



GUIDE

to submitting a Lendület application

The Lendület application should be submitted by providing data and uploading attachments on the https://palyazat.mta.hu/lendulet_2020 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 <https://aat.mta.hu>.

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.

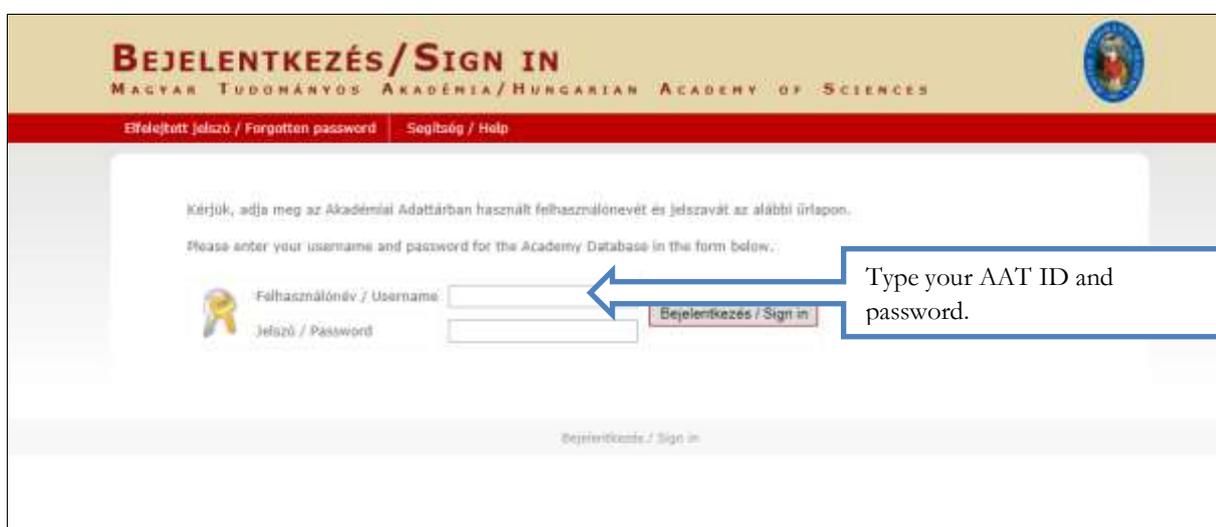
Menu:

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 (<https://aat.mta.hu>).
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.

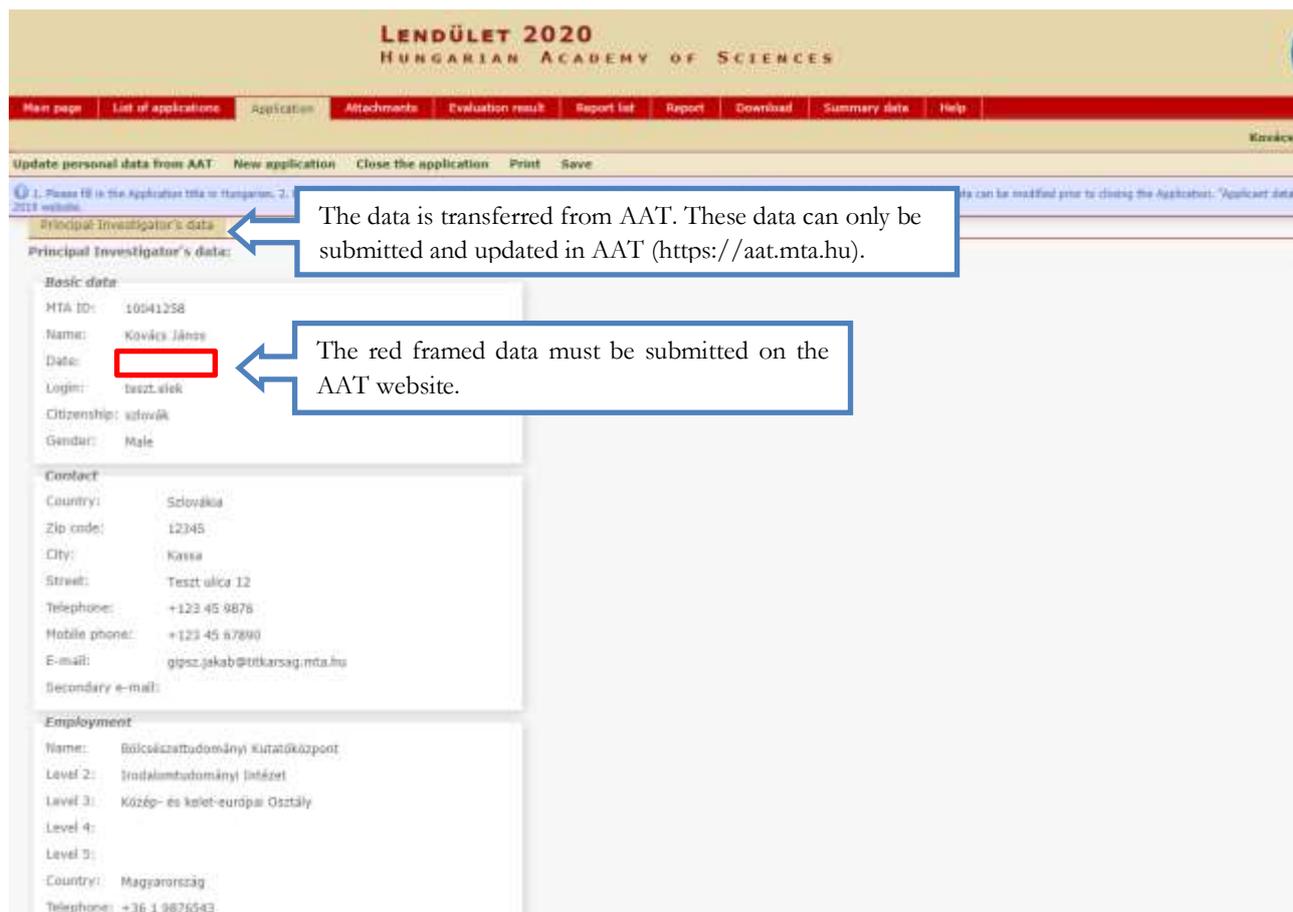
**The application must be finalized and closed by the submission deadline.
Once the application is closed, it cannot be modified any more.**

