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.
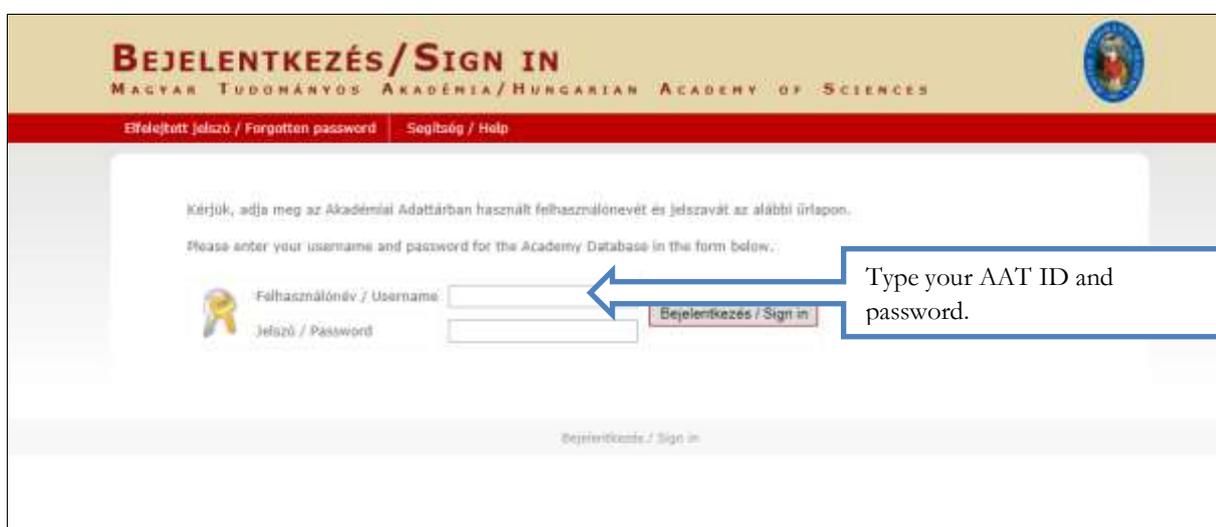
Menu:

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.

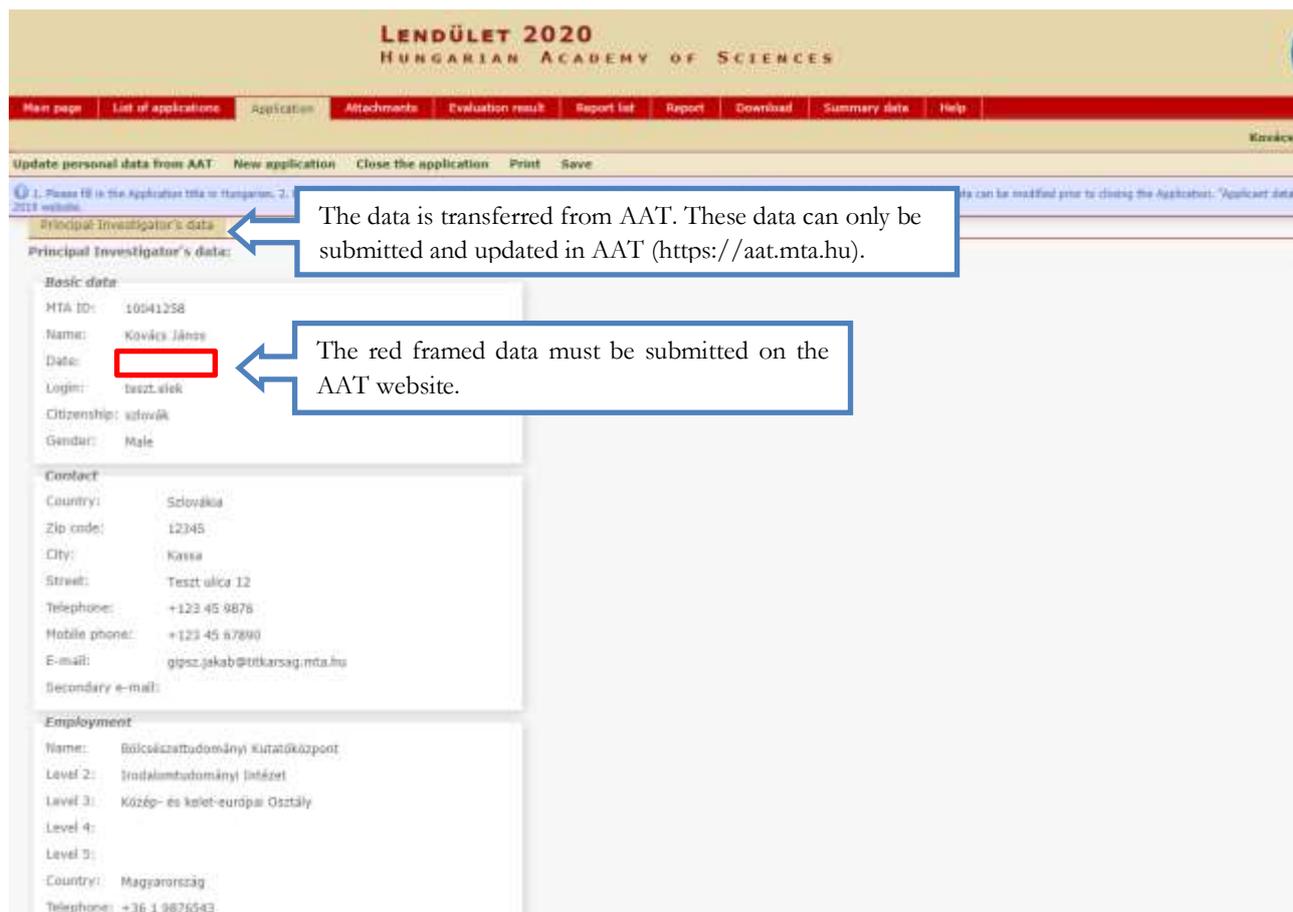4. *Help* main menu: here you can find the guides helping and the application procedure.

   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

2. Starting the application

To register a new application click on "**Application**" menu.

Click on "**Apply**".

Application can be submitted only once the GDPR declarations are accepted.

The minimum required data before the first saving: "Application title in Hungarian and in English".

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

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

In "**Application data**" the applicant should provide details regarding the application.

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.

"**Host Institution Declaration**" attachment must contain the registration number.

6. Re-entering the website

After saving and logout, the application procedure can be resumed 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 the "**Summary data**" menu.

8. Closing the application

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