

The Rothschild Foundation Hanadiv Europe



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

Teaching Networks
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

Only institutions 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) , whose activities qualify as charitable according to UK tax authorities are eligible to apply for a Teaching Networks Grant from the Rothschild Foundation Hanadiv Europe. These include public universities, research centres, and memory institutions. The Foundation regrets that it cannot accept applications from individuals. If you are an early career scholar (e.g. you received your doctoral degree less than 5 years ago), you may be eligible to apply for a Post-Doctoral Fellowship within the Academic Jewish Studies Grant Programme. Please refer to the relevant programme page on our website.

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

All 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.

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

In general, the costs of coordination, student travel and accommodation grants, visiting lecturer costs, and the costs associated with putting reliable distance learning technology into place 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.

Teaching Networks Information

Applications for Teaching Networks must be submitted by the organiser of the 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 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 £25,000 per annum
Maximum grant period	3 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.
- ✓ **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.
- ✓ **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.

NB, 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.

- ✓ **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 a completed budget table can be downloaded via the application form.

- ✓ **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.
- ✓ **Report on previous grants (if appropriate):** 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.
- ✓ **English translation(s) for documents not originally written in English:** Any documents not written in English, which are not accompanied by an English translation, will not be considered in the evaluation of the application. Combine your original documentation with the English translation and upload as one document under the corresponding attachment title. This does not need to be an official translation, but it must be clear and accurate.

FAQs

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.

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

All topics within the field of Jewish Studies will be considered eligible, including Heritage, 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.

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 £25,000 per annum.

Q. What is the maximum grant period?

Applicants may apply for up to three years of funding.

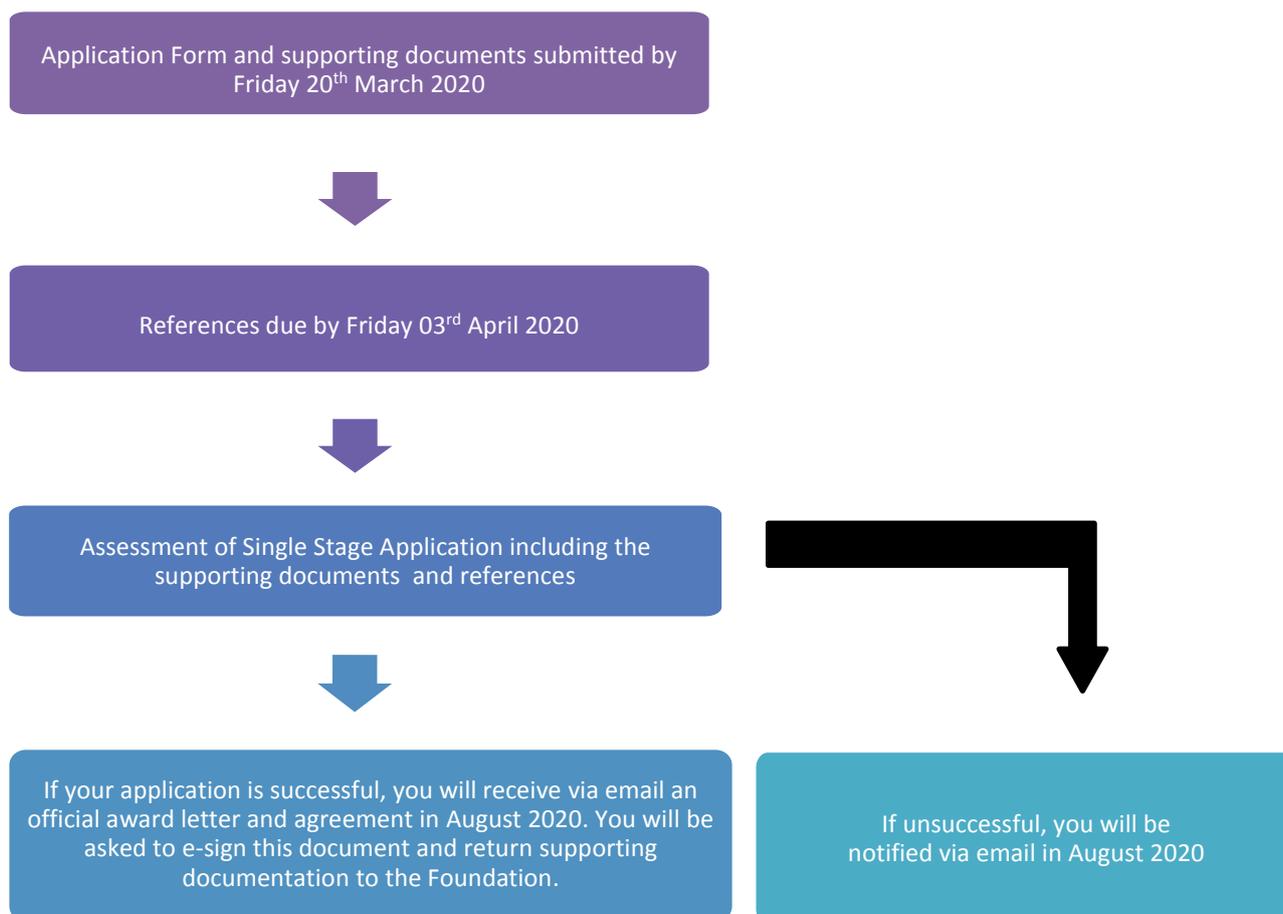
Q. My proposed project has been rejected by the Foundation in the past, am I eligible to reapply?

