



## 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\\_2019](https://palyazat.mta.hu/premium_2019) 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.

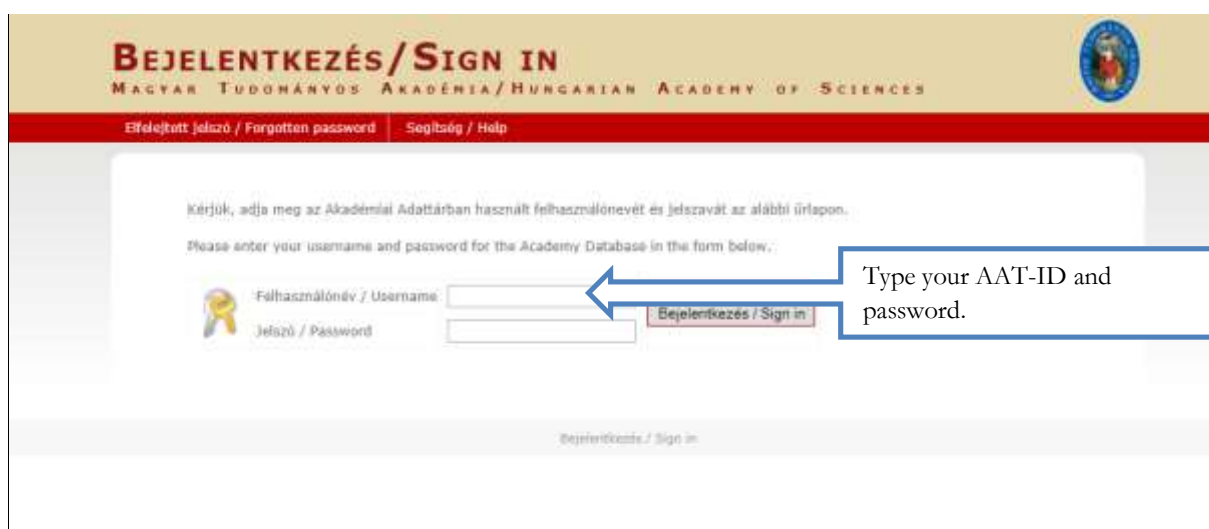
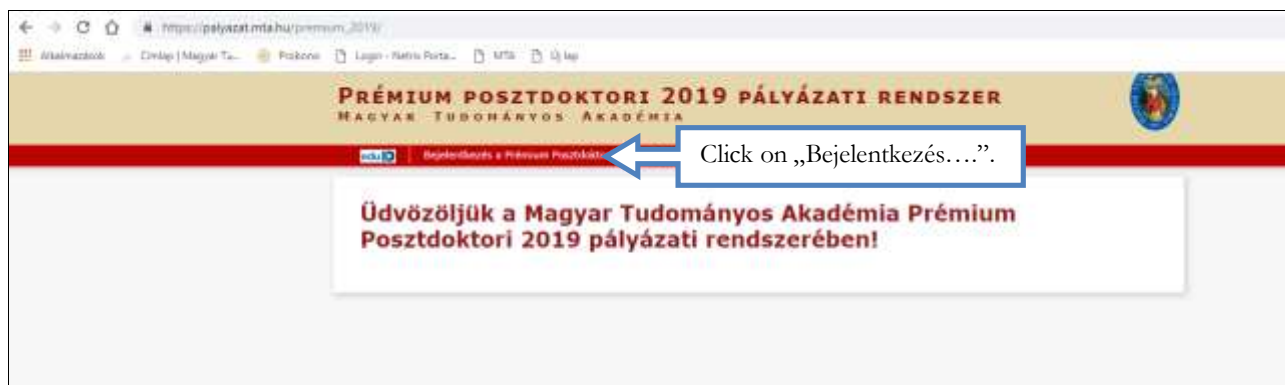
**The application must be closed until the submission deadline.**

**16:00 CET, 11<sup>th</sup> April 2019.**

**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](mailto:premium@titkarsag.mta.hu); +36 1 411 6336 (social sciences and humanities), +36 1 411 6100/550 (life sciences) and + 36 1 411 6334 (mathematics and natural sciences)).

