



# SECRETARIAT OF THE HUNGARIAN ACADEMY OF SCIENCES

SECRETARIAT OF SECRETARY-GENERAL AND DEPUTY SECRETARY-  
GENERAL

DEPARTMENT OF GRANT MANAGEMENT

## 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\\_2022](https://palyazat.mta.hu/lendulet_2022) submission portal. 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>.

See the attached step-by-step guide to submit an application.

After each step, it is recommended that you save your work. The uploading procedure can be interrupted at any time and can be resumed later. If you re-enter the portal, the application can be reopened by clicking on the applicant's name in the "List of applications" menu.

Menu:

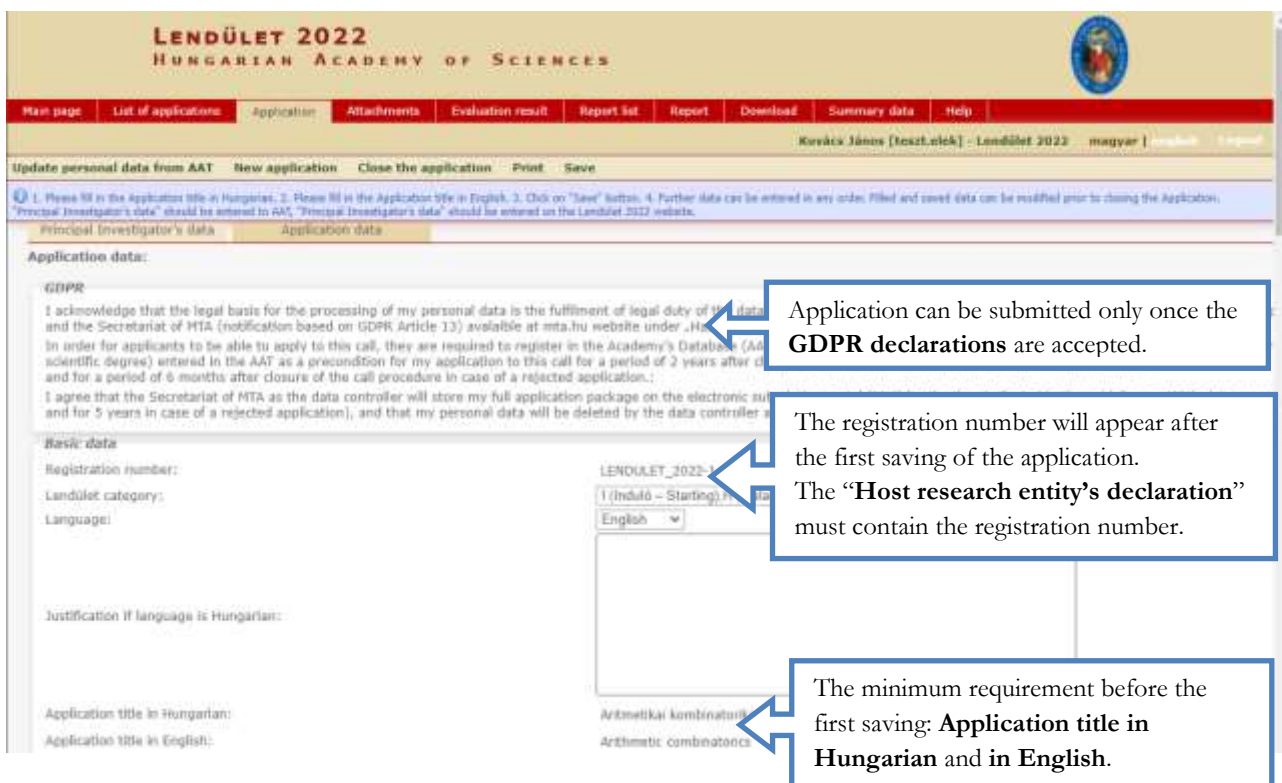
1. *Principal Investigator's data* (under the "Application" main menu): data is transferred from AAT. These data can only be updated on the AAT website (<https://aat.mta.hu>).
2. *Application data* (under the "Application" main menu): should be completed by the applicant. In some cases tooltips provide more information on the requested data. Tooltips appear when the cursor is moved over 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 have to be uploaded in the "Attachments" menu. These attachments must be uploaded in PDF format. The "Host research entity's declaration" must be signed by the head and the chief financial officer of the host research entity. The "Applicant's declaration" must be signed by the prospective PI.
4. *Download* main menu: the templates to prepare the attachments can be downloaded from here.
5. *Help* main menu: here you can find the guides.

Once the application is closed, it can no longer be modified.

