

**CALL FOR APPLICATIONS  
TO SUPPORT CONFERENCE PARTICIPATION**

from grant resource **EFOP-3.6.3-VEKOP-16-2017-00007 „Young researchers from talented students” project aimed at activities fostering scientific careers in higher education**

Within the framework of the EFOP-3.6.3-VEKOP-16-2017-00007 „Young researchers from talented students” project aimed at activities fostering scientific careers in higher education, the Doctoral School of Business and Management Doctoral School of International Relations and Political Science, the Doctoral School of Sociology and Communication Sciences and the Doctoral School of Economics and Business Informatics invite applications from doctoral students as well as from lecturers/researchers with a view to covering their participation costs at online domestic and/or international conferences and/or summer universities.

**1.) The objective of the call**

The objective of the call is to enable doctoral students, young researchers as well as lecturers serving as supervisors or mentors to take part in domestic and international conferences, professional study tours and summer universities.

**2.) Eligible applicants**

2.1. **doctoral students** and **doctoral candidates** of the Doctoral School (DS) having an active status

2.2. **lecturers, researchers** (except for colleagues of the Doctoral School of Business and Management) taking part in the activities of the DS who are public service employees of the Corvinus University of Budapest (CUB) and as such work at least 6 hours a day, furthermore if employed in a position subject to issuing a lecturer’s declaration, they have submitted such declaration (T1) at the CUB and

- a) meet the criteria of the young researcher/lecturer category as defined by the aforementioned project (see glossary below) or
- b) are lecturers, researchers considered as supervisors or prospective supervisors pursuant to the declaration of the Head of the DS.

**3.) Eligible activities**

3.1. Applications may be submitted for the purposes of receiving grants to cover the participation fee at domestic and international conferences, summer universities as set out below:

- a) attendance at domestic and international conferences and summer universities in Hungary may only be supported if the event is closely linked to the relevant scientific discipline;

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- b) in the case of international conferences support of participation is subject to writing an abstract/article/working paper in English (or in another world language);
- c) in the case of summer universities participation in domestic and international programs may only be supported if they are held in English or in another world language and if credits may be awarded for participation;
- d) a given conference abstract/article may serve as the basis for supporting only one person’s participation costs, moreover the same abstract/article may only serve as the basis for supporting the costs of only one conference;
- e) preference shall be given to applications targeting participation at prestigious <sup>1</sup> international conferences;
- f) participation in conferences linked to the publications of so-called predatory journals (source: ranking list of journals in MTMT or Beall’s list: <https://beallslist.net/>) is not eligible.

3.2. Applications complying with the conditions set out in the previous section are welcome for participation fees of online domestic and international conferences.

#### **4.) Amount and source of funding**

##### 4.1. Amount of funding

- a) for domestic conferences a maximum of HUF 60 000,
- b) for international conferences a maximum of HUF 400 000.

**During the given call period (1<sup>st</sup> July 2021 – 31<sup>st</sup> March 2022) a maximum number of two applications can be supported per student. The conference, indicated in the application, has to take place before 31<sup>st</sup> May 2022.**

When accounting the cost of accommodation as guest per night, according to the edict 272/2014. (XI.5.) in case of domestic accommodation a gross 11.600-15.400 HUF cost, and abroad a gross 150 EUR can be accounted. Any accommodation cost that exceeds it, have to be paid by the applicant.

4.2. Budget available for the call period: 2 000 000 HUF

4.3. At least 60% of the budget allocated to each DS shall be appropriated to support doctoral students and doctoral candidates, furthermore application by lecturers/researchers may only be supported if they take part in conferences abroad.

#### **5.) Application procedure**

5.1. Applications may be submitted until the budget is exhausted, but not later than until 15:00 on 31st March 2022.

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<sup>1</sup> Prestige is evaluated by the Doctoral School

5.2. Only signed submissions in pdf format on the attached application form can be accepted filled out with the the traveler's personal data, the detailed conference information. The application package including the application form and the required attachments (see 5.3.) have to be sent to the project assistant (Fruzsina Böttger, [fruzsina.bottger@uni-corvinus.hu](mailto:fruzsina.bottger@uni-corvinus.hu)).

5.3. The application shall include the following:

- a) fully completed application form
- b) call for conference/event at which the relevant program takes place
- c) notification of accepted talk/notification of accepted application in case of summer universities
- d) submitted abstract/article
- e) the filled out travel document (available on the project's website) with the the traveler's personal data, the detailed travel information (requested forms of support, eg. expected registration fee, accommodation and travel cost, per diem) up to 400 000 HUF
- f) in case of doctoral students, doctoral candidates and young researchers (section 2.2.a.) recommendation by supervisor stating that the conference/summer university for which the application is submitted is in line with the doctoral school's discipline
- g) in case of lecturers/researchers as defined in section 2.2. b) declaration by the Head of the Doctoral School stating that the applicant is a supervisor or lecturer, researcher who is reckoned with as a prospective supervisor
- h) declaration stating that funds provided by other grants are not sufficient or available to support participation at the conference
- i) declaration by the applicant on using the visual elements of EFOP 3.6.3. in all publications (presentation, poster, handout, article etc) during the event as well as on featuring the project as sponsor in all publications related to his/her conference participation
- j) declaration on sending the documents listed below to the EFOP 3.6.3. project assistant (Fruzsina Böttger, [fruzsina.bottger@uni-corvinus.hu](mailto:fruzsina.bottger@uni-corvinus.hu)) and to Zsuzsanna Bata ([zsuzsanna.bata@uni-corvinus.hu](mailto:zsuzsanna.bata@uni-corvinus.hu)) after the conference:
  - ia) short scientific report showing how the event contributed to PhD research and or publishing (within two weeks)
  - ib) photos about the presentation or, in case of online conferences, screenshots of the presentation (in teams, zoom, skype, etc.) showing the list of participants and the date and time (within two weeks)
  - ic) a certificate of the presentation (within two weeks)
  - id) the final programme of the conference (within two weeks)
  - ie) accounting of travel costs (within two weeks)
  - if) an extended abstract (min. 1500 words) written in the language of the conference/summer school (within three months)
- k) declaration on paying back the grant in case of non-compliance with the above conditions.

