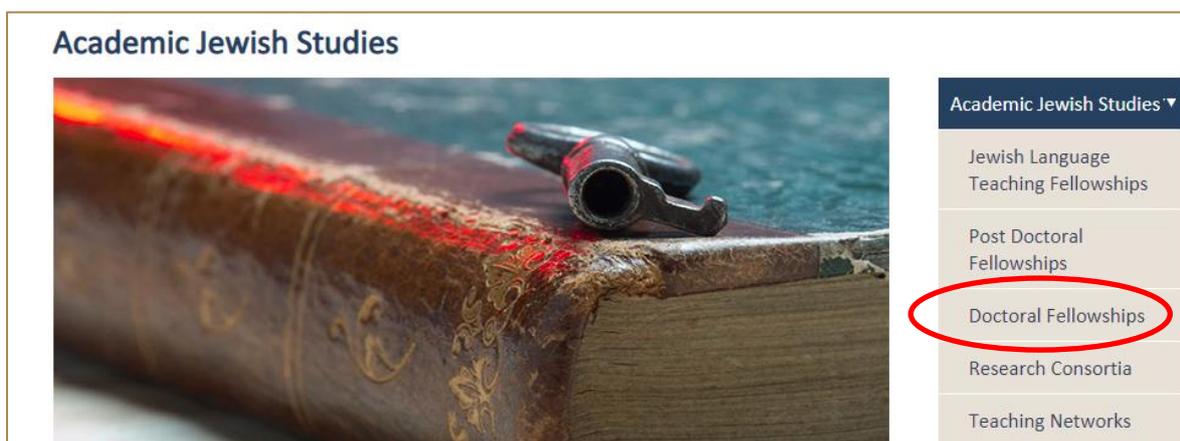
Step-by-Step Guidance to Online Submission

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:

- Jewish Language Teaching Fellowships
- Doctoral Fellowships
- Post-Doctoral Fellowships
- Research Consortia
- Teaching Networks



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

This grant category is open for applications

Apply now ▶

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**, then go to step two. If you already have an account move to step three.



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
<input type="text"/>	<input type="text"/>
New Applicant? Click here to create your account.	Forgot Password?
<input type="button" value="Login"/>	

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

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
<input type="text"/>
Confirm E-mail
<input type="text"/>
Password (must contain at least 5 characters, with both letters and numbers)
<input type="text"/>
Confirm Password
<input type="text"/>
<input type="button" value="Continue"/>

[Return to login](#)

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'



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
<input type="text"/>	<input type="password"/>
<small>New Applicant? Click here to create your account.</small>	Forgot Password?

Eligibility Quiz

You will be asked four eligibility questions, if you pass the eligibility question you will be taken to the application form. If you fail the eligibility quiz you will see the following message and therefore unable to proceed with your application.



Thank you for your interest. Unfortunately, you are not eligible to apply for a Doctoral Fellowship from the Rothschild Foundation Hanadiv Europe. Please [here](#)

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.

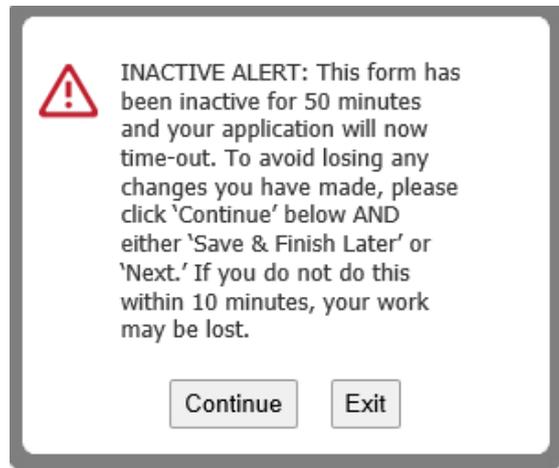


2. You can also move from page to page using the Next button at the bottom of each page



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 (Referee Tab) and save it locally.

When you have completed your application, please email a copy of the application together with the reference form to your referees. You can do this by either emailing the application to them directly 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 03 April 2020.

Adding Attachments

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. 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 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.

- 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

Applicant CV in English (maximum 3 pages)	Bank Details form - Country outside EU.doc	06/01/2017	36 KB	<input type="checkbox"/>
Total size of uploaded files			36 KB	
Available			25,564 KB	

[Remove](#)

Please ensure that your application is accompanied by the following documents as it will not be considered for funding if you fail to include them.

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

Attachments

Printer Friendly Version | E-mail Draft

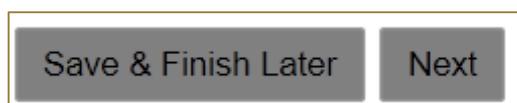
 **You are trying to upload a file with an unaccepted file type. Please upload a file of one of the following types: DOC, PDF, JPEG, DOCX**

Please ensure that your application is accompanied by the following documents as it will not be considered for funding if you fail to include them.

This applies to applicants, including those that have received funding in the past. Documents must be uploaded below.

Saving Your Application & Finishing Later

- 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.



- 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.

 **ROTHSCHILD FOUNDATION HANADIV EUROPE**

Account: t.rice@rothschildfoundation.eu | Change E-mail/Password
 Last Log in: 04/01/2017 11:28 AM GMT00:00 Contact Us | Exit

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

Show In Progress Applications ▾

Application Name	Project Title	Requested	ID	Last Updated	Action
AJS Doctoral Fellowship Form			20394	04/01/2017	
AJS Doctoral Fellowship Form			20393	04/01/2017	
Test			20042	17/11/2016	

- 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
- From your account you can delete or send a copy of your application to yourself or others.

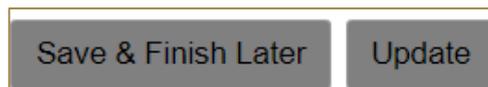
Review Your Application before submitting

- The final step is to review your application before submitting. When reviewing your application, 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 **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**.

 **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

- 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**.
- 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.

- 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.

- 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.



ROTHSCHILD FOUNDATION HANADIV EUROPE

Account: L.rice@rothschildfoundation.eu | Change E-mail/Password
Last Log in: 04/01/2017 11:28 AM GMT00:00 Contact Us | Exit

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

Show Submitted Applications ▾

Application Name	Project Title	Requested	ID	Submitted	Action
AJS Doctoral Fellowship Form	thesis title	1,000	20370	20/12/2016	

Contact us

For more details about the Academic Jewish Studies Grant Programme, please email fellowship@rothschildfoundation.eu

Tel: +44 (0) 1296 658 778

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