1. Signing in to [https://palyazat.mta.hu/premium\\_2019](https://palyazat.mta.hu/premium_2019) website





### 3. Filling in “Applicant data” menu

The screenshot shows the 'Applicant data' section of the application form. The header includes the program name and a navigation menu. Below the menu, there are buttons for 'Update personal data from AAT', 'New application', 'Close the application', 'Print', and 'Save'. The 'Applicant data' tab is selected. A text box explains that data is transferred from AAT and can only be updated there. Below this, there are three sections: 'Basic data', 'Birth data', and 'Academic data'. The 'Basic data' section contains fields for Name, Citizenship, Gender, MTA ID, and E-mail. The 'Birth data' section contains a field for Date of birth. The 'Academic data' section contains a field for Nomenclature. Red boxes highlight the 'Citizenship' and 'Nomenclature' fields, with a text box explaining that these must be submitted on the AAT website.

MTA PREMIUM POSTDOCTORAL RESEARCH PROGRAM  
HUNGARIAN ACADEMY OF SCIENCES

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

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

Applicant data

Applicant data:  
Some personal data is waiting for approve in system *Állapottal rendelkező*:

**Basic data**

Name: Teszt Elek4  
Citizenship:   
Gender: Male  
MTA ID: 10041258  
E-mail: gipsz.jakab@otkarsag.mta.hu

**Birth data**

Date of birth: 1950.01.01.

**Academic data**

Nomenclature:

The 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. Filling in “Application data” menu

The screenshot shows the 'Application data' section of the application form. The header includes the program name and a navigation menu. Below the menu, there are buttons for 'Update personal data from AAT', 'New application', and 'Close the application'. The 'Application data' tab is selected. A text box explains that in this section, the applicant must give details on the application. Below this, there is a GDPR notice, followed by 'Basic data' and 'Research program' sections. The 'Basic data' section contains fields for Email, Registration number, Sign, Mobile phone, and Other phone number. The 'Research program' section contains fields for Title of the application in Hungarian and English, Keywords in Hungarian and English, and Name of the host research institution in Hungarian and English.

MTA PREMIUM POSTDOCTORAL RESEARCH PROGRAM 2019  
HUNGARIAN ACADEMY OF SCIENCES

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

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

Applicant data | Application data

Application data:

GDPR:  
I acknowledge that the legal basis for the processing of my personal data is the duty to perform public service tasks specified by law, and the aim of the processing is to conduct the call procedure. I accept the joint quit on the data processing policy of the Secretariat of MTA and HTA (notification based on GDPR Article 13) available at [https://mta.hu/data/dokumentumok/Acsertokul\\_adatok/2018/Adatkezesi%20ajkezesi20180523.r](https://mta.hu/data/dokumentumok/Acsertokul_adatok/2018/Adatkezesi%20ajkezesi20180523.r)  
In order for applicants to be able to apply to this call, they are required to register in the Academy's Database (AAT). I agree that the data controller will store my personal data (MTA ID, name, date of birth, place of birth, citizenship, contact details) entered in the Academy's Database (AAT) as a precondition for my application to this call for a period of 2 years after closure of the call procedure in case of a successful application, and for a period of 6 months after closure of the call procedure in case of a rejected application.  
I agree that the data controller will store my full application package on the electronic submission portal (EPK) for the time indicated in the guideline on MTA's data processing policy (i.e., for 15 years in case of a success and for 5 years in case of a rejected application), and that my personal data will be deleted by the data controller after the required period of data storage has elapsed.

**Basic data**

Email:   
Registration number: PREMIUM-2019-1  
Sign: teszt.elek4  
Mobile phone:   
Other phone number:

**Research program:**

Title of the application in Hungarian: Algebrai módszerek geometria és kombinatorikai problémákra  
Title of the application in English: Algebraic methods for problems in geometry and combinatorics  
Keywords in Hungarian:   
Keywords in English:   
Name of the host research institution - HU:   
Name of the host research institution - EN:

In “Application data” the applicant must give details on the application.