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## **6.) Application deadlines, evaluation, information on calls**

6.1. Applications are assessed by the Evaluation Committee. The Evaluation Committee consists of 3 members: the leader of the EFOP 3.6.3 research subproject, the Head or Programme Director of the relevant doctoral school and a young researcher or doctoral student delegated by the doctoral school.

6.2. The Evaluation Committee assesses the applications individually on a first come, first served basis with a view to their viability and decides on granting support within the limit of the available budget.

6.3. In the event of competing applications and budgetary restraints, the Evaluation Committee shall consider additional criteria during the evaluation process:

- a) applicant's publication efficiency (in accordance with the points allocated to publications as set out in the University Doctoral Rules)
- b) scientific activity (acting as a teaching assistant, participating in research/projects)

6.4. Partial grants can also be awarded by the Evaluation Committee.

6.5. The Evaluation Committee shall take a decision on any complete application within 5 working days of its submission and subsequently informs the applicant in writing about the result and shall ensure that once awarded, the grant is paid. Any application may only be successful if at least two members of the Evaluation Committee are in favour.

## **7.) Publishing of the call and the application package**

The present Call for Applications is published on the University's website, on the portal of the EFOP-3.6.3-VEKOP-16-2017-00007 project as well as in the Corvinus Hírek newsletter. The available budget is regularly updated on the website to take keep track of favourable decisions. At the end of the application period, the overall results for the given period shall be published on the project's website at: <http://fiatalkutato.uni-corvinus.hu/>

## **8.) Travel administration process in case of a successful tender:**

8.1. After the notification of the successful tender, the project assistant will be the one to contact the applicant with further steps. After the required university signatures (3-5 days), the traveller must also sign the travel document, about which he/she will be notified by Zsuzsanna Bata ([bata.zsuzsanna@uni-corvinus.hu](mailto:bata.zsuzsanna@uni-corvinus.hu)) from the project management.

8.2. After signing, the applicant will be able to pay the registration fee, which will require an invoice issued in the name of the university (the invoice's date can not precede the date of signature on the travel document!). If the traveller has the opportunity pay the registration fee in advance, he/she will receive a refund after the conference (in this case the date of the invoice is not relevant).

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8.3. Once signed, the traveller will receive three quotes, of which the cheapest must be accepted in writing. (As only the most favourable offer can be accepted within the project, it is advisable to give exact requests for the travel beforehand!) If no written confirmation is received within 3 days, the lowest price offer will be automatically accepted.

8.4. After returning, the traveller fills in the cost statement form and the travel report worksheet (in the travel document) and sends the project assistant (Fruzsina Böttger, [fruzsina.bottger@uni-corvinus.hu](mailto:fruzsina.bottger@uni-corvinus.hu)) and to Zsuzsanna Bata ([zsuzsanna.bata@uni-corvinus.hu](mailto:zsuzsanna.bata@uni-corvinus.hu)), by the deadlines specified in this call and in the notification of support.

## 9.) Rules of conference participation covered from European Union funds:

Applicants' attention is drawn to the fact that specific rules have been developed for the eligibility of applications for conference participation in Union programs.

9.1. The lowest priced service will be selected in connection with the realization of the travel. In order to avoid future obstacles, it is necessary to provide the most accurate travel information possible, in particular:

- a) The exact start of the conference by which the applicant must arrive (dd / mm / yyyy)
- b) Exact closing of the conference (dd / mm / yyyy)
- c) The exact location of the conference

9.2. In the process of organizing the travel, it is not possible to provide the preferred accommodation and flight and to modify the service received. If the applicant is not satisfied with them on site, he / she can only modify it at his / her own expense.

9.3. Additional leisure activities, accommodation costs, membership fees included in the registration fee invoice are non-eligible. These must be financed by the applicant.

9.4. To the completed and signed travel document no changes can be made at the request of the applicant, so we will not be able to modify incorrectly entered or incomplete information or only at the expense of the applicant.

9.5. When accounting the cost of accommodation as guest per night, according to the edict 272/2014. (XI.5.) in case of domestic accommodation a gross 15 000 HUF cost, and abroad a gross 150 EUR can be accounted. Any accommodation cost that exceeds it, have to be paid by the applicant.

## 10.) Glossary:

*Domestic conference:* Hungarian-language conference organized in Hungary.

*International conference:* conference organized in Hungary or in another country bringing together participants from a number of countries, held in a foreign language and bearing an international title, or conference held across the borders of Hungary in the Hungarian language.

*Partial support:* when only particular elements of conference participation are supported, e.g. registration fee, travel costs, accommodation costs in full or in part

*Young researcher:* Postdoctoral colleague of the university, who has not reached the age of 40 by the signing of the grant agreement.

27<sup>th</sup> January 2022, Budapest

Sass Judit, Ph.D.

project leader

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