



## GUIDELINE

### to submitting a Lendület application

The Lendület application should be submitted by providing data and uploading attachments on the [https://palyazat.mta.hu/lendulet\\_2024](https://palyazat.mta.hu/lendulet_2024) submission portal. Only those registered in the Academy Database (AAT) can enter this website using their AAT login and password. Registering in AAT can be done at <https://aat.mta.hu>.

See the attached step-by-step guide to submit an application.

After each step, it is recommended that you save your work. The uploading procedure can be interrupted at any time and can be resumed later. If you re-enter the portal, the application can be reopened by clicking on the applicant's name in the "List of applications" menu.

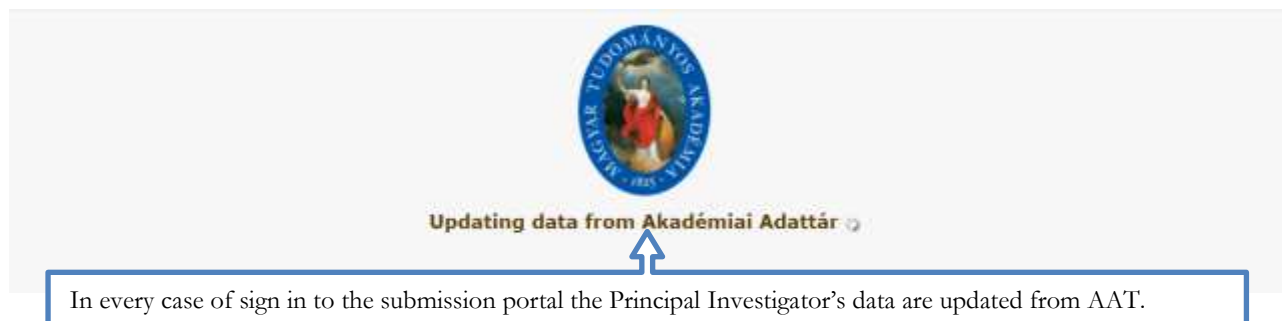
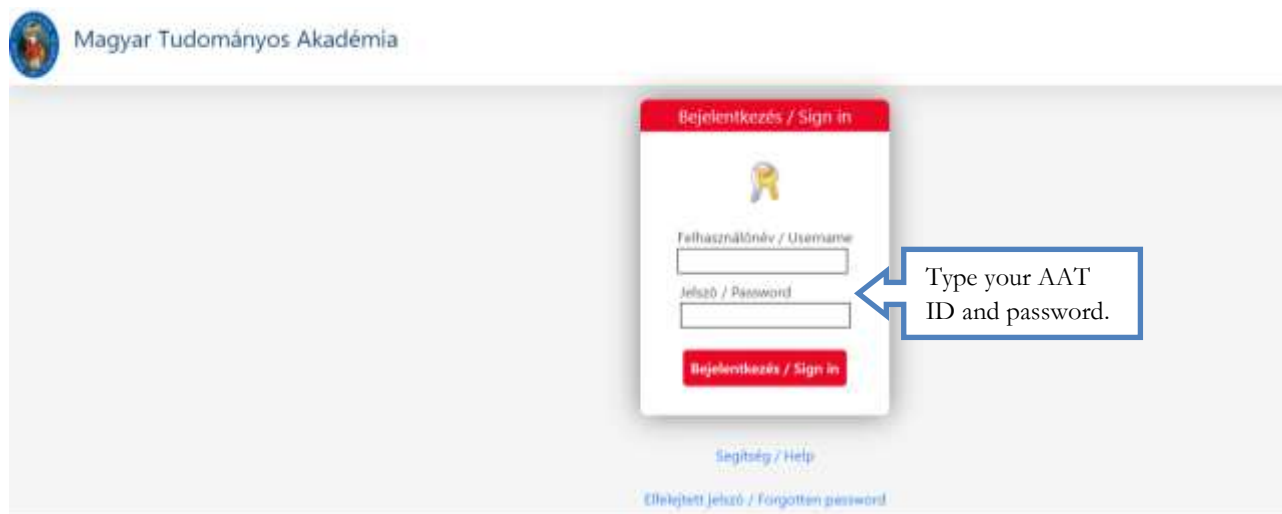
Menu:

