HOW TO

APPLY TO THE

CONFERENCES AND ACADEMIC EVENTS FUND

STEPS

1. Principal Investigator fills in the *Application Form* which can be submitted throughout the year. There should be a detailed budget included based on the *Guidelines to prepare budgets for application for the Conferences and Academic Events Fund* of the Policy.

2. Principal Investigator sends the application to Szilvia Bea at the Academic Cooperation and Research Support Office (ACRO) for overview and eligibility check. After feedback Principal Investigator sends ACRO the final version of application with Head of Department cc-ed on the e-mail.

3. The allocation of funds is approved by the Academic Support Committee.

4. The approval of the application is communicated by ACRO to the Budget and Finance Office (BFO).

5. BFO opens the budget code in the SAP system and sends it to ACRO.

6. ACRO sends the official letter with the budget code to the applicant and the administrative staff member.

7. Responsible staff member oversees the spending of budget based on CEU Financial Guidelines and the Conferences and Academic Events Fund Policy.

8. In financial issues BFO, Nora Weber, provides support for the organization and administration of the project.

9. Principal Investigator sends the *Report* to ACRO within 60 days after the completion of the event. No Financial report is necessary as it is available in SAP.

10. The awards are published on the ACRO website.

11. ACRO files and archives all funding requests, reports and other relevant documentation.

USEFUL LINKS

https://acro.ceu.edu/conferences-and-academic-events-fund

FOR MORE INFORMATION CONTACT

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