## 5. Uploading the attachments

**MTA PREMIUM POSTDOCTORAL RESEARCH PROGRAM 2019**  
HUNGARIAN ACADEMY OF SCIENCES

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

**Documents**

- 1\_ NYILATKOZAT\_Prémium\_2019.docx
- 2\_Applicant\_declaraton\_Premium\_2019.docx
- 3\_Költségterv\_Prémium\_PD\_2019.xlsx
- 4\_Budget plan\_Premium\_2019.xlsx
- 5\_Befogado nyilatkozat\_MTA.docx
- 6\_Institution\_declaration\_MTA.docx
- 7\_Befogado nyilatkozat\_EGYETEM.docx
- 8\_Institution\_declaration\_UNIVERSITY.docx

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 2019**  
HUNGARIAN ACADEMY OF SCIENCES

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

Print Upload/modify

**Attached documents**

Attachment type	Attached	Delete		Note
* 1. Declaration of acceptance (PDF format) - HU:	Attached	X	Fájl kiválasztása	Nincs fájl kiválasztva
2.1 Research scheme and work scheme (PDF format) - HU:	-	-	Fájl kiválasztása	Nincs fájl kiválasztva
* 2.1 Research scheme and work scheme (PDF format) - EN:	Attached	X	Fájl kiválasztása	Nincs fájl kiválasztva
3.1 Budget scheme with grounds for it (PDF format) - HU:	Attached	X	Fájl kiválasztása	Nincs fájl kiválasztva
* 3.1 Budget scheme with grounds for it (PDF format) - EN:	Attached	X	Fájl kiválasztása	Nincs fájl kiválasztva
4.1 Professional CV (PDF format) - HU:	Attached	X	Fájl kiválasztása	Nincs fájl kiválasztva
* 4.1 Professional CV (PDF format) - EN:	Attached	X	Fájl kiválasztása	Nincs fájl kiválasztva
5. List of publications and citations (PDF format):	Attached	X	Fájl kiválasztása	Nincs fájl kiválasztva
* 6. Certificate proving the reception of scientific degree (PDF format):	Attached	X	Fájl kiválasztása	Nincs fájl kiválasztva
* 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

---

**MTA PREMIUM POSTDOCTORAL RESEARCH PROGRAM 2019**  
HUNGARIAN ACADEMY OF SCIENCES

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

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

Applicant data | Application data

**Application data:**

**GDPR**

I acknowledge that the legal basis for the processing of my personal data is the duty to perform public service tasks specified by law, and the aim of the processing is to conduct the data processing policy of the Secretariat of MTA and MTA (notification based on GDPR Article 13) available at [https://mta.hu/data/dokumentumok/kozerdeku\\_adatok/2018/Ad](https://mta.hu/data/dokumentumok/kozerdeku_adatok/2018/Ad). In order for applicants to be able to apply to this call, they are required to register in the Academy's Database (AAT) as a precondition for my application to this call for a period of 2 years after closure of the call procedure in case and for a period of 6 months after closure of the call procedure in case of a rejected application.

I agree that the data controller will store my full application package on the electronic submission portal (EPK) for the time indicated in the guideline on MTA's data processing policy (and for 5 years in case of a rejected application), and that my personal data will be deleted by the data controller after the required period of data storage has elapsed.

**Basic data**

Email:

Registration number: PREMIUM-2019-1

login: teszt.elek

Mobile phone:

Other phone number:

**Research program**

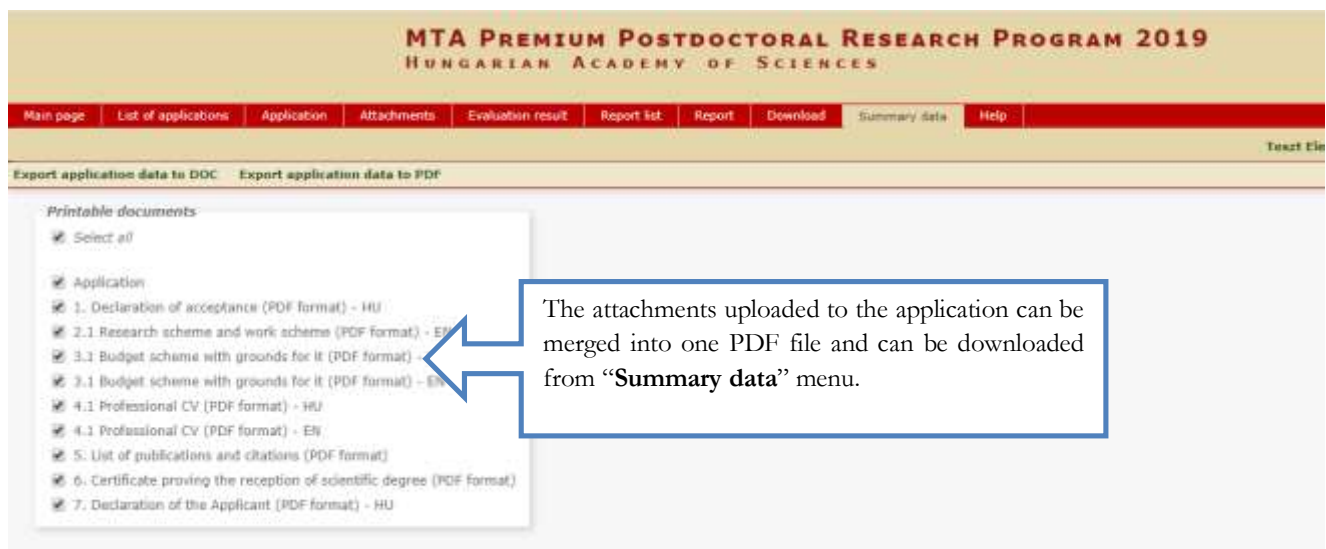
“Host Institution Declaration” attachment must contain the registration number.

## 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 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 Péntzes Iлона. Please send the budget plan to the [berzene.ilona@tki.mta.hu](mailto: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 2019**  
HUNGARIAN ACADEMY OF SCIENCES

[Main page](#) | [List of applications](#) | [Applicant](#) | [Attachments](#) | [Evaluation result](#)

[Update personal data from AAT](#) | [New application](#) | [Close the application](#)

[Applicant data](#) | [Application data](#)

**Application data:**

**GDPR**

I acknowledge that the legal basis for the processing of my personal data is the duty to perform public service tasks specified by law, and the aim of the processing is to conduct the data processing policy of the Secretariat of MTA and MTA (notification based on GDPR Article 13) available at [https://mta.hu/data/dokumentumok/kozerdesku\\_adatok/20190401](https://mta.hu/data/dokumentumok/kozerdesku_adatok/20190401). In order for applicants to be able to apply to this call, they are required to register in the Academy's Database (AAT). I agree that the data controller will store my personal data (citizenship, contact details) entered in the Academy's Database (AAT) as a precondition for my application to this call for a period of 2 years after closure of the call procedure and for a period of 6 months after closure of the call procedure in case of a rejected application. I agree that the data controller will store my full application package on the electronic submission portal (EPK) for the time indicated in the guideline on MTA's data processing and for 5 years in case of a rejected application), and that my personal data will be deleted by the data controller after the required period of data storage has elapsed:

**Basic data**

Email:

Registration number: PREMIUM-2019-1

login: teszt.elek

Mobile phone:

Other phone number:

**Research program**

Title of the application in Hungarian: Algebrai módszerek geometriai és kombinatorikai problémákra

Title of the application in English: Algebraic methods for problems in geometry and combinatorics

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, 11<sup>th</sup> April 2019**