1. *Principal Investigator's data* (under the "Application" main menu): data is transferred from AAT. These data can only be updated on the AAT website (<https://aat.mta.hu>).
2. *Application data* (under the "Application" main menu): should be completed by the applicant. In some cases tooltips provide more information on the requested data. Tooltips appear when the cursor is moved over the given field.
3. *Attachments* main menu: The required attachments should be prepared using the templates from the "Download" menu. After completing the templates, the attachments have to be uploaded in the "Attachments" menu. These attachments must be uploaded in PDF format. The "Budget plan" and the "Host research entity's declaration" must be signed by the head and the chief financial officer of the host research entity. The "Applicant's declaration" must be signed by the prospective PI.
4. *Download* main menu: the templates to prepare the attachments can be downloaded from here.
5. *Help* main menu: here you can find the guidelines.

Once the application is closed, it can no longer be modified.

For further information on submitting your application, please contact the Department of Grant Management ([lendulet@titkarsag.mta.hu](mailto:lendulet@titkarsag.mta.hu); +36 1 411 6336).

1. Sign in to [https://palyazat.mta.hu/lendulet\\_2024](https://palyazat.mta.hu/lendulet_2024) website



## 2. Start the application

To register a new application click on “Application” menu.

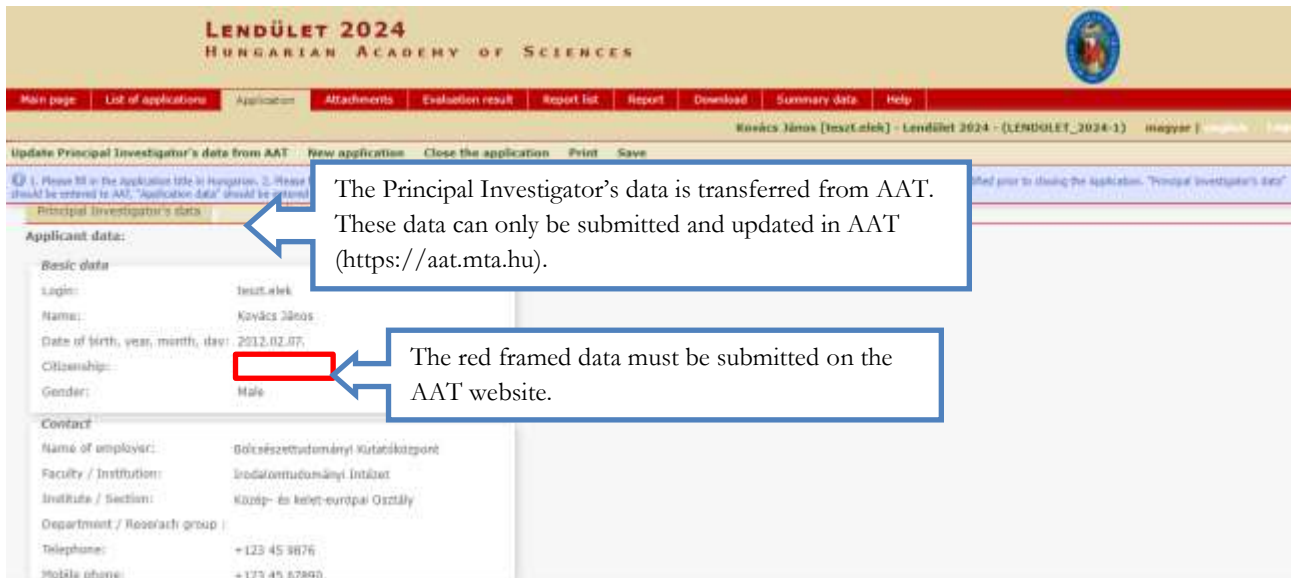
Click on “Apply”.

Application can be submitted only once all the four **declarations** are accepted.

The registration number will appear after the first saving of the application. The “Applicant’s declaration” and the “Host research entity’s declaration” must contain the registration number.

The minimum requirement before the first saving: **Application title in Hungarian and in English.**

### 3. Check “Principal Investigator’s data” menu



**LENDÜLET 2024**  
HUNGARIAN ACADEMY OF SCIENCES

Main page | List of applications | Application | Attachments | Evaluation result | Report list | Report | Download | Summary data | Help

Kövács János [test.elek] - LENDÜLET 2024 - (LENDULET\_2024-1) magyar | [English](#) | [Logout](#)

Update Principal Investigator's data from AAT | New application | Close the application | Print | Save

1. Please fill in the Application title in Hungarian. 2. Please fill in the Application title in English. (Application title should be entered in AAT, "Application data" should be entered in Lendület 2024 website.)

