

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 (lendulet@titkarsag.mta.hu, +361 411 6279).

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



MTA LENDÜLET 2016 PÁLYÁZATI RENDSZER
MAGYAR TUDOMÁNYOS AKADÉMIA

eduID Bejelentkezés az MTA Lendület 2016 pályázati rendszerbe

Click on „Bejelentkezés....”.

Üdvözljük a Magyar Tudományos Akadémia Lendület 2016 pályázati rendszerében!



BEJELENTKEZÉS
MAGYAR TUDOMÁNYOS AKADÉMIA

Bejelentkezés az Akadémiai Adattárba

Kérjük, adja meg felhasználónevét és jelszavát az alábbi űrlapon.

Felhasználónév

Jelszó

Bejelentkezés

Type your AAT-ID and password.

Amennyiben elfelejtette felhasználónevét vagy jelszavát, kérem írjon az aat@titkarsag.mta.hu e-mail címre.

Bejelentkezés

MTA LENDÜLET 2016

MAGYAR TUDOMÁNYOS AKADÉMIA



Főoldal

Pályázati lista

Pályázat

Mellékletek

Értékelés eredmény

Letöltés

Megtekintés/Nyomtatás

Súgó

Teszt Elek [teszt.elek]

magyar | english


Kijelentés

Pályázat indításához kattintson a "Pályázat" menüre. 2. Pályázat feltöltésének folytatásához kattintson a "Pályázati lista" menüre.



Köszöntjük a(z) MTA Lendület 2016 internetes rendszerében!

Choose the English version.



Adatok frissítése az Akadémiai Adattárból

Data of the applicant will be updated from AAT every time you sign in.

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MAGYAR TUDOMÁNYOS AKADÉMIA

Főoldal

Pályázati lista

Pályázat

Mellékletek

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Letöltés


Megtekintés/Nyomtatás

Súgó

Teszt Elek [teszt.elek]

magyar | english

1. Pályázat indításához kattintson a "Pályázat" menüre. 2. Pályázat feltöltésének folytatásához kattintson a "Pályázati lista" menüre.



Köszöntjük a(z) MTA Lendület 2016 internetes rendszerében!


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

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HUNGARIAN ACADEMY OF SCIENCES

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

For starting the application click on "Application" menu.



Updating data from Akadémiai Adattár 

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HUNGARIAN ACADEMY OF SCIENCES

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

Teszt Elek [teszt.elek] - Lendület 2016 magyar | english

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

1. Please fill in the title of the application in Hungarian. 2. Please fill in the title of the application in English. 3. Click on "Save" button. 4. Further data can be filled in any order. Filled and saved data can be modified until closing the application. "Data of the applicant" should be filled in AAT, "Data of the application" should be filled on the Lendület 2016 website. Filling in "Further data" is not obligatory.

Categories

Categories:

Lendület 2016 **Apply** | Click on „Apply”.

MTA LENDÜLET 2016
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Main page | List of applications | **Application** | Attachments | Evaluation result | Report list | Report | Download | Summary data | Help

Teszt Elek [teszt.elek] - Lendület 2016 magyar | english Log

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

1. Please fill in the title of the application in Hungarian. 2. Please fill in the title of the application in English. 3. Click on "Save" button. 4. Further data can be filled in any order. Filled and saved data can be modified until closing the application. "Data of the applicant" should be filled in AAT, "Data of the application" should be filled in on the Lendület 2016 website. Filling in "Further data" is not obligatory.

Successful data input

Data of the applicant | **Data of the application**

Data of the application:

Basic data

Registration number: LENDULET-4

login: teszt.elek

Lendület category:

Language:

Justification if language is Hungarian:

Title of the application in Hungarian: Példa

Title of the application in English: Example

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

3. Filling in "Data of the applicant" menu

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HUNGARIAN ACADEMY OF SCIENCES

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

Teszt Elek [teszt.elek] - Lendület 2016 magyar | english Lo

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

1. Please fill in the title of the application in Hungarian. 2. Please fill in the title of the application in English. 3. Click on "Save" button. 4. Further data can be filled in any order. Filled and saved data can be modified until closing the application. "Data of the applicant" should be filled in AAT, "Data of the application" should be filled in on the Lendület 2016 website. Filling in "Further data" is not obligatory.

