



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

Bejelentkezés a Prémium Posztdoktori 2018 pályázatra

Click on „Bejelentkezés....”.

Üdvözöljük a Magyar Tudományos Akadémia Prémium Posztdoktori 2018 pályázati rendszerében!

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

Efelejtett 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 összerögzítése | Súly

Teszt Elek [teszt.lelek] magyar | english

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

Choose the English version.

2. Starting the application

MTA PREMIUM POSTDOCTORAL RESEARCH PROGRAM 2018
HUNGARIAN ACADEMY OF SCIENCES

Main page | List of applications | **Application** | Teszt Elek [teszt.elek] magyar | english

For starting the application click on “Application” menu.

MTA TUDOMÁNYOS AKADÉMIA
1825

Welcome to the MTA Premium Postdoctoral Research Program 2018 website!

MTA PREMIUM POSTDOCTORAL RESEARCH PROGRAM 2018
HUNGARIAN ACADEMY OF SCIENCES

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

Categories

Categories:

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

Click on „Apply”.

MTA PREMIUM POSTDOCTORAL RESEARCH PROGRAM 2018
HUNGARIAN ACADEMY OF SCIENCES

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

Teszt Elek [teszt.elek]

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: cxvdsdssssssssssssssssss

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

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

Update application data from AAT ← The data of this menu comes from AAT. These data can be uploaded/updated in AAT only (https://aat.mta.hu).

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

Data of the applicant | Data of the application

Data of the applicant:
The data signed with red must be uploaded to Akadémiai Adattár! Click here to sign in to Akadémiai Adattár

Basic data

Name: Teszt Elek
Citizenship: ← The red framed data must be filled in on AAT website.
Sex: Male
MTA ID: 10041258
E-mail: gipsz.jakab@titkarsag.mta.hu

Birth data

Date of birth: 1950.01.01.
Place of birth: Kassa

Academic data

Nomenclature:

4. Filling in “Data of the application” menu

MTA PREMIUM POSTDOCTORAL RESEARCH PROGRAM 2018
HUNGARIAN ACADEMY OF SCIENCES

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

Update application data from AAT | **New application** | **Close the application** ← In “Data of the application” the applicant must give details on the application.

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: cxvdsdssssssssssssssssss
Other phone number:

Research program

Title of the application in Hungarian: Teszt pályázat
Title of the application in English: test application
Keywords in Hungarian: teszt, pályázat
Keywords in English: test, application
Name of the host research institution - HU: MTA
Name of the host research institution - EN: HAS
Field of science: Section of Chemistry
Discipline: Chemical Sciences

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 kiválasztása
2.1 Research scheme and work scheme (PDF format) - HU:	Attached	X	Fájl kiválasztása
* 2.1 Research scheme and work scheme (PDF format) - EN:	Attached	X	Fájl kiválasztása
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 kiválasztása
* 4.1 Professional CV (PDF format) - EN:	Attached	X	Fájl kiválasztása
5. List of publications and citations (PDF format):	-	-	Fájl kiválasztása
* 6. Certificate proving the reception of scientific degree (PDF format):	Attached	X	Fájl kiválasztása
* 7. Declaration of the Applicant (PDF format) - HU:	Attached	X	Fájl kiválasztása Nincs fájl kiválasztva <input type="checkbox"/>
8. Other documents (PDF format):	-	-	Fájl kiválasztása Nincs fájl kiválasztva <input type="checkbox"/>

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-2017

login: teszt.elek

Mobile phone: cxvsdssssssssssssssssss

Other phone number:

Research program

“Host Institution Declaration” attachment must contain the registration number.

6. Re-entering the website

MTA PREMIUM POSTDOCTORAL RESEARCH PROGRAM 2018
HUNGARIAN ACADEMY OF SCIENCES

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

Teszt Elek [tesztElek]

Records: 1 - 1 / 1

Name of the applicant	Registration number	Title of the application	Type	Open to apply
Teszt Elek	PREMIUM-2018-150	test application	Premium Post Doctorate	2017.11.13, 08:00 - 2018.03.08, 16:00

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

MTA PREMIUM POSTDOCTORAL RESEARCH PROGRAM 2018
HUNGARIAN ACADEMY OF SCIENCES

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

Teszt Elek [tesztElek]

Export application data to DOC | Export application data to PDF

Printable documents

- Select all
- Application
- 1. Declaration of acceptance (PDF format) - HU
- 2.1 Research scheme and work scheme (PDF format) - HU
- 2.1 Research scheme and work scheme (PDF format) - EN
- 3.1 Budget scheme with grounds for it (PDF format) - HU
- 3.1 Budget scheme with grounds for it (PDF format) - EN
- 4.1 Professional CV (PDF format) - EN
- 6. Certificate proving the reception of scientific degree (PDF format)
- 7. Declaration of the Applicant (PDF format) - HU

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 Péntzes Ilona. Please send the budget scheme to the berzene.ilona@tki.mta.hu email address and after receiving the signed document, upload it to the applications system.

8. Closing the application

MTA PREMIUM POSTDOCTORAL RESEARCH PROGRAM 2018
HUNGARIAN ACADEMY OF SCIENCES

Main page | List of applications | Application | Attachments | Evaluation result | Report

Update application data from AAT | New application | Close the application

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: cvxsdssssssssssssssssss

Other phone number:

Research program

Title of the application in Hungarian: Teszt pályázat

Title of the application in English: test application

Keywords in Hungarian: teszt, pályázat

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