



Call for application by the Talent Support Council of ELTE

Application for supporting participation in national and international online or in-person academic competitions, conferences and workshops or short research trips as well as for financing the expenses of instructors preparing and taking part on academic competitions

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The aim of the application is to promote the participation of Eötvös Loránd University's talented students in national and international, **online or in-person** academic competitions, conferences and workshops and to provide a supporting grant for their research trips relating to their studies.

1. The following individuals shall be eligible to apply for the grant

- **All students who have an active student status with ELTE at the time of submission of the application as well as at the time of travel indicated in the application and the submission of the trip report** (the status of doctoral candidate shall not be considered a student status). If the applicant has an active student status at the time of submitting the application but completes their studies before the trip or sending the trip report, the grant will be withdrawn.
- **Full-time lecturer/researcher at ELTE only for a study competition**, if they have prepared and accompanied a group of at least 2 students and are applying for the competition at the same time as the students.

Students are not eligible to apply if they:

- sent their trip report later than the deadline, did not submit at all, their trip report was not approved (see point 11.) or failed to pay back any unduly awarded grants,
- participate in a study abroad or an internship program abroad, they are not eligible to apply for an event in the country of destination during their stay abroad.

2. Deadline of submitting the application

Applications may be submitted based on this call for applications

- a) until 15th September 2025
 - for events organized between 1st June 2025 and 31st August and
 - for event organized after 1st September 2025
- b) from 16th September 2025 strictly for events to be organized after the submission of the application

The submission and evaluation of the applications runs all the way through 15th May 2025 or until withdrawal.

3. The aim of the application

Students may apply for **active participation** in conferences, workshops and academic competitions or for support for a short research trip (Study Abroad, Erasmus programs and Internship programs abroad are not considered as short research trips in this application).

Applications should be submitted **individually**. Applications in the case of group trips to academic competitions are also to be submitted individually, complete with the names of the members of the group.

4. Process of submitting the applications

- Please fill in the form on the following link:
https://martonaronurlapok.elte.hu/urlapok/2025_o_utazasi_palyazat.php
- The application form can be accessed at the link above upon registration.
- Applicants must upload the following documents to their application form:

Type of event	Necessary documents
For every event	Justification of participation , written by the applicant in 1000-2000 characters and addressed to the Talent Support Council
	detailed estimate of costs with justification and the references on which the estimate is based (see point 5)
Further documents	
Conference	an official document from the organizers, verifying the approval of the abstract
Workshop	recommendation written by the topic supervisor or head of the department
Research trip	recommendation from the topic supervisor <u>and</u> invitation from their host institution
Academic competition	official confirmation from the event's organizers

Documents should be uploaded in pdf.

All documents above are part of the application. In case of missing documents, applications will be rejected.



Please note that that there is no extended deadline for submitting documents after the deadline. Applications submitted by the 15th of the month will only be considered if all the necessary documents are available. Otherwise, the application will be returned and will be evaluated the following month after the necessary documents have been uploaded.

The application will only be valid once the application form is filled out and submitted electronically.

- d) Applicants will receive an automatic confirmation e-mail after submitting their application. If you do not receive an e-mail, please notify the Talent Support Council at tehetseggondozasitanacs@elte.hu.

5. Categories of support

Applicants can request support for:

- registration fee,
- financing the printing of posters,
- financing travel (one return trip) and
- accommodation expenses for the period and place of the event.
- In case of online conference, applicants can only apply for the registration fee.

Applicants cannot request support for:

- public transport tickets and passes,
- cost of meals and food related expenses,
- visa or other authorization to enter a foreign country,
- travel and accommodation costs to the ELTE campus if staying abroad.

The applicant must list and justify all expense types by item that are to be covered by the grant and attach the necessary documents verifying their calculations of the expenses (screenshots of booked accommodation and flights) to the application form.

Proofs must be valid only for the travel period indicated by the applicant on the application form.

6. Available support

- One trip can be supported with a **maximum of 120.000 HUF**.
- One applicant can apply for a maximum of **120.000 HUF per semester** and **240.000 HUF** over the course of one **academic year**.
- The total support for research trips shall not exceed 20% of the total sum of the disbursements.

Please note that participating and winning in the **faculty TDK or OTDK** (only for Hungarian students) and **publications** for doctoral students is an advantage in the evaluation of applications, so please indicate this in your application. Students who apply without such achievements may be eligible for a reduced grant. The exact amount of this will always depend on the number of applications submitted each month.

7. Support from other sources

- If the applicant is also financing their participation in the given event from other sources, they shall only be eligible to apply for a **partial grant**. In this case, the applicant is required to disclose the support they receive from other resources in their application.
- **Expenses already covered from other resources shall not be supported by the Talent Support Council.**
- Any grant availed of contrary to this provision is to be considered an unauthorized disbursement.
- Please note that if you submit an application for funding through the **Faculty Student Union (HÖK)**, they are not eligible to submit a separate application for the ELTE travel grant for the same cost items. Furthermore, if a student is awarded funding through one of the application processes, the decision is final and cannot be modified or exchanged for support from another grant later.
- For **lecturers** the subsidized travel may not be financed through work secondments and shall not be entirely funded by university or grant applications.

8. Evaluations

The applications are evaluated by a committee of members of the Talent Support Council. Applications submitted by the 15th day of the month will be evaluated by the end of the given month. The applicant shall be notified of the committee's decision about their application within one week of the evaluation. No appeals against the decision will be accepted.

9. Contract

The grant-winning students shall have **10 days upon notification** of the assessment of their application to submit the **electronically signed (e-papír or DÁP) contract by e-mail** to Eötvös Loránd University's Education Development and Talent Support Department: tehetseggondozasitanacs@elte.hu.

