

The Rothschild Foundation Hanadiv Europe



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

Post-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 receive a Post-Doctoral Fellowship from the Foundation, individuals and institutions must be based in Europe (this includes non-EU member states, such as Albania, Armenia, Belarus, Bosnia and Herzegovina, Georgia, Gibraltar, Iceland, Kazakhstan, Kosovo, Liechtenstein, Macedonia, Moldova, Montenegro, Norway, Russia, Serbia, Switzerland, Turkey, and Ukraine) and, where individual applicants are concerned, they must intend to remain in Europe and contribute to the development of Jewish studies here.

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 full salary cost for employing a Post-Doctoral Fellow as well as additional travel and research costs may be applied for within this grant category; however, institutional overheads will not be funded under the general Academic Jewish Studies Grant Programme. Institutional overheads include the costs of grant administration, 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.

Post-Doctoral Fellowships Information

Applications for Post-Doctoral Fellowships 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	<p>Applying institutions must be:</p> <ul style="list-style-type: none"> • Based in Europe (including Albania, Armenia, Belarus, Bosnia and Herzegovina, Georgia, Gibraltar, Iceland, Kazakhstan, Kosovo, Liechtenstein, Macedonia, Moldova, Montenegro, Norway, Russia, Serbia, Switzerland, Turkey, and Ukraine). • Public institutions and / or qualify as a charity under UK charity law • Able to demonstrate how the presence of a Post-Doctoral Fellow will strengthen Jewish Studies at their institution <p>Post-doctoral candidates must either:</p> <ul style="list-style-type: none"> • Have received their doctoral degree no more than 5 years before the closing date of the current grant round • Or, they will submit their thesis within 6 months of the deadline for submission of applications, i.e. the end of July 2019 <p>Additionally, Post-doctoral candidates must intend to remain in Europe after their Fellowship year, thereby continuing to strengthen the field of Jewish Studies here.</p>
Ineligible costs	Institutional overheads
Maximum award amount	Maximum £35,000 per annum
Maximum grant period	2 years

Required Supporting Documentation

- ✓ **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.
- ✓ **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 figures in your application form. Please use the template provided in your application. A sample of the budget table is provided in your application.
- ✓ **CV of post-doctoral candidate (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 for post-doctoral candidate 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 combine all transcripts into one document.
- ✓ **A letter confirming the intended thesis submission date (if appropriate):** If the candidate has not yet received their doctoral degree, we expect he or she to provide a letter from his or her supervisor confirming their planned submission date.
- ✓ **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.
- ✓ **Full research proposal:** A full description of no more than 3,000 words outlining the main objective of your project, any necessary background or context, your precise research question, methodology and a timetable for how you intend to implement your proposal. This may repeat elements of the project summary or description included in your application form.
- ✓ **Report on previous grants (if appropriate):** If either the candidate or the applicant have previously held a grant from the Rothschild Foundation Hanadiv Europe and have never completed a final report for your project / activities, 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.

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 Post-Doctoral Fellowship?

To be eligible for a Post-Doctoral Fellowship, individuals must have either received their doctoral degree no more than 5 years before the closing date of the current grant round, or they must be planning to submit their dissertation within 6 months of the deadline for submission of applications, i.e. July in any given application year. The post-doctoral candidate's research must focus upon a topic within the field of Jewish Studies and he or she must intend to remain in Europe after their Fellowship ends, thus continuing to strengthen the field of European Jewish Studies.

As it is the host institution that applies on behalf of a Post-Doctoral candidate, there are also additional institutional eligibility requirements (read below).

Q. What are the institutional eligibility criteria?

Applying institutions must be based in Europe (including Albania, Armenia, Belarus, Bosnia and Herzegovina, Georgia, Gibraltar, Iceland, Kazakhstan, Kosovo, Liechtenstein, Macedonia, Moldova, Montenegro, Norway, Russia, Serbia, Switzerland, Turkey, and Ukraine), be public institutions and / or qualify as a charity under UK charity law, and be able to demonstrate how the presence of a Post-Doctoral Fellow will strengthen Jewish Studies at their institution.

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

All topics within the field of Jewish Studies will be considered, including Israel and Holocaust Studies. The Foundation particularly welcomes 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 that are not based in Europe are not eligible to apply for grants from the Rothschild Foundation Hanadiv Europe.

