

# The Rothschild Foundation Hanadiv Europe



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

Post-Doctoral Fellowships  
2021 Grant Round

Deadline for submission: 12 March 2021

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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.

Grants of up to £35,000 per annum are available for European institutions to employ a post-doctoral fellow for a two-year period. Candidates researching and/or teaching any topic within the field of Jewish Studies will be considered eligible for funding. Successful applications will demonstrate the synergy between the hosting department and the proposed candidate. Post-doctoral fellows are encouraged to present their research to the local Jewish community as well as to the wider public. Award amounts will vary according to the local costs of living, tuition fees and individual needs.

Institutions may only support a single post-doctoral fellowship application; if more than one application is submitted by the same institution then applicants will be asked to select which of their proposals should be taken forward and reviewed by the Foundation. These fellowships are awarded based on the candidate's academic merit, though some consideration will also be given to the degree of geographic mobility demonstrated in the candidate's current proposal, as well as his or her previous academic career.

## Eligibility Criteria

To be eligible to receive a Post-Doctoral Fellowship from the Foundation, the post-doctoral applicant must be based in Europe (either a European citizen or holder of a valid European residency permit) and the host institution must be based in Europe (both EU and non-EU states). We are not currently accepting applications from Ukraine and Russia.

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 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.

## 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.

## Post-Doctoral Fellowships Information

Applications for Post-Doctoral Fellowships must be submitted by the institution that will employ the post-doctoral fellow. The prospective fellow should complete and submit the first section of the application form, and then the host institution should complete and submit the second section of the form.

At a glance:

Eligibility criteria	<p>Applying institutions must be:</p> <ul style="list-style-type: none"><li>• Based in Europe (both EU or non-Eu European countries eligible). We are not currently accepting applications from Ukraine and Russia</li><li>• Public institutions and / or qualify as a charity under UK charity law</li><li>• Able to demonstrate how the presence of a Post-Doctoral Fellow will strengthen Jewish Studies at their institution</li></ul> <p>Post-doctoral candidates must <b>either</b>:</p> <ul style="list-style-type: none"><li>• Have received their doctoral degree no more than 7 years before the application deadline</li><li>• Or, submit their doctoral dissertation within 6 months of the application deadline</li></ul> <p>Additionally, post-doctoral candidates must be European citizens or hold a valid European residency permit.</p>
Ineligible costs	Institutional overheads
Maximum award	Maximum £35,000 per annum

amount	
Maximum grant period	2 years
Referees	Applicants must supply details for two, external referees able to evaluate their proposal. It is the responsibility of the applicant to send their referees the correct reference form (available for download under the referees section of the 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.
- ✓ **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 include all relevant academic experience, publications and prizes. 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 submission doctoral dissertation (or letter from supervisor confirming when it will be submitted)**
- ✓ **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 in English, German or French:** 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 not 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 (excluding the research proposal):** 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 7 years before the application deadline, or they must be planning to submit their dissertation within 6 months of the application deadline. The post-doctoral candidate's research must focus upon a topic within the field of Jewish Studies and he or she must either be a European citizen or hold a valid European residency permit.

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?**

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. Institutions must 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?**

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. The project deals with Jewish topics, but is not based in a Jewish Studies department. Is it still eligible?**

Topics that fall within the realm of Jewish Studies are often based in other departments (for instance, a Jewish history project may be based in a university history department). All topics that could reasonably be classified as Jewish Studies (see above), regardless of which department they are based in, are eligible.

### **Q. If the post-doctoral application is not Jewish, are they eligible to apply?**

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

**Q. The post-doctoral applicant and/or the host institution are not based in Europe, but the proposed project focuses on Europe. Is the project eligible for a grant?**

Individuals and institutions that are not based in Europe are not eligible to apply for grants from the Rothschild Foundation Hanadiv Europe.

**Q. The prospective fellow finished their PhD more than seven years ago and had to take a break from academic research due to health concerns, maternity/paternity leave, etc. Can they still apply?**

Perspective applicants with extenuating circumstances which have led to pauses in their academic career are encouraged to contact the Foundation directly to explain their circumstances.

