

Travel Grant for Participation at Conferences Call for Applications

ELTE Faculty of Social Sciences calls for applications for funding conference attendance in Hungary or abroad. PhD Students of the Faculty may apply **until 24:00, 23th May 2019**.

Submission guidelines:

Applications must be submitted via email with the application form and supporting documents (in Pdf form) to palyazat@tatk.elte.hu no later than 23th May 2019. Applications arriving after the deadline will not be accepted. Please mark your email with the subject line **“Travel Grant 2019_2”** and **your name**.

The conference you would like to attend cannot be held later than 31st October 2019.

PhD students can apply for funding only in the case of active participation (delivering a paper or presenting a poster) at scientific conferences. Funding can be requested for the expenses of travel, accommodation, and registration fees. Having an abstract approved by the organizers of the conference is an advantage.

Documents to be submitted:

- application form
- a letter of recommendation written by the applicant’s supervisor

Further requirements:

- You need to have handed in a report on any previous conference you attended if it was supported by the Faculty.
- Active student status.
- If you offer a course at the Faculty, its details (topic, evaluation method, literature, etc.) should be available in the Neptun system. (For assistance, please contact Dorottya Domanovszky at doktori@tatk.elte.hu)

If your destination is outside Hungary, travel tickets, accommodation, and the payment of registration fees have to be arranged by public procurement procedure. In order to start the procedure please contact contact Dorottya Domanovszky at doktori@tatk.elte.hu as soon as possible, no later than within 30 days after being notified about the decision.

Please plan your budget carefully because after the decision there is no way to increase the amount of funding.

Students who receive the grant must indicate in their presentations that their participation received financial support from this grant. You are required to write the following sentence on your slides or any other publication related to the supported activity:

“This project was supported by the EU-funded Hungarian grant EFOP-3.6.3.-VEKOP-16-2017-00007”

For the necessary logos, forms, PPT templates, etc., please contact palyazat@tatk.elte.hu.

You are requested to send a **short** (one-page-long) **report** to palyazat@tatk.elte.hu within 15 days after returning from the conference. Please also submit the **conference abstract**, your **PowerPoint presentation**, or the **text of your presentation** attached to the report. In addition, you will have to enclose to your report a **certificate of attendance** and **a few photos** of yourself taken at the conference. Please note that the short report, the abstract and the photos will be placed on the Faculty's website. If you fail to submit the report and all the required attachments, you will not be allowed to submit your application for any other grant offered by the Faculty.

Evaluation Procedure:

Applications will be reviewed and ranked by the Faculty's Scientific Committee, and the dean will make the decision based on the Scientific Committee's recommendations. The following aspects will be taken into account in the decision process:

- Whether the submitted application corresponds with the goals and guidelines indicated in this call for applications.
- Whether the conference participation can be funded from other sources.
- Whether the applicant will present a paper or poster at the conference.
- The professional prestige of the conference.
- Whether the budget is realistic.
- Please note that it is an advantage to have your abstract approved by the organizers of the conference.

The decision about the applications is expected to be made on 3th June 2019.