SECRETARIAT OF THE HUNGARIAN ACADEMY OF SCIENCES



### **GUIDE**

### to submitting a Lendület application

The Lendület application should be submitted by providing data and uploading attachments on the <u>https://palyazat.mta.hu/lendulet\_2020</u> website. Only those registered in the Academy Database (AAT) can enter this website using their AAT login and password. Registering in AAT can be done at <u>https://aat.mta.hu</u>.

For recommended steps of submitting an application, see the attached step-by-step guide.

After each step saving is recommended. The uploading procedure can be interrupted at any time and can be resumed later. In the case of re-entering the website, the application can be reopened by clicking on the applicant's name in the "List of applications" menu.

Menu:

- **1.** *Principal Investigator's data* (under the "Application" main menu): data is transferred from AAT. These data can only be updated on the AAT website (<u>https://aat.mta.hu</u>).
- 2. *Application data* (under the "Application" main menu): should be completed by the applicant. In some cases tooltips provide more information on 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 from the "Download" menu. After completing the templates, the attachments can be uploaded in the "Attachments" menu. These attachments must be uploaded in PDF format. The "Host Institution Declaration" must be signed.

Reference letters should be sent by the person giving the reference directly to the Department of Grant Management by post or by e-mail. Reference letters must be signed.

4. *Help* main menu: here you can find the guides helping and the application procedure.

### The application must be finalized and closed by the submission deadline. Once the application is closed, it cannot be modified any more.

For further information on submitting your application, please contact the Secretariat of MTA, Department of Grant Management (<u>lendulet@titkarsag.mta.hu;</u> +36 1 411 6336).

# 1. Signing in to <u>https://palyazat.mta.hu/lendulet\_2020</u> website

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# 2. Starting the application

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# 3. Filling in "Principal Investigator's data" menu

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City:	Kausa	
Street:	Teszt ulica 12	
Telephose:	+123 45 9876	
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# 4. Filling in "Application data" menu

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### 5. Uploading the attachments

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# 6. Re-entering the website

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### 7. Viewing/downloading application

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### 8. Closing the application

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