Successful data input

Data of the applicant

Data of the applicant:

Basic data

MTA ID: 10041258

Name: Teszt Elek

login: teszt.elek

Citizenship:

Sex: Male

Birth data

Date: 1950.01.01.

Place: Kassa

Contact

Country: Szlovákia

Zip code: 12345

The data of this menu comes from AAT.. These data can be uploaded/updated in AAT (<https://aat.mta.hu>).

The red framed data must be filled in on AAT website.

Contact

Country: Szlovákia
 Zip code: 12345
 City: Kassa
 Street: Teszt utica 12
 Telephone: +123 45 67890
 Cellular phone: +123 45 67890
 E-mail: martonk75@gmail.com
 Other e-mail:

Employment

Name: Konstantin Filozófus Egyetem

Level 1: This data refers to your permanent employment. Please give any temporary employment (e.g. during your stay abroad) under Further data.

Level 4:

Level 5:

Country: Szlovákia
 Telephone: +36 52 12345678
 Website:

In some cases, tooltips provides more information.

4. Filling in “Data of the application” menu

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 HUNGARIAN ACADEMY OF SCIENCES

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

Teszt Elek [teszt.elek] - Lendület 2016 magyar | english Logou

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

1. Please fill in the title of the application in Hungarian. 2. Please fill in the title of the application in English. 3. Click on "Save" button. 4. Further data can be filled in any order. Filled and saved data can be modified until closing the application. "Data of the applicant" should be filled in AAT, "Data of the application" should be filled on the Lendület 2016 website. Filling in "Further data" is not obligatory.

Successful data input

Data of the applicant | Data of the application

Data of the application:

Basic data

Registration number: LENDULET-4
 login: teszt.elek
 Lendület category:
 Language:

Justification if language is Hungarian:

Title of the application in Hungarian: Példa
 Title of the application in English: Example
 Keywords in Hungarian:

In “Data of the application” the applicant must give details on the application.

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)

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Teszt Elek [teszt]

Documents
1: budget_estimate_template.xls
2: host_institute_declaration_template.doc
3: research_plan_template.doc

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

The attachments must be uploaded in PDF form.

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[Main page](#) | [List of applications](#) | [Application](#) | [Attachments](#) | [Evaluation result](#) | [Report list](#) | [Report](#) | [Download](#) | [Summary data](#) | [Help](#)

Teszt Elek [teszt]

[Print](#) [Upload/modify](#)

1. The templates of the attachments can be found in -Downloads- menu. 2. The attachments must be uploaded in PDF form. 3. Host institute declaration and reference letters sh

Attached documents

Name of attachment	Attached	Delete		Note
* Research plan:	Attached	X	Fájl kiválasztása	Nincs fájl kiválasztva <input type="checkbox"/>
* Budget estimate:	Attached	X	Fájl kiválasztása	Nincs fájl kiválasztva <input type="checkbox"/>
* Reference letter 1st:	Attached	X	Fájl kiválasztása	Nincs fájl kiválasztva <input type="checkbox"/>
* Reference letter 2nd:	Attached	X	Fájl kiválasztása	Nincs fájl kiválasztva <input type="checkbox"/>
* Reference letter 3rd:	-	-	Fájl kiválasztása	Nincs fájl kiválasztva <input checked="" type="checkbox"/> Sent to lendulet@titkarsag.mta.hu.
* Host institute declaration:	Attached	X	Fájl kiválasztása	Nincs fájl kiválasztva <input type="checkbox"/>

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Teszt Elek [teszt.elek] - Lendület 2016 magyar | english

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

1. Please fill in the title of the application in Hungarian. 2. Please fill in the title of the application in English. 3. Click on "Save" button. 4. Further data can be filled in any order. Filled and saved data can be modified until closing the application. "Data of the applicant" should be filled in AAT, "Data of the application" should be filled on the Lendület 2016 website. Filling in "Further data" is not obligatory.

Attached documents

Name of attachment	Attached	Delete		Note
* Research plan:	Attached	X	Fájl kiválasztása	Nincs fájl kiválasztva <input type="checkbox"/>
* Budget estimate:	Attached	X	Fájl kiválasztása	Nincs fájl kiválasztva <input type="checkbox"/>
* Reference letter 1st:	Attached	X	Fájl kiválasztása	Nincs fájl kiválasztva <input type="checkbox"/>
* Reference letter 2nd:	Attached	X	Fájl kiválasztása	Nincs fájl kiválasztva <input type="checkbox"/>
* Reference letter 3rd:	-	-	Fájl kiválasztása	Nincs fájl kiválasztva <input checked="" type="checkbox"/> Sent to lendulet@titkarsag.mta.hu.
* Host institute declaration:	Attached	X	Fájl kiválasztása	Nincs fájl kiválasztva <input type="checkbox"/>

Reference letters might be sent directly to lendulet@titkarsag.mta.hu (signed and scanned). In this case a note is needed.

