

CIVICA

THE EUROPEAN UNIVERSITY OF
SOCIAL SCIENCES

Bocconi
University

Central
European
University

European
University
Institute

Hertie
School

IE
University

National
University of
Political Studies
and Public
Administration

Sciences Po

SGH Warsaw
School of
Economics

Stockholm
School of
Economics

The London
School of
Economics and
Political Science

Student Engagement Fund

SEF is a **mini-grant funding scheme** aimed at supporting student- or early-stage researchers (ESR)-led joint initiatives fostering **cross-campus collaboration among students, student associations and ESR** from different scientific disciplines:

- various types of activities may be financed - events (in-person or online), student competitions, conferences, workshops, hackathons, digital activities, and others;
- general alignment with CIVICA research priority areas/EU priorities required;
- representatives of the student and ESR community representing **at least two different CIVICA universities** must be involved. Projects foreseeing the participation of more than two CIVICA institutions are highly encouraged.

The SEF's financial ABC

The SEF is **managed locally by each partner university**, according to standard practices, local rules and regulations, as well as the Erasmus+ grant rules.

The SEF will **support up to 10 projects/initiatives per academic year**.

Each CIVICA university can assign or allocate a maximum of 3,000 EUR to a single project/initiative in which its students, student associations or ESR host or take part within the SEF framework and **a maximum of 10,000 EUR per Academic Year**.

The total cumulated **budget per single project/initiative shall not exceed 10,000 EUR**.

The list of eligible and non-eligible expenses may be found in the SEF Regulations.

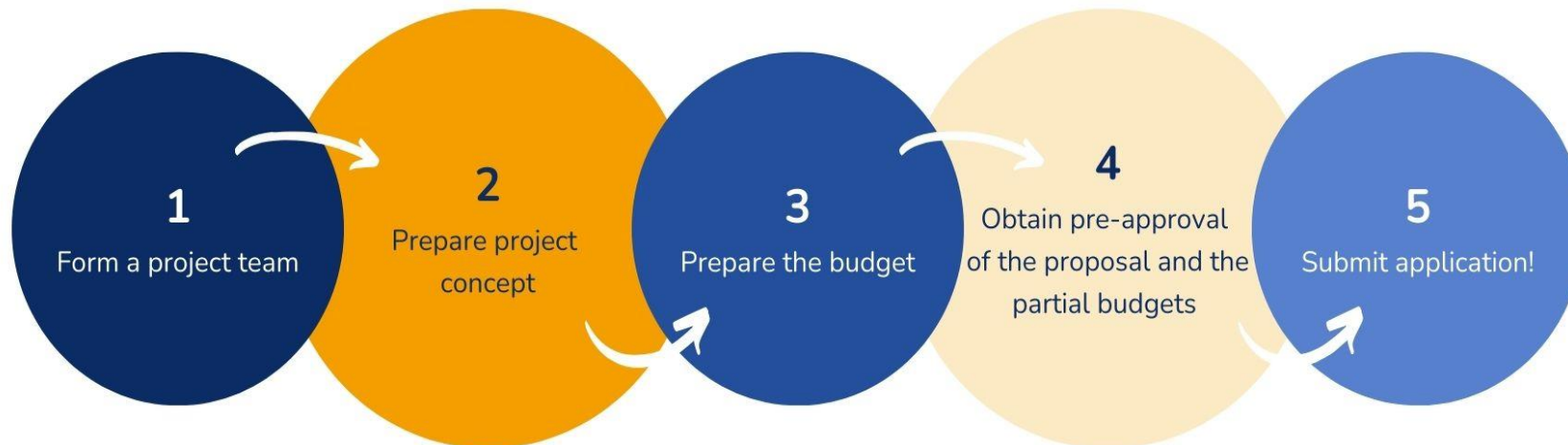
The SEF's financial ABC

University	Funds allocated to the SEF 2025/26 call for proposals
Bocconi	15.000 EUR
Hertie	6.000 EUR
EUI	2000 EUR
IE	10.000 EUR
CEU	10.000 EUR
SGH	10.000 EUR
LSE	2.500 EUR
SSE	10.000 EUR
Sciences Po	12.000 EUR
SNSPA	20.000 EUR



STUDENT ENGAGEMENT FUND

Step-by-step of the application process



Step 1: form a project team: team up with other CIVICA students or ESRs /registered student associations. You may:

- consult **the database of students' associations** available at [Student associations | Civica](#) to facilitate networking with your CIVICA colleagues.
- Reach out to the **Representative at the CIVICA Student and ESR Board** and the **CIVICA Ambassadors** at your home institution who may also help to establish contacts with students from other CIVICA institutions.

Step 2: prepare a detailed concept of a joint project/initiative, clearly specifying how:

- it will involve students/early-stage researchers from at least two CIVICA partner universities,
- the initiative will benefit from the diversity and complementarity of the CIVICA alliance,
- the initiative fits into the thematic areas set forth in II.6,
- a plan for the execution of the project as well as its implementation timeline during the academic year.

Step 3: prepare a **cumulated budget** for the joint project/initiative (max total value 10,000 EUR) which will include a **partial budget per institution** (max 3,000 EUR) detailing the expenses to be covered by each institution involved in the joint proposal.

- **Hint – how to plan and settle travel costs:** an agreement will be signed between SGH and students.
- SGH will cover the costs of travel, accommodation and living expenses, and the amount up to which these costs will be covered should be specified in the agreement;
- it will be important for SGH to receive an invoice (issued to SGH) for all travel and accommodation costs incurred.
- The remaining funds, i.e. the value of the agreement minus invoices documenting actual expenses will be paid in the form of per diems (it will not be necessary to present receipts or similar documents).
- No advance payment should be made under the agreement, and it will be settled on the basis of reimbursement of costs incurred.
- **It will not be possible to settle the agreement on a lump sum basis.**

Step 4: obtain pre-approval of the proposal and the partial budgets by relevant bodies (or grant manager, or WP9 coordinator) at each CIVICA partner university involved in the project/initiative (*following the home university's rules and regulations and with regard to the eligibility of expenses to ensure compliance with Erasmus+ funding rules*).

SGH – internal deadline for pre-approvals: November 6, 2025

Step 5: Project leader must submit the application via my.civica.eu platform

Applications shall be submitted via my.civica.eu platform (templates of application documenta are available there)

STEP 1 access my.civica.eu with the credentials from your home institution.

STEP 2 open the link <https://whaller.civica.eu/org/15773/forms/201> still using the same browser.

Do not forget about the local budget pre-approvals!

The deadline for applications is 12 November 2025 by 1 pm CET. Late applications will not be accepted – therefore, it is highly recommended to submit your application well ahead of time.

Please bear in mind that there may be **internal requirements and deadlines at respective universities concerning pre-approval of projects** – make sure to check all these details at all universities participating in your project.

- The list of projects approved for financing will be announced by the CIVIVA SEF Committee in early December.
- The maximum project implementation period is January – June of a given academic year.

CIVICA

THE EUROPEAN UNIVERSITY OF
SOCIAL SCIENCES

www.civica.eu

info@civica.eu

 [@CIVICA_EU](https://twitter.com/CIVICA_EU)



Co-funded by the
Erasmus+ programme
of the European Union