

HOW TO

APPLY FOR A GTFP RELATED RESEARCH GRANT

RESPONSIBLE:

- **Marton Belik**
- **Agnes Leyrer**

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 (USA, Georgia), Marton Belik (remaining locations).

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

The steps towards receiving a research grant are the following:

1. Upon being offered a teaching position at a GTF host university, the Fellow discusses the financial details of CEU's financial contribution with the GTF officer managing the fellowship.
2. The fellow receives the grant application form from the Fellowship Officers in email. Find the template from here: <https://acro.ceu.edu/gtfpresearchgrant>

The following fields will be filled in, in consultation with the GTF Officer: SAP registration number, Your Status, Cost Center/Project Code, Destination, Project duration, Research grant related expenses.

3. The fellow fills in the remaining lines in the grant application form, prepares the additional documents required on the second page of the Research Grant Application Form, if not informed by the Fellowship Officers otherwise.
4. The fellow collects the signatures needed on the application and submits the whole package (application + additional materials) to the Grant Management electronically (email to grants@ceu.edu, in cc. the Fellowship Officer).
5. The Grant Committee approves the grant at the Grant Committee Meetings (find Grand Committee Meeting dates and submission deadlines here: <https://acro.ceu.edu/gtfpresearchgrant>). The grant management office issues the electronic Grant Letter and sends it (from DocuSign) to the Fellow via email, who is required to read it and signal (email to grants@ceu.edu) if there are any errors on it. If no error is found, the Fellow signs the letter (in the DocuSign). Once every signatory signs the Grant Letter, the Fellow will also receive it in an email (from the DocuSign). The Grant Letter can be used for legal matters (e.g. visa, residence permit application).
6. Grant transfers are on Thursdays. If the Grant Letter could be signed by all parties before Wednesday, the grant transfer will be launched on the upcoming Thursday.

USEFUL LINKS

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

FOR MORE INFORMATION CONTACT

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Grants Management grants@ceu.edu