



EÖTVÖS LORÁND
TUDOMÁNYEGYETEM
TEHETSÉGGONDOZÁSI TANÁCS



Call for applications
for the funding of ELTE students' active participation in national and international student
competitions, conferences and workshops or for the support of short research trips
2018 Spring Semester

The Grant is established to offer financial help with ELTE students' participation in Hungarian and international student competitions, conferences, workshops, or short research trips connected to their studies.

Applications can be accepted from those who are:

- **in legal relation as students with the Eötvös Loránd University in the current academic semester (students of mobility programs are not eligible)**
 - **full-time professors/researchers of the Eötvös Loránd University** (provided that they accompany a student/group in whose preparation they have assisted as a tutor.)
1. Applications are to be submitted individually. If you are going to travel as a group, the members should submit their applications individually with the indication of the names of the other members of the group.
 2. Funding can be granted for active participation (e.g. presentation or poster exhibition) only; the confirmation of your active participation at the conference (the organiser's acceptance of your abstract) should be attached to the application. In the case of workshops, a recommendation written by the head of department should also be attached. In order to confirm the necessity for the research trip, please attach a recommendation written by the applicant's supervisor and letter of acceptance/invitation from the institution the applicant wants to visit.
 3. **Funding can be requested to cover the registration fee, the expenses of printing posters, travel costs (one way to the destination and back), and accommodation. (The funding can be used in the 2017/18 academic year.)**
 4. Other costs (such as local transportation, meals, per diem, etc.) cannot be supported.
 5. For every expense listed above you will have to ask for an **official invoice addressed to the University: ELTE 1053 Budapest, Egyetem tér 1-3.**

The invoice **must** contain the following data:

- **date** of issue
 - **reference number** of the invoice for clear identification
 - **name and tax number** of the issuer
 - **name and address of the recipient: ELTE 1053 Budapest, Egyetem tér 1-3.**
 - **name and net price of the given product/service** per unit
 - **net invoice amount** (without tax)
 - **amount and sum of VAT**
6. Please explain the requested sum in detail and include the references (links to the web page of accommodation, plane ticket, etc.) your calculations are based on.
 7. Applicants will receive confirmation of the submission of their applications within 3 working days; they will receive information about the decision within one week after the evaluation of the applications. The applications will be evaluated by the decision board, whose members are



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appointed by and from among the members of the Talent Management Council. **The deadline for the submission of the applications is 5 April (midnight) 2018.**

8. If the applicant's participation in the given conference or other event is supported by another source, they can apply for partial funding and have to indicate this fact in their applications.
9. The applicants' expenses will be reimbursed when they submit the original invoices after their return.
10. Applicants accept that if they receive funding from the Talent Management Council, they will submit a report about their experiences at the conference/workshop/competition within 15 days after their return.
11. Applicants who receive support from the Talent Management Council are requested to write the following sentence on their poster/presentation: ***The conference participation was subsidised by the Talented Student Program of Eötvös Loránd University, Budapest***

12. Application submission:

- a) Please fill in the form at the following link:

<https://goo.gl/forms/2OX7Kaxfzt2c27H3>

then, before submitting it, print it out and sign it, and send it together with the attached documents to the e-mail address of the Talent Management Council: tehetseggondozasitanacs@elte.hu

- b) The attached documents should include justification of the necessity of participation in the conference/workshop/student competition, plus an official document confirming the abstract's acceptance or,
- c) (in the case of workshops) recommendation written by the students' supervisor or head of department, (in the case of competitions) official response from the organisers of the event must be attached.
- d) If the applicant wishes to go on a short research trip, recommendation written by the students' supervisor and a letter of acceptance/invitation sent by the institution the applicant wants to visit also has to be attached.

The application is only considered complete if the whole application package (signed form and attached documents are sent electronically (Pdf form) to the Talent Management Council

13. For research trips the maximum amount of funding is limited to 150 000 HUF per applicant. The total funding for research trips within the travel grant cannot exceed 20% of the total sum of funding.
14. Information about the successful applications (name of applicant, supported event, sum granted, and, in the case of student competition, the result achieved, along with the travel report) will be made public on the ELTE Talent Management homepage: <http://www.elte.hu/tehetseggondozas>

For further information, please contact tehetseggondozasitanacs@elte.hu

Budapest, 5 March 2018