

The Rothschild Foundation Hanadiv Europe



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

Teaching Fellowship
2021 Grant Round

Deadline for submission: 15 March 2021

Contents

Overview	3
Eligibility Criteria	3
Teaching Posts	4
Submitting supporting documentation with the application	4
FAQs	5
Collecting personal data & Declaration	6
Timeline	6
Step-by-Step Guidance to Online Submission	7
Logging in / Registration	8
Filling In Your Application	9
Referees	10
Adding Attachments	10
Saving Your Application & Finishing Later	11
Review Your Application before submitting.....	11
Contact us	12

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.

The Rothschild Foundation Hanadiv Europe offers grants to support teaching in Jewish Studies centres across Europe. The Foundation especially welcomes applications for the provision of Jewish language instruction (Hebrew, Yiddish, Ladino, etc.) but will consider applications to support the teaching of other essential Jewish Studies subjects as well. Eligible institutions may apply for up to £40,000 per annum for a maximum of three years to expand their course offerings. Please note that local salaries and living costs will be used to determine the amount awarded for these Fellowships.

These teaching posts are intended to offer Jewish Studies students learning opportunities not previously available at their institutions. The skills they acquire through the newly offered classes (either language classes or otherwise) should enable further research within the field of Jewish Studies at both the undergraduate and postgraduate level.

Eligibility Criteria

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

The Foundation regrets that it cannot accept applications from individuals within this category. If you are an early career scholar (e.g. you received your doctoral degree less than 7 years ago), you may be eligible to apply for a Post-Doctoral Fellowship within the Academic Jewish Studies Grant Programme. Please refer to the relevant programme page on our website.

Applying institutions must already have an existing programme, centre and/ or department of Jewish Studies that this new post would complement and enrich. The applicant must demonstrate the need for the proposed courses to be taught, and how they will benefit Jewish Studies students enrolled in the institution. If a fellowship candidate has been identified already, then the application should note his or her qualifications and describe why he or she is best placed to take on the role. The applicant will also be asked to explain whether external students (i.e. those not enrolled at the applying institution) might participate in the new classes and, if so, how this will be made possible.

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

In general, the salary cost for employing a Teaching Fellow as well as additional costs for teaching resources may be applied for within this grant category. The Foundation will give preference to applications where the university covers part of the salary. Institutional overheads will not be funded. 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.

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

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

Teaching Posts

At a glance:

Eligibility criteria	<p>Applying institutions must be:</p> <ul style="list-style-type: none"> • Based in Europe (both EU and non-EU states). We are not currently accepting applications from Ukraine and Russia. • Institutions of Higher Education that are either public and / or qualify as a charity under UK charity law. • Able to demonstrate that there are significant gaps in the instruction in their Jewish Studies programme • Additionally, the institution will be required to commit to the ongoing funding of these posts
Ineligible costs	Institutional overheads
Maximum award amount	Generally £40,000 per annum, though the award amount will vary according to local costs and salary expectations
Grant period	3 years
Referees	It is the responsibility of the applicant to send their referees the correct reference form (available for download under the referees section of 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 the teaching post candidate, if applicable (maximum 5 pages)**
- ✓ **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.
- ✓ **A letter of intent** from your university indicating its willingness to continue to support the proposed teaching position after the requested period of RFHE funding has come to a close.

