



**Call for applications by the Talent Support Council of Eötvös Loránd University
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 organising, conducting and taking part on academic trips**

The aim of the application is to promote the participation of Eötvös Loránd University's 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.

The following individuals shall be eligible to apply for the grant:

- **All students who have an active student status with Eötvös Loránd University at the time of submission of the application as well as at the time of travel indicated in the application and also the compilation of the trip report** (the status of doctoral candidate shall not be considered a student status).
- **Instructors/researchers employed full-time by Eötvös Loránd University** provided that they have **prepared** a group consisting of **at least two students** for an academic competition on which they also **accompany** them or are organising or managing and participating in an academic trip for students, and submit their application for the same event in the same application period as their students.

1. Applications may be submitted on the basis of this call for applications
 - a) until 15th February 2025 for events already organised between 1st November 2024 and 31st January 2025 or events to be organised after 1st February 2025
 - b) from 1st March 2025 strictly for events to be organised after the submission of the application.

The grants awarded will be disbursed in the form of a scholarship. The recipient shall verify that the scholarship has been utilised in accordance with the call for applications by presenting a trip report pursuant to point 13. In the case of the instructors/researchers, the payment of other allowance shall be subject to the submission of the approved trip report in accordance with point 13.

2. Applications are to 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.)
3. Students may apply for **active participation** in conferences, workshops and academic competitions or for support for a short research trip. Participation in a conference must be verified with an official document from the conference's organisers showing the approval of the abstract for a presentation or a poster. Participation in an academic competition must be verified by presenting the relevant documents pertaining to the event. In the case of workshops, the student shall attach a recommendation from their



topic supervisor or the head of their department to their application. To verify the necessity of a research trip, the student must attach a recommendation from their topic supervisor and the acceptance statement/invitation from their host institution. (A partial training programme abroad shall not count as a research trip.)

4. The grant may be availed of for the registration fee, financing the printing of posters, financing travel (both outward and return trip) and accommodation expenses. The grant may be used within the limits of its availability.
5. In case of participation in online events, support can **only** be requested **for the registration fee**.
6. Those who have failed to report on their use of previous travel grants or whose reports have not been approved or who have failed to pay back any unduly awarded grants shall not be eligible to apply.
7. 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.
8. In the event that the applicant is also financing their participation in the given conference/event/research trip from other resources, they shall only be eligible to apply for a partial grant from Eötvös Loránd University. 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 Eötvös Loránd University**. Any grant availed of contrary to this provision is to be considered an unauthorised disbursement.
9. **The submission and assessment of the applications runs all the way through 15th May 2025 or withdrawal.**
10. Applications submitted by the 15th day of the month will be assessed by the end of the given month. The applications are assessed by a committee comprising members of the Talent Support Council. The applicant shall be notified of the committee's decision on his/her application within one week of its assessment.
11. The grant-winning students shall have **10 days upon notification** of the assessment of their application to submit the **electronically signed (only e-papír) contract by e-mail** to Eötvös Loránd University's Education Development and Talent Support Department: tehetseggondozasitanacs@elte.hu
12. The grant shall be awarded in the form of a scholarship. Recipients who submit the signed contract to the university by the 15th day of the given month, shall receive their grants at the beginning of the following month. (In the case of a contract sent



in after the 15th day of the month, the recipient shall only receive the grant two months after submitting the contract.) Grants scheduled to be disbursed on the basis of contracts submitted in December may be delayed due to the financial closing process.

In the case of accompanying instructors, the grants awarded will be disbursed as other allowance. The subsidized travel may not be financed through work secondments and shall not be entirely funded by university or grant applications.

13. 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 event in question** 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 organisers or the recipient's topic supervisor verifying their participation in the event.**

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

Should the recipient fail to submit the trip report by the specified deadline or if the one they submit is incomplete, 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.

The accompanying instructor is also required to submit a trip report. The trip reports shall be assessed by a committee comprising members of the Talent Support Council.

14. The applicant shall undertake, if issued a grant, to note either on their poster or in their presentation that ***"The conference participation was subsidised by the Talent Support Council of ELTE Eötvös Loránd University, Budapest"***.

15. Submitting the application:

- a) Please fill out the form available here:

https://martonaronurlapok.elte.hu/urlapok/2024_o_utazasi_palyazat.php

- b) The application form can be accessed at the link above upon registration.
- c) Applicants must upload and attach the following documents to their application form:
- a justification of their participation in the



conference/workshop/competition/research trip,

- in the case of a conference, an official document verifying the approval of the abstract,
- in the case of a workshop, a recommendation issued by the topic supervisor or head of the department,
- in the case of an academic competition, an official confirmation from the event's organisers,
- in the case of a research trip, a recommendation from the topic supervisor and the acceptance statement/invitation from their host institution in PDF format,
- a list and justifications of all expense types by item that are to be covered by the grant and the necessary documents verifying their calculations of the expenses (see point 7).

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.

16. Applicants shall receive a **maximum grant of HUF 120,000 for one trip**. One applicant may apply for a maximum support of HUF 240,000 over the course of one academic year. The total support for research trips shall not exceed 20% of the total sum of the disbursements.

17. 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, photos and videos will be published under the talent support section of the university's website: <https://www.elte.hu/tehetseggondozas>

By submitting the application, the applicant consents to the possible publication of their trip report and related photos (or video).

This call for applications is valid through 15th May 2025 or withdrawal.

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

Budapest, 21 January 2025