

HOW TO

APPLY TO THE RESEARCH SUPPORT SCHEME

RESPONSIBLE UNIT(S):

▪ **Academic Cooperation and
Research Support Office**

STEPS

1. Principal Investigator (PI) fills in the *Application Form* with a detailed budget included. Applications may be submitted between 1 September and 31 May in each academic year.
2. Principal Investigator fills the *Checklist on Ethical Issues in Research* in and attaches it to application if Point 8 is ticked on the form.
3. Principal Investigator sends the application to Szilvia Bea at the Academic Cooperation and Research Support Office (ACRO) for overview and eligibility check. After feedback PI sends ACRO the final version of application with Head of Department/Unit and Principal Organizer cc-ed on the e-mail.
4. The allocation of funds is approved by the Academic Support Committee.
5. The approval of the application is communicated by ACRO to the Budget and Finance Office (BFO).
6. BFO opens the budget code in the SAP system and sends it to ACRO.
7. ACRO sends the official acceptance letter with the budget code to the applicant and the administrative staff member.
8. Administrative staff member oversees the spending of the budget according to CEU Financial Guidelines, policies, procedures and the Research Support Scheme Policy.
9. In financial issues BFO, Nora Weber, provides support for the management of the project.
10. Principal Investigator notifies ACRO as soon as possible if the activities, duration or other key characteristics of the project change.
11. Principal Investigator sends the *Report* to ACRO within two months of the completion of the project. No Financial report is necessary as it is available in SAP.
12. The awards are published on the ACRO website.
13. ACRO files and archives all funding requests, reports and other relevant documentation.

USEFUL LINKS

<https://acro.ceu.edu/research-support-scheme>

<https://acro.ceu.edu/ethical-research>

FOR MORE INFORMATION CONTACT

Szilvia Bea, ACRO: x2825, BeaSz@ceu.hu