**Principal Investigator's data**

Applicant data:

**Basic data**

Login: test.elek

Name: Kovács János

Date of birth, year, month, day: 2012.02.07.

Citizenship:

Gender: Male

**Contact**

Name of employer: Bölcsészettudományi Kutatóközpont

Faculty / Institution: Informatikatudományi Intézet

Institute / Section: Közp- és hely-európai Osztály

Department / Research group:

Telephone: +123 45 9876

Mobile phone: +123 45 67890

The Principal Investigator's data is transferred from AAT. These data can only be submitted and updated in AAT (https://aat.mta.hu).

The red framed data must be submitted on the AAT website.

### 4. Fill in “Application data” menu



**LENDÜLET 2024**  
HUNGARIAN ACADEMY OF SCIENCES

Main page | List of applications | Application | Attachments | Evaluation result | Report list | Report | Download | Summary data | Help

Kövács János [test.elek] - LENDÜLET 2024 - (LENDULET\_2024-1) magyar | [English](#) | [Logout](#)

Update Principal Investigator's data from AAT | New application | Close the application | Print | Save

1. Please fill in the Application title in Hungarian. 2. Please fill in the Application title in English. (Application title should be entered in AAT, "Application data" should be entered in Lendület 2024 website.)

**Principal Investigator's data** | **Application data**

**Application data:**

**GDPR**

I hereby acknowledge that the legal basis for the processing of my personal data is the duty to perform public service tasks specified in Act XL of 1994 on the Hungarian Academy of Sciences pursuant to point e) of Article 6(1) of the GDPR (General Data Protection Regulation), according to which processing is necessary for the performance of a task carried out in the public interest. The purpose of the processing is to conduct the call procedure. I declare that I have read and understood the guideline on the data processing policy of MTA and the Secretariat of MTA (Information provided pursuant to Article 13 of the GDPR), available at the website mta.hu under "Hasznos információk" (Useful information) by clicking on "Adatkezelési tájékoztató" (Guideline on Data Processing Policy).

In order to be able to apply to this call, applicants are required to register in the Academy's Database (AAT). I hereby give my consent for the Data Controller to retain my personal data recorded in the AAT for the purposes of my application to this call for a period of 2 years in the event of a successful application, and for a period of 6 months in the event of an unsuccessful application.

I hereby undertake to inform the Controller of any eventual change in my personal data provided within 5 days of the change in an e-mail message to be sent to the address lendulet@titkarsag.mta.hu.

I hereby give my consent for the Secretariat of MTA as Data Controller to retain my application documentation in the Consolidated Grant Management Framework ("GPK") for a period fixed in the Guideline on Data Processing Policy (that is, for a period of 15 years in case of a successful application and for a period of 5 years in case of an unsuccessful application), and to erase my personal data upon expiry of the retention period.

**Basic data**

Registration number:

Lendület category:

Language:

LENDULET\_2024-1

## 5. Download the attachments' templates and upload the attachments

The screenshot shows the 'LENDÜLET 2024 HUNGARIAN ACADEMY OF SCIENCES' website. The navigation menu includes 'Main page', 'List of applications', 'Application', 'Attachments', 'Evaluation result', 'Report list', 'Report', 'Download', 'Summary data', and 'Help'. The user is logged in as 'Kovács János [teszt.elek]'. The 'Documents' section lists six required attachments:

- 1: 1\_Lendulet\_2024\_proposal.docx
- 2: 2\_Lendulet\_2024\_ERC\_narrative\_CV.docx
- 3: 3\_Lendulet\_2024\_ERC\_modification.docx
- 4: 4\_Lendulet\_2024\_budget\_plan.xlsx
- 5: 5\_Lendulet\_2024\_budget\_plan\_justification.docx
- 6: 6\_Lendulet\_2024\_applicant\_declaration.docx

A callout box explains: 'The required attachments must be prepared using the templates of the “Download” menu. After completing the templates, the attachments can be uploaded in the “Attachment” menu. The attachments must be uploaded in PDF format.'