Q. What is the maximum grant award amount I can apply for?

Applicants may apply for up to £35,000 per annum.

Q. What is the maximum grant period?

Applicants may apply for up to two years of funding.

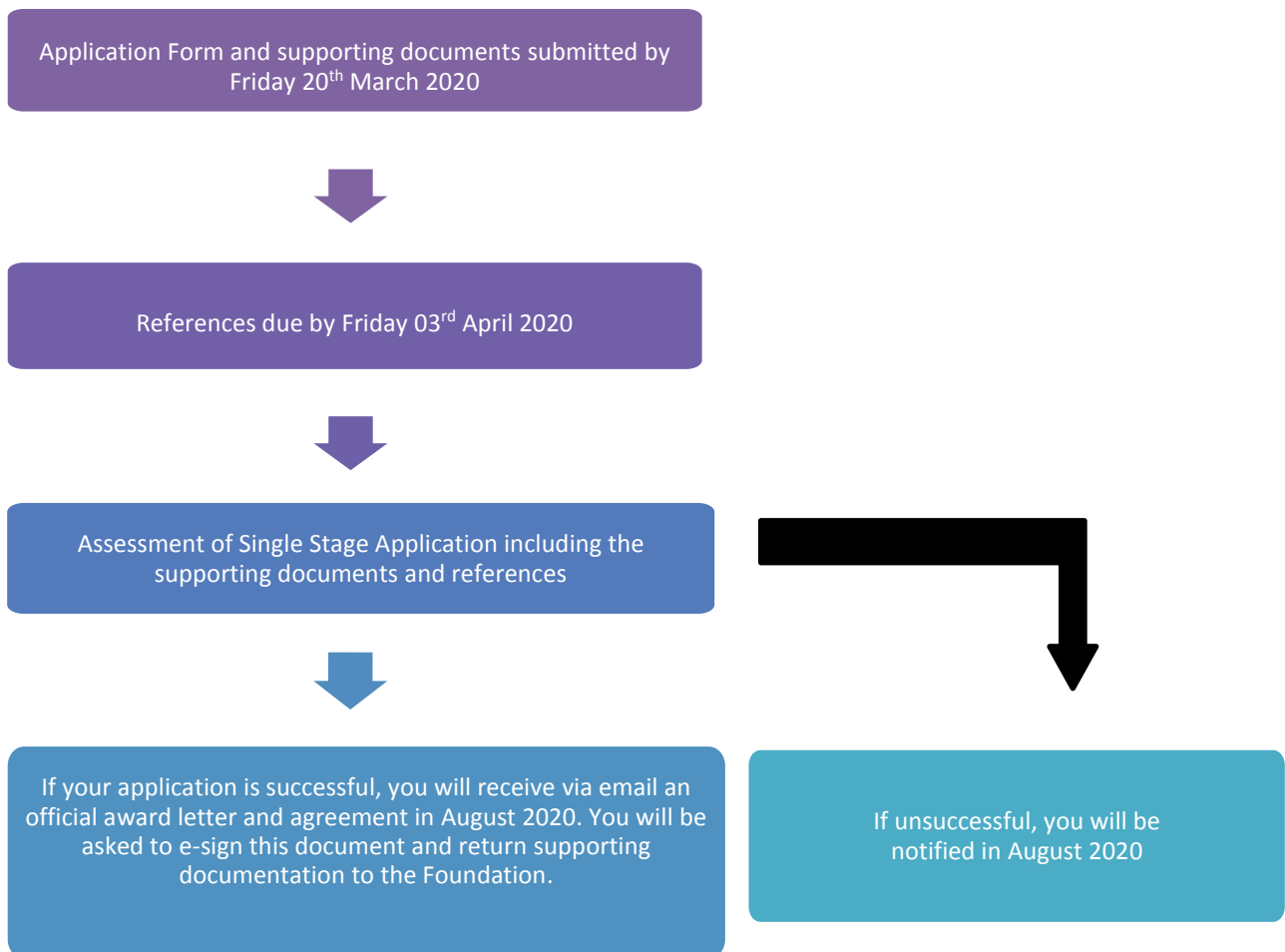
Q. My proposed project has been rejected by the Foundation in the past, am I eligible to reapply?

