**GUIDE**

**to submitting MTA Premium Postdoctoral Research Program application**

The Premium Postdoctoral Research Program application should be submitted by uploading data and attachments to the https://palyazat.mta.hu/premium_2018 website. Only those having registration in the Academy Database (AAT) can enter the website. Signing into AAT can be done on https://aat.mta.hu website.

Recommended steps for the uploading the application can be seen on the step-by-step guide below.

After each step saving is recommended. Uploading can be interrupted at any time and can be continued later. In this case after re-entering the website, the application can be reopened by clicking on the applicant's name in the "List of applications" menu.

Menu:

1. *Data of the applicant* (under "Application" main menu): Data comes from AAT. These data can be updated only on AAT website (https://aat.mta.hu).

2. *Data of the application* (under the "Application" main menu): these data should be filled in by the applicant. In some cases tooltips provide more information about the requested data. Tooltips appear when the cursor is moved above the given field.

3. *Attachments* main menu: The required attachments should be prepared using the templates of the "Download" menu. After filling in the templates, the attachments can be uploaded in the "Attachments" menu. The attachments must be uploaded in PDF format. The "Host Institution Declaration", "Applicant's Declaration" and "Budget plan" documents must be signed.

4. *Help* main menu: you can find the guides here which help the submission of the application.

**The application must be closed until the submission deadline.**

**16:00 CET, 28<sup>th</sup> February 2018.**

**Once the application is closed, the data cannot be modified.**

For further information on submitting your application, please contact the Secretariat of MTA, Department of Grant Management (premium@titkarsag.mta.hu; +36 1 411 6336 (social sciences and humanities), +36 1 411 6376 (life sciences) and +36 1 411 6279, + 36 1 411 6287 (mathematics and natural sciences)).

## 1. Signing in to https://palyazat.mta.hu/premium_2018 website

## 2. Starting the application



For starting the application click on "Application" menu.

Welcome to the MTA Premium Postdoctoral Research Program 2018 website!



**Categories:**

Premium Post Doctorate: **Apply** Open to apply

Click on „Apply".



Update application data from AAT   New application   Close the application   Print   Save

Data of the applicant    Data of the application

**Data of the application:**

**Basic data**

Email:
Registration number: PREMIUM-2018-150
login: teszt.elek
Mobile phone: cxvsdsssssssssssssssssss
Other phone number:

**Research program**

Title of the application in Hungarian: Teszt pályázat
Title of the application in English: test application

Minimum required data before the first save: "Title of the application in Hungarian and in English".

## 3. Filling in "Data of the applicant" menu



## 4. Filling in "Data of the application" menu

## 5. Uploading the attachments



## MTA PREMIUM POSTDOCTORAL RESEARCH PROGRAM 2018
### HUNGARIAN ACADEMY OF SCIENCES

| Main page | List of applications | Application | Attachments | Report list | Report | Reviewers | Evaluation | Administration | Settings | Templates | Report admin | Dow |

Print    Upload/modify

Name of the applicant:              Teszt Elek
Date of birth, year, month, day: 1950.01.01.
User ID:                            teszt.elek
Title of the application:           test application
Scientific section:                 Section of Chemistry
Application closed:                 2017.12.08. 15:14

*Attached documents (\*=required attachments to be uploaded)*

| Name of attachment | Attached | Delete | |
|---|---|---|---|
| \* 1. Declaration of acceptance (PDF format) - HU: | Attached | X | Fájl kiválas: |
| 2.1 Research scheme and work scheme (PDF format) - HU: | Attached | X | Fájl kiválas: |
| \* 2.1 Research scheme and work scheme (PDF format) - EN: | Attached | X | Fájl kiválas: |
| 3.1 Budget scheme with grounds for it (PDF format) - HU: | Attached | | |
| \* 3.1 Budget scheme with grounds for it (PDF format) - EN: | Attached | | |
| 4.1 Professional CV (PDF format) - HU: | - | - | Fájl kiválas: |
| \* 4.1 Professional CV (PDF format) - EN: | Attached | X | Fájl kiválas: |
| 5. List of publications and citations (PDF format): | - | - | Fájl kiválas: |
| \* 6. Certificate proving the reception of scientific degree (PDF format): | Attached | X | Fájl kiválas: |
| \* 7. Declaration of the Applicant (PDF format) - HU: | Attached | X | Fájl kiválasztása   Nincs fájl kiválasztva |
| 8. Other documents (PDF format): | - | - | Fájl kiválasztása   Nincs fájl kiválasztva |

The required attachments must be prepared using the templates of the "Download" menu. After filling in the templates, the attachments can be uploaded to "Attachments" menu.

The attachments must be uploaded in PDF format.



## MTA PREMIUM POSTDOCTORAL RESEARCH PROGRAM 2
### HUNGARIAN ACADEMY OF SCIENCES

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

**Update application data from AAT    New application    Close the application    Print    Save**

| Data of the applicant | Data of the application |

**Data of the application:**

*Basic data*

Email:
Registration number:   PREMIUM-201
login:                 teszt.elek
Mobile phone:          cxvsdsssssssssssssssssssss
Other phone number:

"Host Institution Declaration" attachment must contain the registration number.

*Research program*

## 6. Re-entering the website



After saving and logging out, filling in the application can be continued 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. Viewing/downloading application



The attachments uploaded to the application can be merged into one PDF file and can be downloaded from "Summary data" menu.

**The budget plan must be signed by the Chief Financial Officer.**
**In case of non-academic institutions the budget plan has to be signed by the Chief Financial Officer of the MTA's Office for Research Groups Attached to Universities and Other Institutions (hereinafter referred to as MTA TKI), Berzéné Pénzes Ilona. Please send the budget plan to the berzene.ilona@tki.mta.hu email address and after receeving the signed document, upload it to the applications system.**

## 8. Closing the application



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

**Submission deadline:**
**16:00 CET, 28th February 2018**