

Call for Applications

for doctoral students to request support with regard to research related expenses

Corvinus University of Budapest invites applications from doctoral students to support their research-related activities as specified below. These activities include conference presentations, summer schools and similar training programs, field trips, data purchases, survey costs, submission fees and other expenses.

Eligibility and general rules

1. The call is open to doctoral students who have an active student status either in the educational (education and research) phase or the degree candidacy (research and dissertation) phase.
2. This call does not apply to doctoral candidates after the absolutorium when they no longer have student status.
3. The call is open to any student regardless of nationality or funding status.
4. Applications are evaluated by the relevant doctoral schools and undersigned by the Dean of Corvinus Doctoral Schools (CDS).
5. All applications must be supported by the supervisor(s).
6. Since funds are limited, support is subject to limits both on the number of applications a student can submit during his/her doctoral career, and on the amount of funding that can be awarded.
7. Whenever applicable (e.g. conference travel, research mobility abroad), students are expected to first apply for university-level funding such as the Pannonia scholarship.
8. The application may be submitted exclusively by filling the form: <https://forms.office.com/e/ksiRbBsDBG?origin=lprLink>
9. Notwithstanding the general and specific rules for each support type, approval is not guaranteed and is at the discretion of the Head of the relevant doctoral school and the CDS Dean.

Conference and training support

1. Submissions may relate to participation costs of Hungarian and foreign conferences, summer universities, training programs. Support can be asked for:
 - a. registration fees
 - b. travel costs relating to the onward and return journey, including cancellation insurance
 - c. accommodation costs¹ for the period of the official program, training
2. Conference participation is only supported when it involves a scientific presentation by the student, poster sessions included.
3. Costs related to local transportation, daily allowance, meals, luggage and accident insurance are not eligible.

¹ Three-star hotel maximum with breakfast, check-in one day prior to the conference at the earliest and check-out one day after the end of the conference at the latest

4. The applicant shall be obliged to feature the fact that he or she is the doctoral student of Corvinus University on each document (application form, abstract, opening slide of presentation) related to the specific conference or training program.
5. Eligible costs shall be accounted for as specified in the Rules on Mission Trips in force.
6. Deadline for submitting applications: on a continuous basis but no later than at least 30 days prior to the travel date.
7. Applications must be accompanied by the following documents:
 - a. call for participation/papers (can be the homepage of the conference);
 - b. abstract submitted by the doctoral student and notification of acceptance thereof (might be an e-mail message);
 - c. in the case of training programmes a detailed call describing the training programme;

Other expenses

1. Other research-related expenses include (but are not necessarily limited to):
 - a. **Travel and accommodation** for the Ph.D. student when visiting research sites.
 - b. **Payments to participants** for their involvement in experiments, focus groups, or interviews.
 - c. **Costs associated with including questions in Omnibus surveys** or commissioning external data collection services.
 - d. **Purchase of access to datasets** or commissioning companies to provide data from social media platforms or other sources.
 - e. **Costs of AI transcription tools** for interviews, focus groups, or other audio data (if free options are not good enough).
 - f. **Acquisition of specialized software or licenses** required for data analysis or temporary access to research platforms not otherwise provided by the university.
 - g. **Access fees for libraries, archives, or commercial databases** (e.g., special collections, news/media repositories) directly required for your research. For databases only if it is not available at any other library in Budapest which you can go to.
 - h. **Rental of specialized equipment** needed for research activities, when not available through university resources.
2. Whenever possible (such as for software), students should use university-provided options and apply for funding only in exceptional cases.
3. Activities such as conducting interviews, experiments, or focus groups should preferably be carried out by the doctoral student themselves, unless valid justification is provided.
4. Please be aware that compensating research participants is subject to university administrative procedures and tax regulations. The gross amount budgeted for participant payments will be reduced by applicable taxes and social security contributions, which are deducted and transferred by the university. Consult with the university finance office to clarify the exact procedures and tax implications before finalizing your budget.

5. Applicants must demonstrate that the proposed budget is cost-effective. Funding will not be approved for expenses deemed excessive or where clear, less expensive alternatives exist. Examples of cost-effective approaches include:
 - a. Organizing interviews or focus groups on university premises, where no rental fee is required.
 - b. Recruiting participants through existing networks or university mailing lists, where feasible, instead of costly recruitment platforms.
 - c. Collecting data using freely available tools or resources unless external services are strictly necessary.

Procedural details

1. Once approved, use the link here to download the official documentation for settlement of costs after the program: [Posting order and cost accounting](#)
2. Your tickets and other expenses should be arranged/booked by you within the approved cost limit. In this case an invoice made out to the University is required. The address is: Budapesti Corvinus Egyetem/Corvinus University of Budapest, 1093 Budapest, Fővám tér 8., domestic tax number: 19156972-2-44/EU tax number: HU19156972
3. If you need help to make the hotel and/or travel booking please contact the doctoral office.
4. **Within 15 days after the mobility/program** please submit the cost accounting form signed by you together with all the original invoices to Kata Erdős (kata.erdos@uni-corvinus.hu)
5. Upon return, you need to make a report (Cost accounting form point 4.).