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



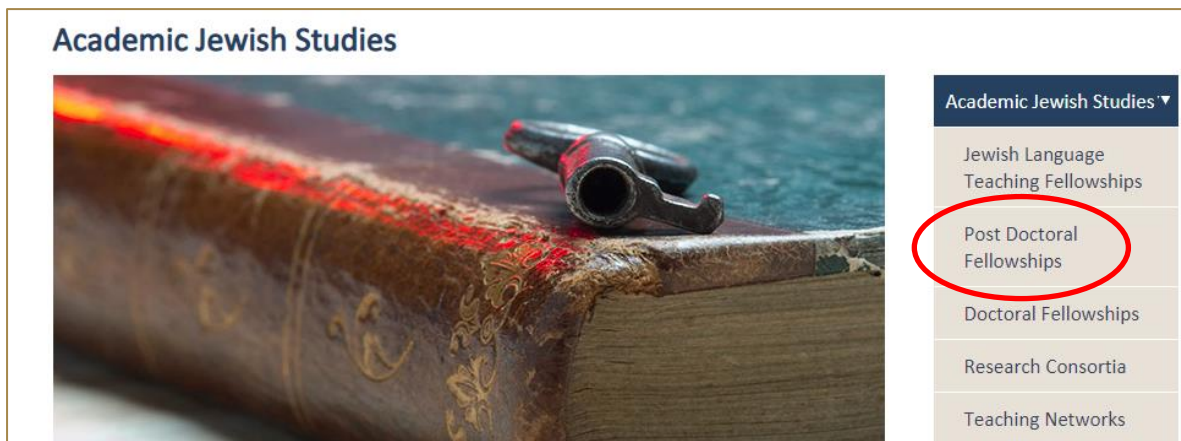
Step-by-Step Guidance to Online Submission

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 Network



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

[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.

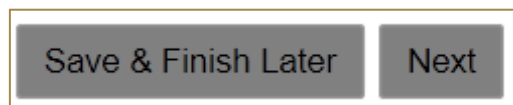
E-mail <input type="text"/> <small>New Applicant? Click here to create your account.</small>	Password <input type="password"/> Forgot Password?
<input type="button" value="Login"/>	

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.

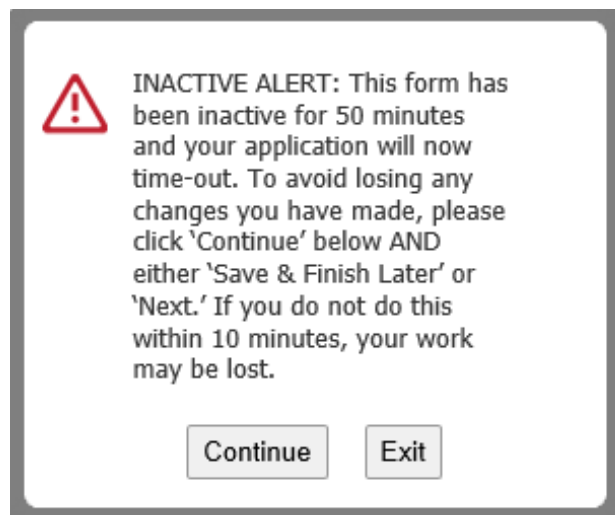


2. You can also move from page to page using the Next button at the bottom of each page



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 & GDPR 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 03 April 2020.

Adding Attachments

1. A list of attachments (supporting documentation) are listed 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 the required documentation uploaded.

To note: Please ensure that non-Latin characters or symbols (for example: à, ø, Å, é, ü, ž, *, ", !, *, spacings) 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")

2. Where instructed, please download the **template 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 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	

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.

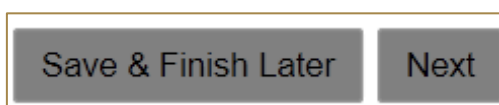
Attachments Printer Friendly Version | E-mail Draft

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 then be directed to your online account where a copy of the application form 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
AIS Doctoral Fellowship Form			20394	04/01/2017	
AIS 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 also delete your application or send a copy of your application to 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 on **Update** at the bottom of the page.

Save & Finish Later

Update

If the error message is in relation to attachments you will see the message below in red explaining what document is missing. Click on the link 'here' in the error and 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. Once you have submitted you will be directed to your account, where you will see a message in your account in red stating your form has been submitted.

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 option on the right hand side from In Progress Application to Submitted Applications. You will also receive a confirmation email that your application has been submitted.



ROTSCHILD FOUNDATION HANADIV EUROPE

Account: Lrice@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