

HOW TO

APPLY FOR A GTFP RELATED RESEARCH GRANT

RESPONSIBLE:

- **Agnes Leyrer**
- **Monica Jitareanu**

Once the selection process for a Global Teaching Fellowship (GTF) Call is over and the Fellow is offered a teaching position at a GTF partner university, the financial details of the Fellowship are to be discussed with the officer managing the GTF partnership: Agnes Leyrer – universities in Hungary, Europe and the USA; Monica Jitareanu – universities in other geographical areas (Asia, Latin America, etc.)

In most cases a research grant is offered to GT Fellows to support their research activities while teaching at a GTF Partner University.

The steps towards receiving a research grant are the following:

1. Upon being offered a teaching position at a GTF partner university, the Fellow discusses the financial details of CEU's financial contribution with the GTF officer managing the fellowship.
2. The fellow downloads the grant application form from: <https://acro.ceu.edu/gtfpresearchgrant>
3. The fellow fills out the grant application form and prepares the additional documents specified on the second page of the Research Grant Application Form.
4. The following fields should be filled out in consultation with the GTF Officer: Your Status, Cost Center/Project Code, Project duration, Research grant related expenses.
5. The fellow collects the signatures needed on the application and submits the whole package (application + additional materials) to the Grant Management Office in person (Jozsef Attila utca. 24) before the appropriate deadline (agreed upon with the GTF officer).
6. The fellow send a scanned copy of the research grant application for to the relevant GTF Officer.

Please note: a research grant cannot be given for teaching. The application form and the additional materials should detail only the research the fellow will undertake at the partner university and should not mention the teaching component of the fellowship.

5. The grant committee approves the grant within 7-10 days. The grant management office issues the grant letter and sends it to the Fellow, who is required to read it and signal any errors on it. If no error is found, the Fellow signs the letter and sends it back to the grant management office (scanned version can be provisionally accepted).

5. Within a few days, the money is transferred to the bank account indicated in the application form.

USEFUL LINKS

<https://acro.ceu.edu/gtfp>

FOR MORE INFORMATION CONTACT

Agnes Leyrer ledyrera@ceu.edu

Monica Jitareanu jitareanum@ceu.edu