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

1. Signing in to https://palyazat.mta.hu/lendulet_2020 website



3. Filling in “Principal Investigator’s data” menu



LENDÜLET 2020
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

1. Please fill in the Application title in Hungarian. 2. Please fill in the Application title in English. The data can be modified prior to closing the Application. "Application data" can be modified prior to closing the Application.

Principal Investigator's data

Principal Investigator's data:

Basic data:

MTA ID: 10941258
Name: Kovács János
Date:
Login: teszt.elek
Citizenship: szlovák
Gender: Male

Contact:

Country: Szlovákia
Zip code: 12345
City: Kassa
Street: Teszt utca 12
Telephone: +123 45 9876
Mobile phone: +123 45 67890
E-mail: gipsz.jakab@titkarsag.mta.hu
Secondary e-mail:

Employment:

Name: Bölcsészettudományi Kutatóközpont
Level 2: Informatikatudományi Intézet
Level 3: Közép- és kelet-európai Osztály
Level 4:
Level 5:
Country: Magyarország
Telephone: +36 1 9876543

4. Filling in “Application data” menu



LENDÜLET 2020
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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

1. Please fill in the Application title in Hungarian. 2. Please fill in the Application title in English. The data can be modified prior to closing the Application. "Application data" can be modified prior to closing the Application.

Principal Investigator's 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 33) available at https://mta.hu/data/dokumentumok/kozterdeki_adatok/2018/. 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 (MF: employment details, academic degree) 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 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

Registration number: LENDULET_2020-1
Login: teszt.elek
Lendület category:
Language:
Justification if language is Hungarian:

5. Uploading the attachments

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

The attachments must be uploaded in PDF.

The templates of the attachments can be found in –Downloads– menu. The attachments should be uploaded in PDF. Host institute declaration should be uploaded signed and scanned.

| Attachment type | Attached | Delete | | Note |
|---------------------------------|----------|--------|-------------------|------------------------|
| * Research plan: | Attached | X | Fájl kiválasztása | Nincs fájl kiválasztva |
| * Budget plan: | Attached | X | Fájl kiválasztása | Nincs fájl kiválasztva |
| * Host institution declaration: | Attached | X | Fájl kiválasztása | Nincs fájl kiválasztva |

Please fill in the Application title in Hungarian. Please fill in the Application title in English. Click on “Save” button. Further data can be entered in any order. Filled and saved data can be modified prior to closing the Application.

Principal Investigator's 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/kozrendeku_adatok/2018/. 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 employment details, academic degree) 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 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 retention period of data storage has expired.

Basic data

Registration number: LENDULET_2020-1
 Login: IrszTelek
 Lendület category: [dropdown]
 Language: [dropdown]

Justification if language is Hungarian:

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

