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, 28th 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

PRÉMIUM POSZTDOKTORI 2018 PÁLYÁZATI RENDSZER
MAGYAR TUDOMÁNYOS AKADÉMIA

eduID | Bejelentkezés a Prémium Posztdoktori 2018 pályá...

Click on „Bejelentkezés….".

Üdvözöljük a Magyar Tudományos Akadémia Prémium Posztdoktori 2018 pályázati rendszerében!

BEJELENTKEZÉS/SIGN IN
MAGYAR TUDOMÁNYOS AKADÉMIA/HUNGARIAN ACADEMY OF SCIENCES

Elfelejtett jelszó / Forgotten password | Segítség / Help

Kérjük, adja meg az Akadémiai Adattárban használt felhasználónevét és jelszavát az alábbi űrlapon.

Please enter your username and password for the Academy Database in the form below.

Felhasználónév / Username [   ]

Jelszó / Password [   ]   Bejelentkezés / Sign in

Type your AAT-ID and password.

Bejelentkezés / Sign in

PRÉMIUM POSZTDOKTORI PÁLYÁZAT 2018
MAGYAR TUDOMÁNYOS AKADÉMIA

Főoldal | Pályázati lista | Pályázat | Mellékletek | Értékelés eredmény | Beszámoló lista | Beszámoló | Letöltés | Adatok összesítése | Súgó

Teszt Elek [teszt.elek]   magyar | english   Kijel

Köszöntjük a(z) Prémium posztdoktori pályázat 2018 internetes rendszerében!

Choose the English version.

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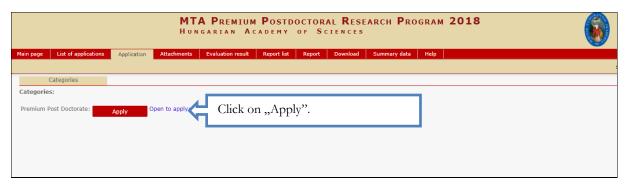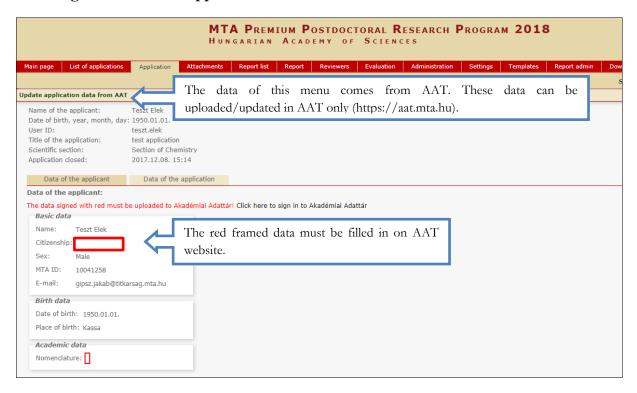
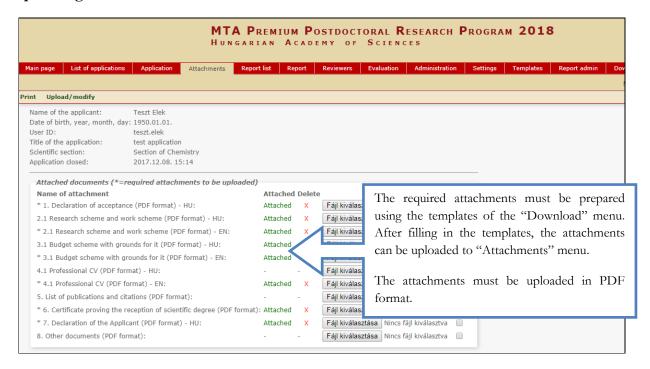## 3. Filling in "Data of the applicant" menu

4. Filling in "Data of the application" menu

5. Uploading the attachments

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.

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

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 host institution is the MTA's Office for Research Groups Attached to Universities and Other Institutions (hereinafter referred to as MTA TKI). The Chief Financial Officer is Berzéné Pénzes Ilona. Please send the budget scheme 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