- ✓ **Strategic Plan:** If you are applying for a multi-year grant, please include a strategic plan of the Organisation for the duration of the proposed project.
- ✓ **The most recent available audited accounts or financial statements stamped by the financial authority in your country:** Please consult your university or departmental finance department in order to obtain these. Accounts are required even from public bodies and from organisations that have applied to the Rothschild Foundation Hanadiv Europe previously.
- ✓ **Income and Expenditure:** If the submitted audited accounts or financial statement are not in English, you are required to submit an English summary of the income and expenditure account and balance sheet.
- ✓ **The operating budget of your organisation for the current fiscal year:** Please consult your university or departmental finance department in order to obtain these. An operating budget is required even from public bodies and from organisations that have applied to the Rothschild Foundation Hanadiv Europe previously.
- ✓ **Report on previous grants (if applicable):** If your institution has previously held a grant from the Rothschild Foundation Hanadiv Europe and has **not** yet submitted a final report detailing the funded activities, then you must now submit such a report. Please contact the staff at Rothschild Foundation Hanadiv Europe if you have any further questions on this at report@rothschildfoundation.eu
- ✓ **If you have a current grant with the Foundation** and have **not** submitted a progress report in the last 6 months, please upload a brief grant update (maximum 3 pages) about your project. There is no specific form for this update.
- ✓ **English translation(s) for documents not originally written in English:** This does not need to be an official translation, but it must be clear and accurate. Documents in any language other than English that are not accompanied by an English translation will not be processed. If financial documents are very long, a translation summarising the main income and expenditure included in your financial statements and organisational budget will be sufficient. This document should be no longer than 10 pages. Please upload your translated document against the same upload title you used for the original document, this means you can potentially have two documents saved under each upload title.

FAQs

Q. What are the institutional eligibility criteria?

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

Q. The proposed teaching fellow is not Jewish, does that impact our chances?

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

Q. What is the maximum amount applicants can apply for?

Applicants may apply for up to £40,000 per annum.

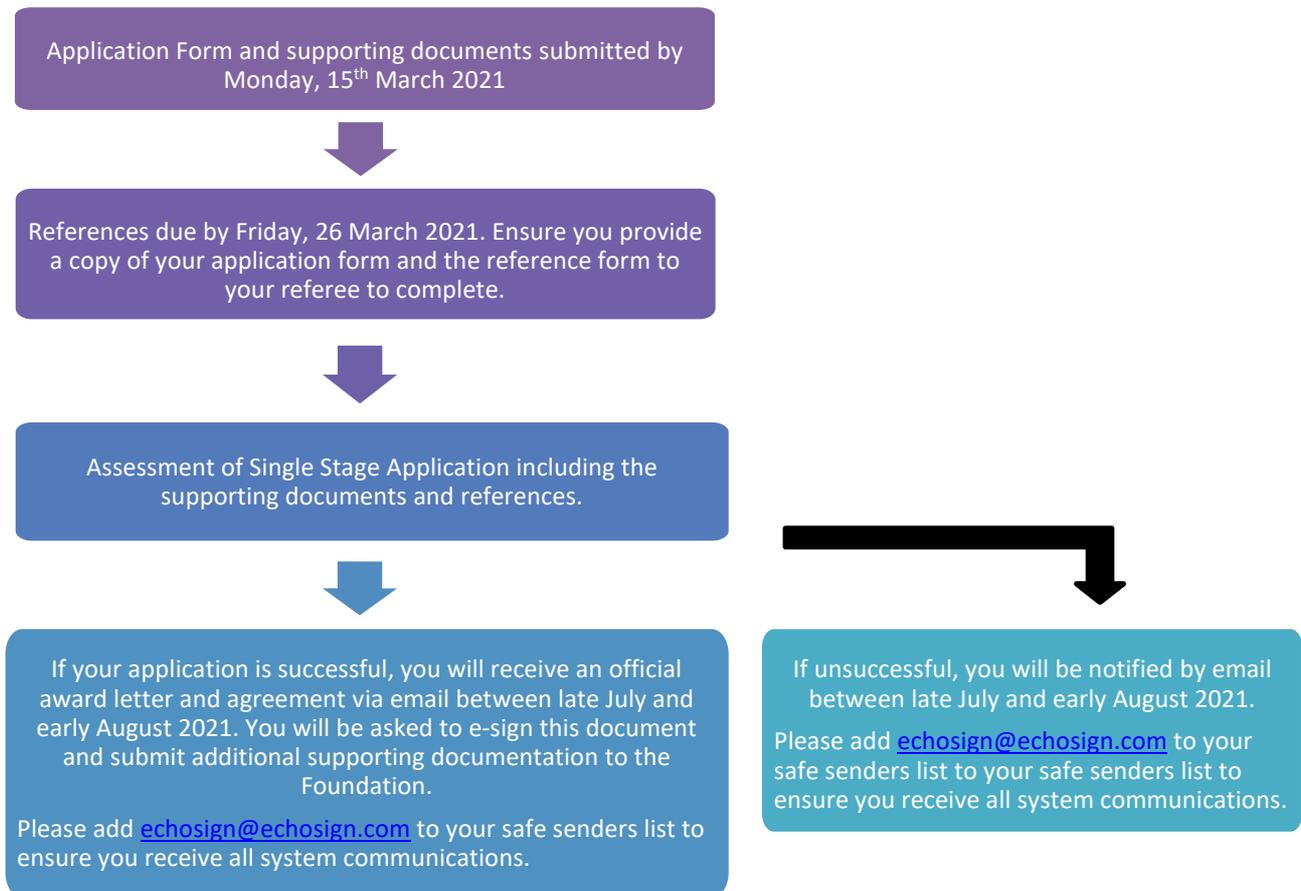
Q. What is the maximum grant period?

Applicants may apply for up to three years of funding.

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 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 ▶

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

Logging in / Registration

1. You will be asked to either log-in or create your new online account. To create a new account, click on the link **New Applicant? Click here to create your account**, 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

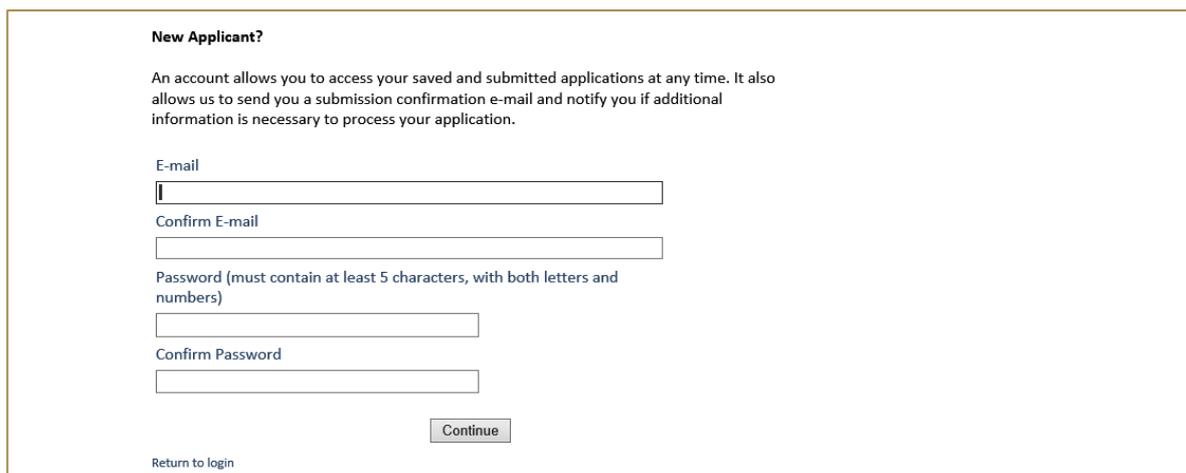
2. If you are registering, you will be asked for your email address and to create a password.

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



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.



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 26 March 2021.

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 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	

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.

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: L.rice@rothschildfoundation.eu | Change E-mail/Password
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	

- 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.

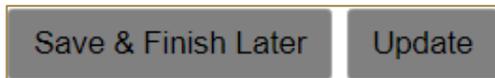
Review Your Application before submitting

- 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 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.

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.

 **ROTHSCHILD FOUNDATION HANADIV EUROPE**

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 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 contact:

Dr Ruchama Johnston-Bloom: r.johnston-bloom@rothschildfoundation.eu

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