



Call for applications

for the funding of ELTE students' participation in national and international student competitions, conferences and workshops – 2016 Spring Semester

Objective: The Grant is established to offer financial help with ELTE students' participation in Hungarian and international student competitions, conferences and workshops.

Criteria of eligibility:

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.
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.**
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. Applicants should explain the requested sum in detail and include the references (links to the web page of accommodation, plane ticket, etc.) their calculations are based on.



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TALENT MANAGEMENT COUNCIL



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 appointed by and from among the members of the Talent Management Council. **Application deadlines will be posted on the ELTE Talent Management homepage: <http://www.elte.hu/tehetseggondozas>.**
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 application.
9. 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.
10. 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***
11. The application form can be downloaded from the ELTE Talent Management homepage: <http://www.elte.hu/tehetseggondozas>
12. Applications should be submitted by e-mail to the address of the Talent Management Council: tehetseggondozasitanacs@elte.hu

An official document confirming the abstract's acceptance or (in the case of workshops) a recommendation written by the students' head of department, (in the case of competitions) official response from the organisers of the event must be attached.

13. 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, 16 February, 2016