The 'Attached documents' table shows the following data:

Attachment type	Attached	Delete	Note
* Research plan in the language of the application:	Attached	X	Fájl kiválasztása Nincs fájl kiválasztva <input type="checkbox"/>
ERC application and its supplements (ERC proposal, evaluation report, narrative CV, modification):	Attached	X	Fájl kiválasztása Nincs fájl kiválasztva <input type="checkbox"/>
* HTHT tables in the language of the application:	Attached	X	Fájl kiválasztása Nincs fájl kiválasztva <input type="checkbox"/>
* Budget plan:	Attached	X	Fájl kiválasztása Nincs fájl kiválasztva <input type="checkbox"/>
* Justification of the budget plan in the language of the application:	Attached	X	Fájl kiválasztása Nincs fájl kiválasztva <input type="checkbox"/>
* Applicant's declaration:	Attached	X	Fájl kiválasztása Nincs fájl kiválasztva <input type="checkbox"/>
* Host research entity's declaration:	Attached	X	Fájl kiválasztása Nincs fájl kiválasztva <input type="checkbox"/>

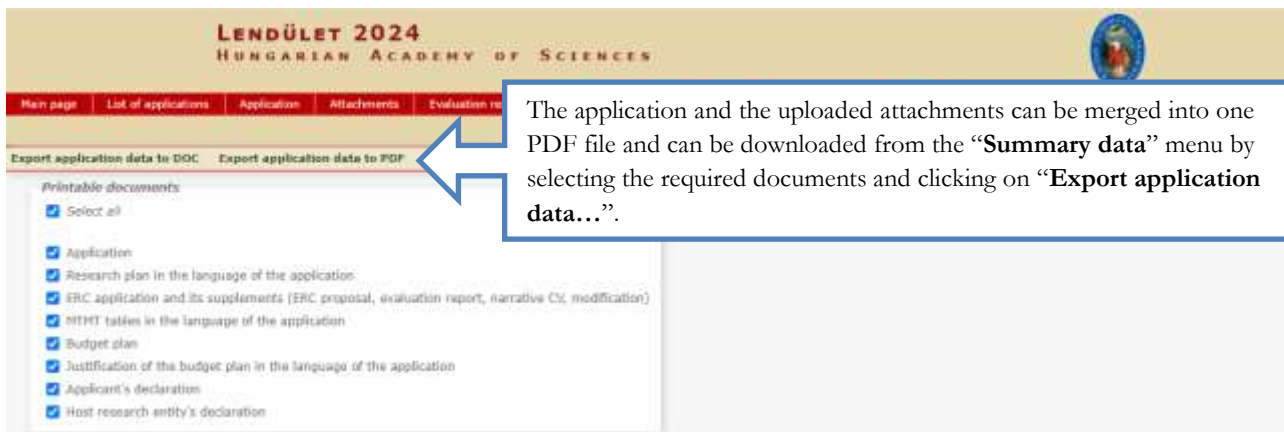
## 6. Re-enter the website

The screenshot shows the 'LENDÜLET 2024 HUNGARIAN ACADEMY OF SCIENCES' website. The navigation menu includes 'Main page', 'List of applications', 'Application', 'Attachments', 'Evaluation result', 'Report list', 'Report', 'Download', 'Summary data', and 'Help'. The user is logged in as 'Kovács János [teszt.elek] - Lendület 2024 - (LENDULET\_2024-1) magyar | [Logout](#)'. The 'List of applications' menu is highlighted. Below the menu, there is a table of application records:

Applicant name	Registration number	Application title	Type	Open to apply
Kovács János	LENDULET_2024-1	test	Lendület 2024	2023.12.15. 09:00 - 2024.02.12. 16:00

After saving and logging out, the application procedure can be resumed at any time. After the next sign-in, the application can be reopened by clicking on the applicant's name in “List of applications” menu.