If the applicant is unable to submit the contract by the deadline indicated in the letter for any reason, they must send an email to tehetseggondozasitanacs@elte.hu, stating the reason. In this case, the applicant may be granted a one-month extension to send the contract, and they will get the payment one month later. Extension can only be given in the September-April period because of the end of the year financial closure.

Applicants who do not send their contract by the new deadline or who do not request a postponement will have their grant withdrawn.

10. Payment

The grant shall be awarded in the form of a **scholarship for the students**. In the case of accompanying instructors, the grants awarded will be disbursed as other allowance.

Recipients who submit the signed contract until the deadline, shall receive their grants at the beginning of the following month, so two months after the submission deadline of the application.

Grants scheduled to be disbursed based on contracts submitted in December may be delayed due to the financial closing process

The recipient shall prove that the scholarship has been utilized in accordance with the call for applications by presenting a **trip report** pursuant to point 11. In the case of the lecturers, the payment of other allowance shall be subject to the submission of the approved trip report in accordance with point 11.

11. Trip report

The applicant, if awarded a grant by the Talent Support Council, shall undertake to compile a **trip report within 15 days following the final day of the supported event** in **PDF** format **which they shall submit to the Talent Support Council via e-mail** at tehetseggondozasitanacs@elte.hu.

The trip report shall contain:

- **a written professional report** at a length of **2.000-4.000 characters** (to which the recipient may attach photos or a short video) as well as
- **an official document** issued by the event's organizers or the recipient's topic supervisor **verifying their participation in the event**.

In the case of a **group trip** for a scientific competition, the **trip reports must be submitted individually by the group members** (accompanying instructors too).

Evaluation of the trip reports are made by the Committee of members of the Talent Support Council.

If the members of the group submit the same report, we will not be able to accept it and they will be required to submit a new report or repay the grant.

Should the recipient fail to submit the trip report by the specified deadline, they shall be required to repay the grant in full in accordance with the relevant section of the Academic Regulations for Students (HKR). Failure to repay the grant shall render the recipient ineligible for applying for any further travel grants.



12. Undertakings by the applicant

- a) The applicant undertakes to indicate in their poster/presentation, if awarded a grant, that
"The conference participation was supported by the Talent Support Council of ELTE"
- b) Information pertaining to the winning applications (names of the applicants, the supported events or research trips, the sums of the grants awarded, competition results and placements as well as the trip reports **will be published under the talent support section of the university's website:** <https://www.elte.hu/tehetseggondozas>.
- c) It is not mandatory to submit videos and photos of the events, but the submitted videos will be published on the ELTE Talent Support website as part of the trip report.

This call for application is valid until 15th May 2026 or withdrawal.

For more information, please contact the Talent Support Council at:
tehetseggondozasitanacs@elte.hu

13. Frequently asked questions

Can I still apply for the grant if I am not presenting at the conference, I just want to attend?	No, active participation (oral or poster presentations) is required for conference participation.
Do I need an invoice on behalf of ELTE to apply?	You do not need an invoice on behalf of the university to apply.
What happens if I submit my application after the 15th of the month?	Applications can be submitted continuously, but it is recommended that you submit your application by the 15th of the month so that it can be evaluated by the end of the month.
Is it possible to receive travel and accommodation support for participation in a local event?	Travel and accommodation support is also available for local events, if the application is not made at the venue of the institution.
Is it possible to get travel support if I am currently studying abroad and want to travel home for a local event?	No, we cannot support the cost of travel to your own institution.
Is it possible to send necessary documents after submitting the application?	Applications will be reviewed throughout the month and incorrect applications will be returned for correction, so that they can be assessed later in the month. For applications received by the deadline, we cannot provide a period for completing the



	application. Once the application has been returned, the applicant can make changes to the application, which will only be evaluated the following month.
When will I be notified of the result?	Applications will be evaluated in the last week of the month, and the student will be notified of the results by the end of the month via the email address provided in the application.
Is it possible to apply for past events?	The grant is essentially open to future events. If the application is closed for any reason, it is possible to apply for events that happened during the period of the closure.
What happens if I can't attend at the event?	In this case, please write an email to the Talent Support Council, in which you request to withdraw your application.
What happens if I can't attend the event, but the scholarship has already been paid?	In this case, please send an email to the Talent Support Council, indicating that you cannot attend the event, and you wish to refund your grant.
How can I refund the scholarship if I cannot attend the event?	A deposit will be created for the student in Neptun under Finance menu, where the student can pay the amount of the grant awarded.
What happens if I do not indicate that I cannot attend the event?	Within 15 days of the last day of the event, the student must write a travel report and send a certificate of participation to the Talent Support Council. If this is not sent, the student will be asked to submit it. If the required documents are not received after this date, the amount of the scholarship will be charged in Neptun and the student will be required to repay it.
What happens if I have been awarded a grant under my application, but I get a graduate status before the grant is paid?	The student must notify the Talent Support Council within 5 calendar days of graduation. In the case of a graduated status, the scholarship cannot be transferred and will be withdrawn.
What happens if I have been awarded a grant and I obtain a completed status before starting my trip or sending my report?	Within 5 calendar days of graduation, the student must notify the Talent Support Council or request that the repayment of the grant be initiated. If the student fails to do so, they will be excluded from future trips.
What electronic signatures will be accepted after the AVDH is no longer available?	Currently, we can accept contracts validated in the DÁP and e-papír systems. In case students do not have access to these, they have the opportunity to sign a paper-based contract.



What happens if I don't receive notification of the result of my application by the end of the month?	The mail may have been sent to the Spam folder. It is recommended that you add the address to the address list to ensure that all mail is received.
Is it mandatory to use an elte.hu email address in the application?	Not mandatory, but highly recommended. In the internal mail system, there is a lower chance of a letter being misplaced.

Budapest, 1st July 2025