**Q. What is the maximum grant award amount institutions 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. Our institution wishes to apply for a postdoctoral fellowship grant, but we are unsure whether the maximum grant amount per annum will cover all of the fellow's salary and living expenses. How should we address this?**

The Foundation's maximum grant amount is based upon averages of salaries, living expenses, and research expenses across Europe. However, your institution is more than welcome to supply supplementary funds to your fellow should they see fit. Alternatively, your institution could propose an 18 month or .75 FTE position.

**Q. The post-doctoral applicant has previously received a doctoral fellowship from the Rothschild Foundation Hanadiv Europe Foundation. Will this impact his/her application for a postdoctoral grant?**

Former doctoral fellows are eligible to apply through an academic institution for postdoctoral fellowships. This grant programme does not discriminate (either positively or negatively) towards former grantees applying in a different category.

**Q. The proposed project has been rejected by the Foundation in the past, can the applicant reapply?**

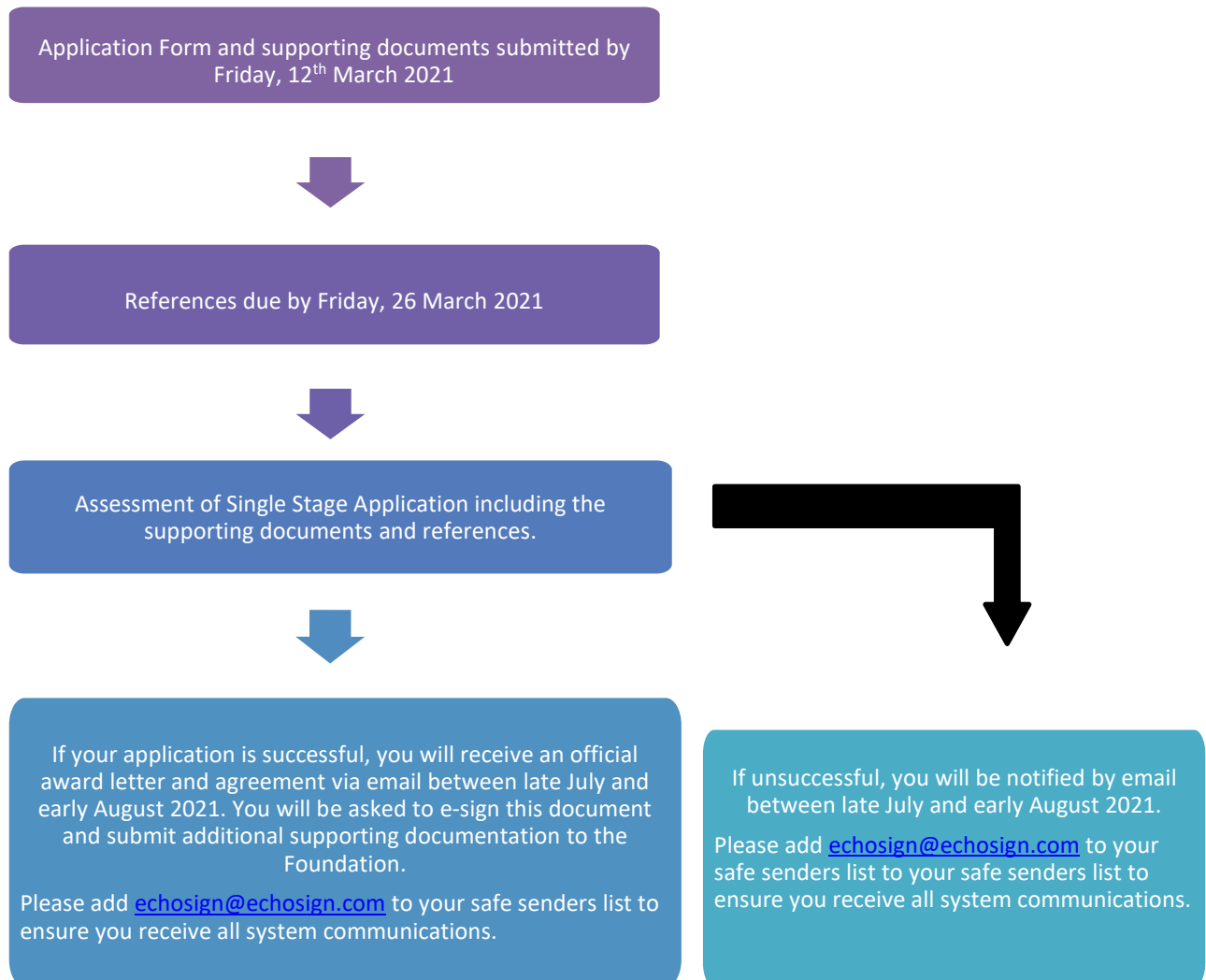
Unless you have been otherwise advised by Foundation Staff, please do not resubmit a previously rejected application without making substantial changes to the proposal.

## **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](#).

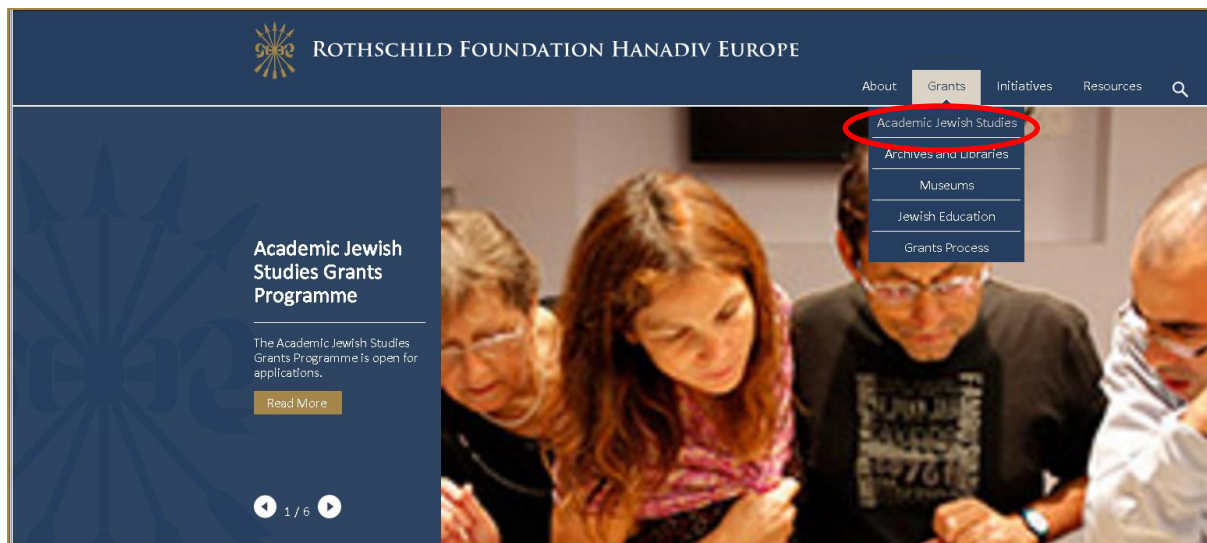
## Timeline





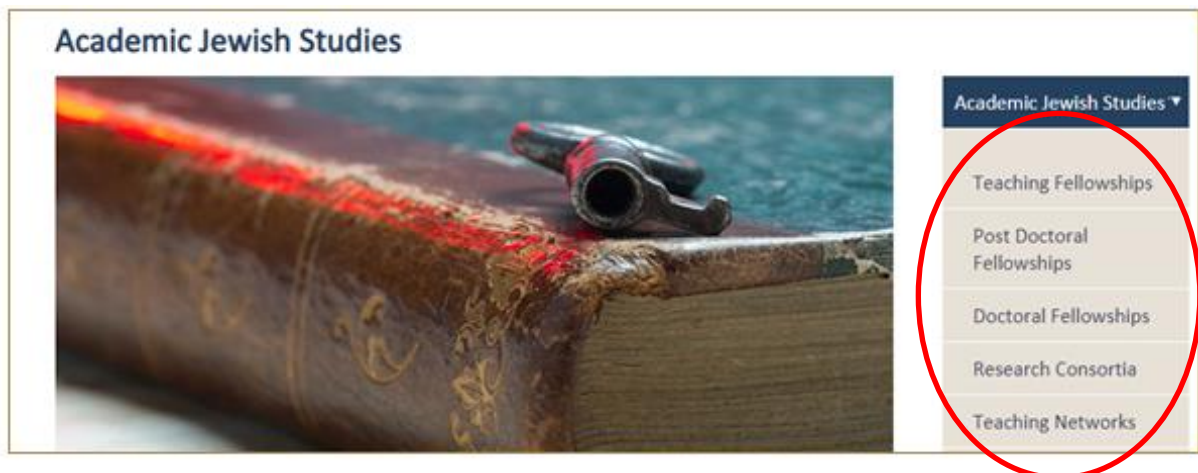
## Step-by-Step Guidance to Online Submission

**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:

- 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."



Please add [mailuk@grantapplication.com](mailto: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**, then go to step two. If you already have an account move to step three.



**ROTHSCHILD FOUNDATION HANADIV EUROPE**

Contact Us | Exit

**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

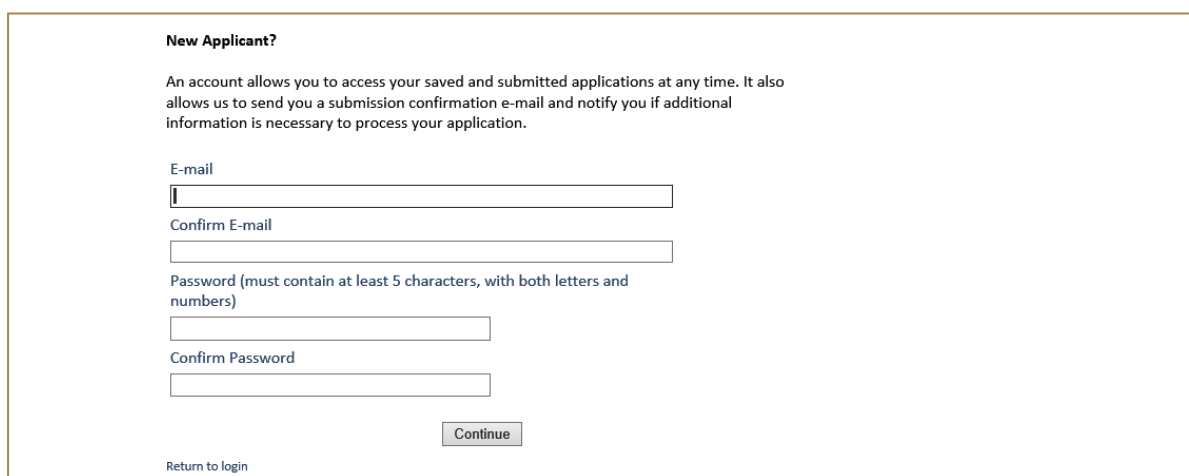
2. If you are registering, you will be asked for your email address and to create a password.

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](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

[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'

## 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

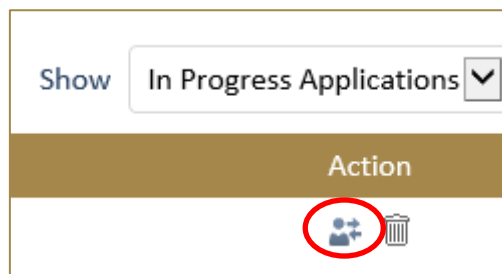
3. **Please note that your application page must remain 'active' when completing the form –** Typing into a text box does not count towards activity. If left inactive for 50 minutes, you will receive the alert below. In order to continue working on the form or to save the changes made so far, you must 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.

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



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.

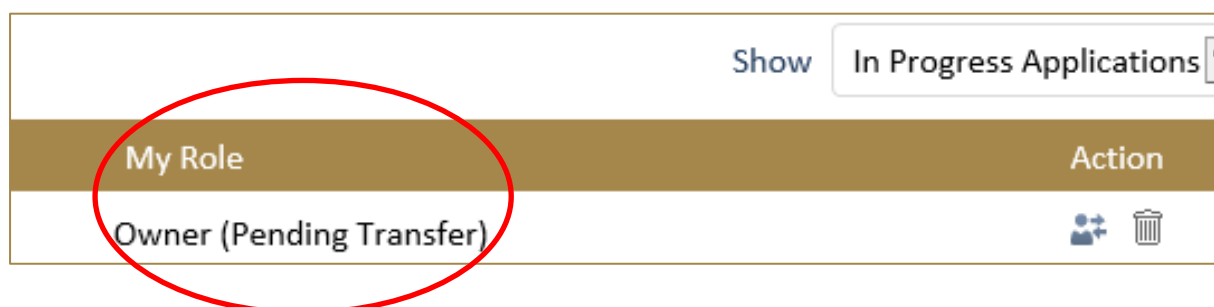
NOTE: If you are a new user, a separate email will be sent to you with the login web page and your initial password. For security reasons you will be asked to change the password when you first

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.

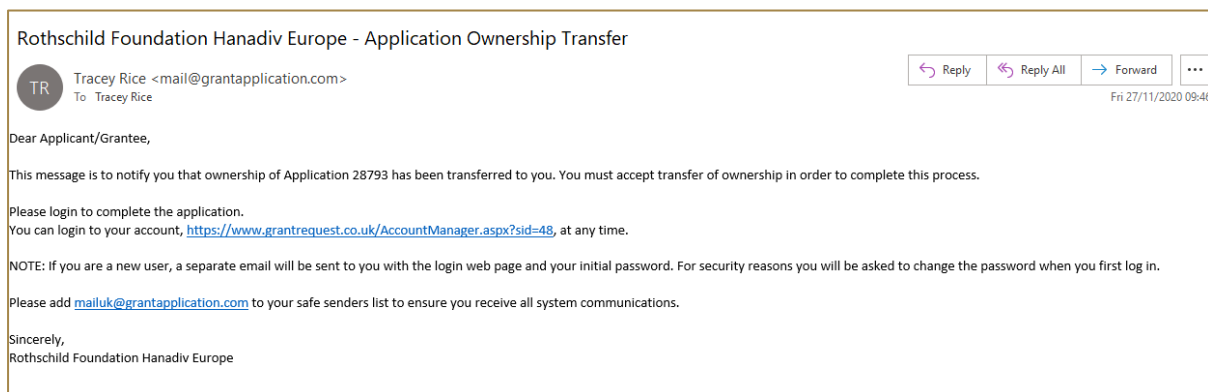


## Accepting the Application - Ownership of Transfer

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,

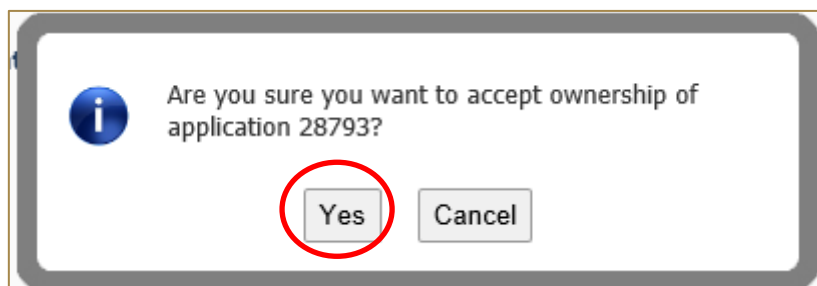
which they should do first. The new owner can create an account in advance by clicking on the account link then following step two of the **Logging In/Registration** steps above.