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[Main page](#) | [List of applications](#) | [Application](#) | [Attachments](#) | [Evaluation result](#) | [Report list](#) | [Report](#) | [Download](#) | [Summary data](#) | [Help](#) | [Log out](#)

Teszt Elek [teszt.elek] - Lendület 2016 magyar | english

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

1. Please fill in the title of the application in Hungarian. 2. Please fill in the title of the application in English. 3. Click on "Save" button. 4. Further data can be filled in any order. Filled and saved data can be modified until closing the application. "Data of the applicant" should be filled in AAT, "Data of the application" should be filled on the Lendület 2016 website. Filling in "Further data" is not obligatory.

[Data of the applicant](#) | [Data of the application](#) | [Further data](#)

Data of the application:

Basic data

Registration number:

LENDULET-4

login:

teszt.elek

Lendület category:

Language:

Justification if language is Hungarian:

"Host institute declaration" attachment must contain the registration number.

6. Filling in “Further data” menu

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

Teszt Elek [teszt.elek] - Lendület 2016 magyar | english | Log out

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

1. Please fill in the title of the application in Hungarian. 2. Please fill in the title of the application in English. 3. Click on "Save" button. 4. Further data can be filled in any order. Filled and saved data can be modified until closing the application. "Data of the applicant" should be filled in AAT, "Data of the application" should be filled on the Lendület 2016 website. Filling in "Further data" is not obligatory.

Data of the applicant | Data of the application | **Further data**

Additional data of the applicant:

Other, or temporary employments:
employment from until position
☐ ☐ ☐ ☐ Here you can indicate if you are temporarily employed by another research centre in addition to the employment given on the -Data of the applicant- page; or your previous employments can also be given here which could be relevant in connection with your application.

Acted as reviewer:
reviewed researcher
☐

In the “Further data” menu you may give information on other/temporary employments or reviewing activities, relevant to the application. Filling in these fields is not compulsory.

7. Re-entering the website

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

Teszt Elek [teszt.elek] - Lendület 2016

For filling in the fields of Application, click on your name.

10 Records: 1 - 1 / 1

Name of the applicant	Registration number	Title of the application	Type	Open to apply
Teszt Elek	LENDULET-4	Example	Lendület 2016	2015.10.10 09:30 - 2016.01.13 12:00

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.

8. Viewing/downloading application

MTA LENDÜLET 2016
HUNGARIAN ACADEMY OF SCIENCES

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

Teszt Elek [teszt.elek] - L

Export application data to DOC | Export application data to PDF

Full application material can be downloaded in word or PDF format.

Printable documents

- ☒ Select all
- ☒ Application
- ☒ Research plan
- ☒ Budget estimate
- ☒ Reference letter 1st
- ☒ Reference letter 2nd
- ☒ Host institute declaration

The attachments uploaded to the application can be merged into one PDF or Word file and can be downloaded from "View/Print" menu.

9. Closing the application

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HUNGARIAN ACADEMY OF SCIENCES

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

Update application data from AAT | New app.

1. Please fill in the title of the application in Hungarian. 2. Please fill in the title of the application in English. until closing the application. "Data of the applicant" should be filled in AAT, "Data of the application" should be filled in the application.

Successful data input

Data of the applicant	Data of the application	Further data
Data of the application:		
Basic data		
Registration number:	LENDULET-4	
login:	teszt.elek	
Lendület category:	I. ▾	
Language:	English ▾	
Justification if language is Hungarian:	In has vocibus nominavi partiendo, ut nemore aperiri erroribus nec. Menandri convenire euripidis his no, sed ad tale ornatus praesent, duo quem ubique graeco et. Pro tincidunt reprimique constituam no. Qui ne placerat probatus, detraxit qualisque persequeris his in, ius ut meis dissentiet. Ius eu legimus corrumpit, hinc modus	

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

Submission deadline:
12:00 CET, 13rd January, 2016.