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 Networks

Academic Jewish Studies



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.

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Please Sign In

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

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

E-mail

New Applicant? Click here to create your account

Password

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

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'

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Please Sign In

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

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

E-mail Password

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

Login

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.

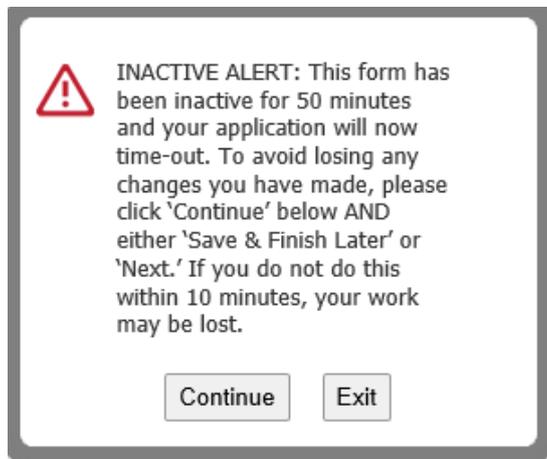


2. You can also move from page to page using the Next button at the bottom of each page.



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 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 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. JPG files are not admissible along with files with certain extensions (such as "exe", "com", "vbs", or "bat")

2. Where instructed, please download and save the **templates provided** locally to your PC where you can fill-in the required information, save and upload to the matching attachment.
3. When you have successfully uploaded a supporting document, the document will be visible under **Uploaded Files** in your application. From here you can see the size of your file, the total

size of the combined uploaded files, and the available storage for any additional supporting documents that are required. Please note that you have a combined total of 25 MB to upload.

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

Uploaded Files

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.

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

Last Log in: 04/01/2017 11:28 AM GMT00:00

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	🗑️ 🗨️

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

Review Your Application before submitting

1. The final step is to review your application before submitting. 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.

Save & Finish Later

Update

If the error message is in relation to your attachments you will see the message below in red explaining what document is missing. Click on 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

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

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

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

Applications

Thank You! Your form has been submitted.

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

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

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

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

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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
AIS Doctoral Fellowship Form	thesis title	1,000	20370	20/12/2016	

Contact us

For more details about the Academic Jewish Studies Grant Programme, please contact:

Ms Robin Nobel: r.nobel@rothschildfoundation.eu

Tel: +44 (0) 1296 823 064 or +44 (0) 1296 658 778

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