## 7. View/download application

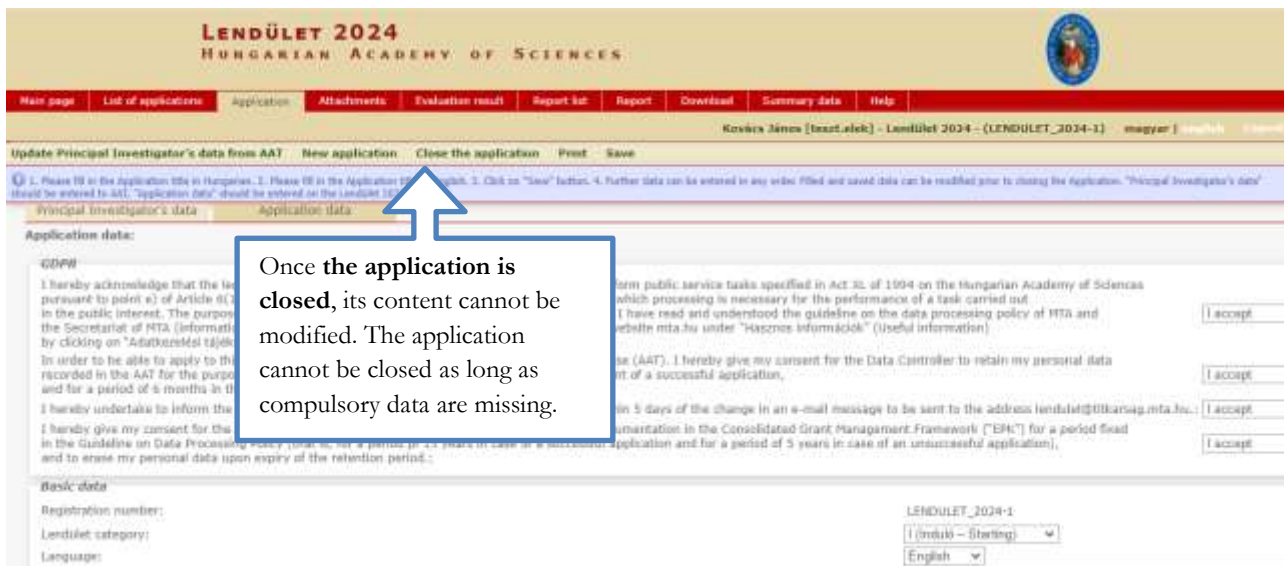


The application and the uploaded attachments can be merged into one PDF file and can be downloaded from the “**Summary data**” menu by selecting the required documents and clicking on “**Export application data...**”.

Printable documents:

- Select all
- Application
- Research plan in the language of the application
- ERC application and its supplements (ERC proposal, evaluation report, narrative CV, modification)
- MMT tables in the language of the application
- Budget plan
- Justification of the budget plan in the language of the application
- Applicant's declaration
- Host research entity's declaration

## 8. Close the application



Once the application is closed, its content cannot be modified. The application cannot be closed as long as compulsory data are missing.

LENDÜLET 2024  
HUNGARIAN ACADEMY OF SCIENCES

Main page | List of applications | Application | Attachments | Evaluation result | Report list | Report | Download | Summary data | Help

Kovács János [kova.janos] - Lendület 2024 - (LENDULET\_2024-1) - magyar | [English](#) | [Logout](#)

Update Principal Investigator's data from AAT | New application | **Close the application** | Print | Save

1. Please fill in the Application title in Hungarian. 2. Please fill in the Application ID. 3. Click on "Save" button. 4. Further data can be entered in any white filled and saved data can be modified prior to closing the Application. "Principal Investigator's data" should be entered in AAT. "Application data" should be entered in the Lendület UI.

Principal Investigator's data | **Application data**

Application data:

**GDPR**

I hereby acknowledge that the information processing is necessary for the performance of a task carried out in the public interest. The purpose of the processing is the management of the application and the recording of the application in the AAT. I hereby give my consent for the information processing for a period of 5 months in the case of a successful application, and for a period of 5 years in the case of an unsuccessful application.

I hereby undertake to inform the data controller of any change in my personal data within 5 days of the change in an e-mail message to be sent to the address [lendirulet@tki.karolyi.hu](mailto:lendirulet@tki.karolyi.hu).

I hereby give my consent for the information processing in the Consolidated Grant Management Framework ("EGM") for a period of 5 years in the case of a successful application and for a period of 5 years in the case of an unsuccessful application, and to erase my personal data upon expiry of the retention period.

I accept

I accept

I accept

I accept

**Basic data**

Registration number: LENDULET\_2024-1

Lendület category:

Language: