GUIDE

to submitting a Lendület application

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

Recommended steps of the uploading the application can be seen on the step-by-step guide attached.

After each step saving is recommended. Uploading can be intermitted 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 application" menu.

Menu:

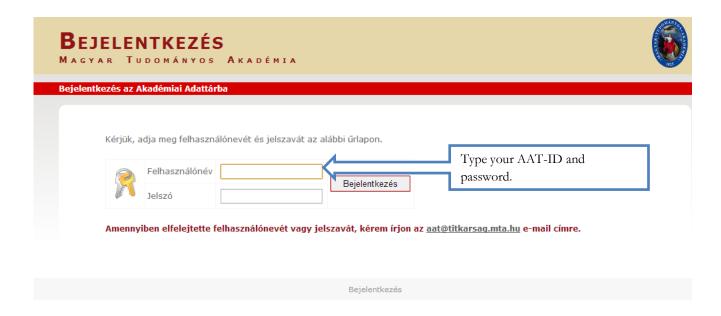
- 1. *Data of the applicant* (under "Application" main menu): Data comes from AAT. These data can be updated only on AAT website (https://aat.mta.hu).
- 2. Data of the application (under "Application" main menu): these data should be filled in by the applicant. In some cases tooltips provide more information about the requested data. Tooltips appear when the cursor is moved above the given field.
- 3. Further data (under "Application" main menu): the applicant might give information on other/temporary employments or reviewing activities relevant to the application. Filling in these fields is not compulsory.
- 4. *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 form. (Only "Host institute declaration" and the reference letters must be signed.)
- 5. 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, 12:00 CET, 13rd January, 2016. Once the application is closed, the data cannot be modified.

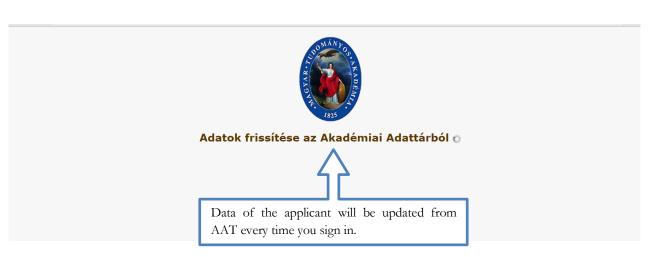
For further information on submitting your application, please, contact the Secretariat of MTA, Department of Research Institutes (<u>lendulet@titkarsag.mta.hu</u>, +361 411 6279).

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





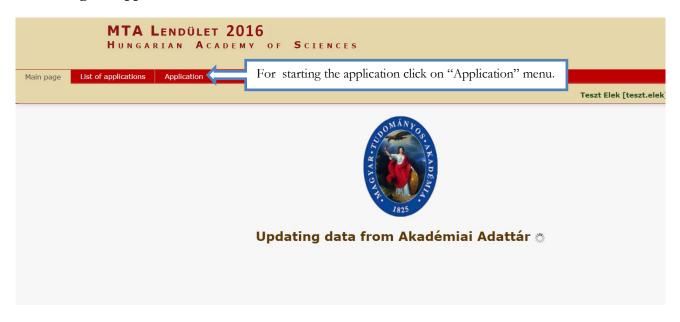


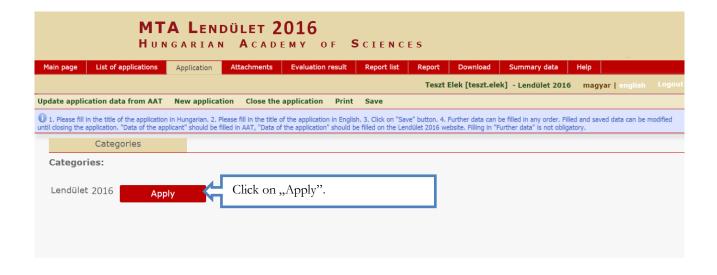


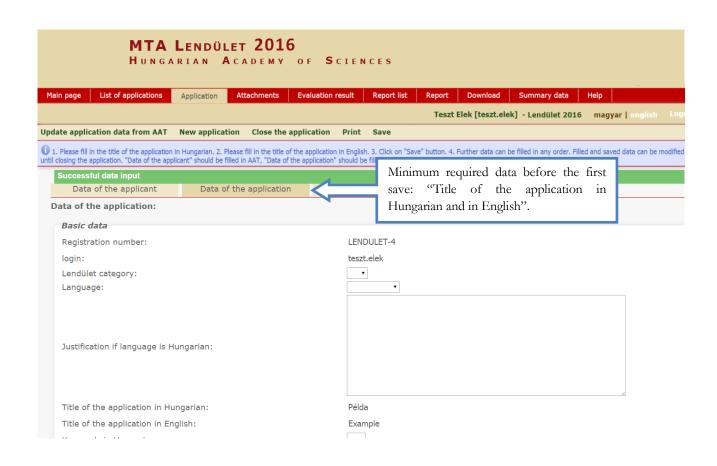


In case "Nincs feltöltött önéletrajza az AAT rendszerben /No CV uploaded in Akadémiai Adattár" sign appears, load up your CV onto AAT website.

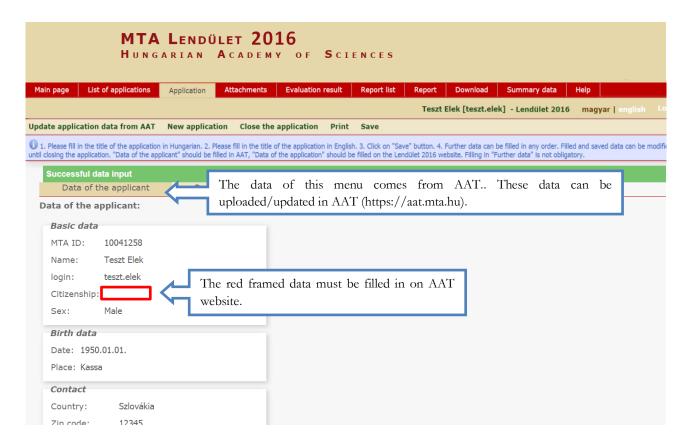
2. Starting the application

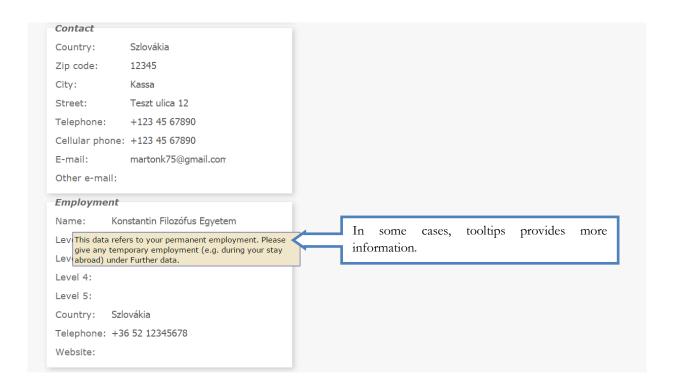




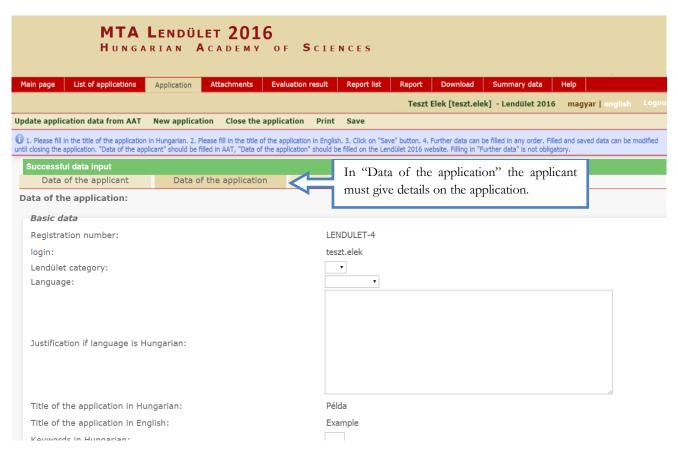


3. Filling in "Data of the applicant" menu





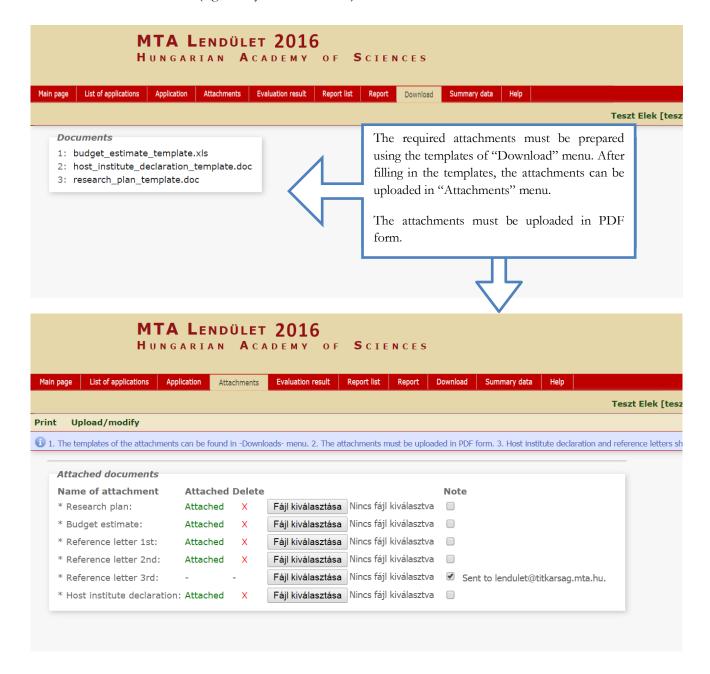
4. Filling in "Data of the application" menu