Online Account link: [https://www.GrantRequest.co.uk/SID\\_48?SA=AM](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**.

Show In Progress Applications						
✓ Accept All Transfers ✕ Decline All Transfers						
Application Name	Project Title	Requested	ID	Last Updated	My Role	Action
AIS Post Doctoral Fellowship Form			28793	27/11/2020	Viewer (Pending Transfer)	<input checked="" 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 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](mailto: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 26 March 2021.**

## Adding Attachments

1. A list of attachments (supporting documentation) are listed on the Attachments page (p. 6). 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 no special characters (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")

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 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)	<a href="#">Bank Details form - Country outside EU.doc</a>	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.

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.

**Attachments**Printer Friendly Version | E-mail Draft

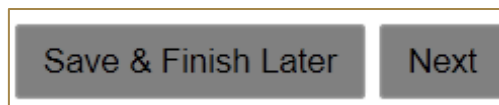
 **You are trying to upload a file with an unaccepted file type. Please upload a file of one of the following types: DOC, PDF, JPEG, DOCX**

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

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.



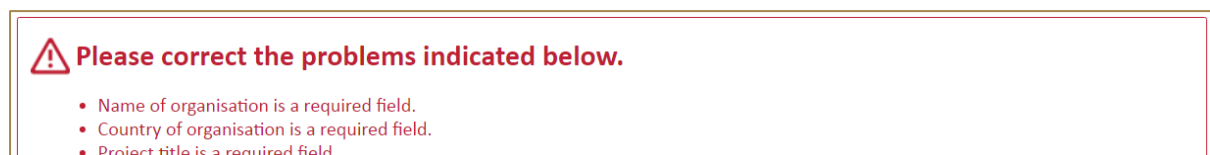
2. You will then be directed to your online account where a copy of the application form will be saved. Access your application form from here to continue filling in your application, do not click on the 'Apply Now' link on the website as this creates duplicate blank application forms in your account.

A screenshot of the Rothschild Foundation Hanadiv Europe account page. The page header includes the logo and name. Below the header, there is a navigation bar with links for 'Account: Lrice@rothschildfoundation.eu', 'Change E-mail/Password', 'Last Log in: 04/01/2017 11:28 AM GMT00:00', 'Contact Us', and 'Exit'. The main content area is titled 'Applications' and contains instructions: '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.' A table lists applications with columns: Application Name, Project Title, Requested, ID, Last Updated, and Action. The table shows three applications: 'AIS Doctoral Fellowship Form' (ID 20394), 'AIS Doctoral Fellowship Form' (ID 20393), and 'Test' (ID 20042). A red circle highlights the 'Show In Progress Applications' dropdown menu.

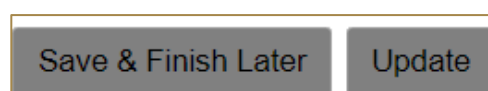
3. You will also receive an email confirming the application has been saved to your account. In this email you will receive the URL needed to access your account. This link will also be available on our website. [https://www.GrantRequest.co.uk/SID\\_48?SA=AM](https://www.GrantRequest.co.uk/SID_48?SA=AM)
4. From 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. 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.

A screenshot of an error message box. It features a red triangle icon with an exclamation mark and the text 'Please correct the problems indicated below.' Below this, there is a list of three items: 'Name of organisation is a required field.', 'Country of organisation is a required field.', and 'Project title is a required field.'

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



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.

**ROTHSCHILD FOUNDATION HANADIV EUROPE**

Account: [t.rice@rothschildfoundation.eu](mailto: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 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 [r.johnston-bloom@rothschildfoundation.eu](mailto:r.johnston-bloom@rothschildfoundation.eu)

Tel: +44 (0) 1296 658 778

For any other information including **technical support** please contact [info@rothschildfoundation.eu](mailto:info@rothschildfoundation.eu)