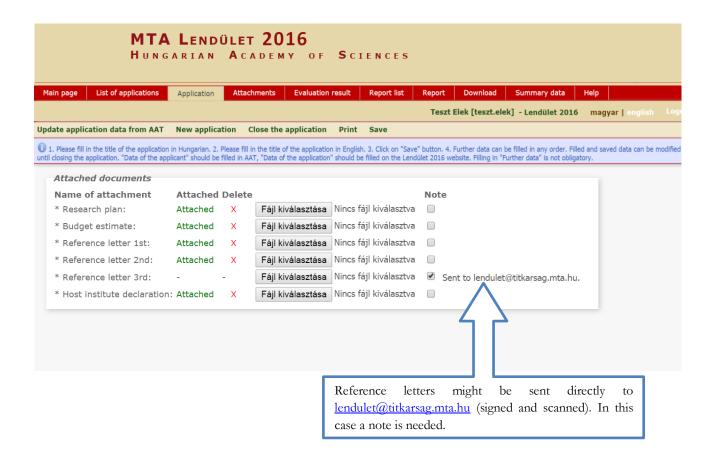


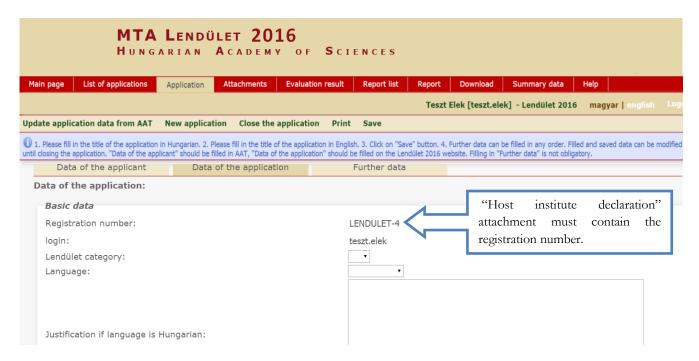
5. Uploading the attachments

Attachment need to be signed:

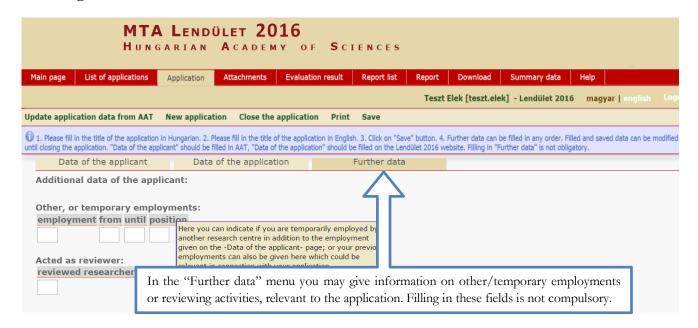
- Host institute declaration (signed by the head and the chief financial officer of the host research institution
 - Recommendations (signed by the references)







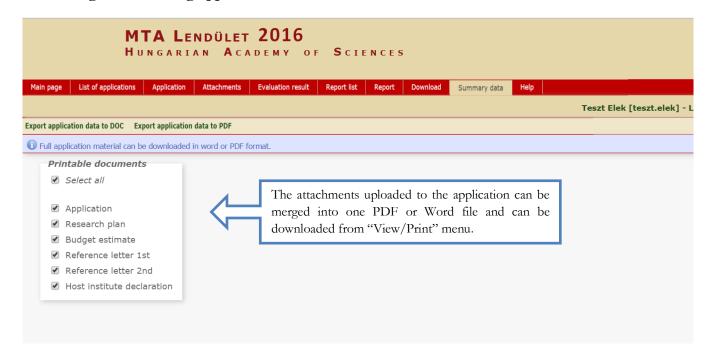
6. Filling in "Further data" menu



7. Re-entering the website



8. Viewing/downloading application



9. Closing the application