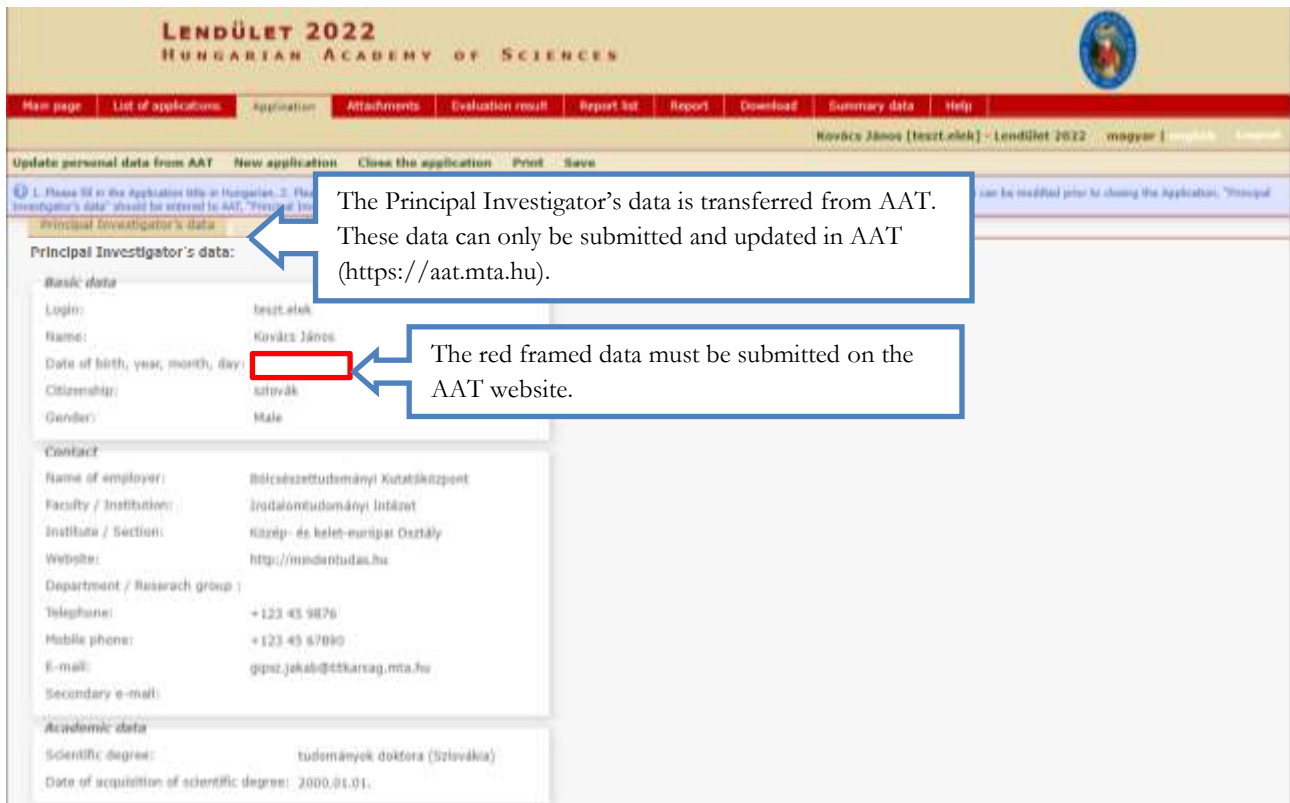
For further information on submitting your application, please contact the Department of Grant Management ([lendulet@titkarsag.mta.hu](mailto:lendulet@titkarsag.mta.hu); +36 1 411 6336).



## 2. Start the application



### 3. Check “Principal Investigator’s data” menu



**LENDÜLET 2022**  
HUNGARIAN ACADEMY OF SCIENCES

Home 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

Kovács János [teszt.elok] - Lendület 2022 - magyar | English | English

1. Please fill in the Application title in Hungarian. 2. Please fill in the Application title in English. 3. Check on "Save" button. 4. Further data can be entered in any order. Filled and saved data can be modified prior to closing the Application. "Principal Investigator's data" should be entered in AAT, "Principal Investigator's data" should be entered on the Lendület 2022 website.

**Principal Investigator's data:**

**Basic data**

Login: test.elok  
Name: Kovács János  
Date of birth, year, month, day:    
Citizenship: szlovák  
Gender: Male

**Contact**

Name of employer: Bölcsészettudományi Kutatóközpont  
Faculty / Institution: Informatikatudományi Intézet  
Institute / Section: Közép- és kelet-európai Osztály  
Website: http://mindentudas.hu  
Department / Research group:  
Telephone: +123 45 9876  
Mobile phone: +123 45 67890  
E-mail: gpsz.jekah@ettk.mta.hu  
Secondary e-mail:

**Academic data**

Scientific degree: tudományok doktora (Szlovákia)  
Date of acquisition of scientific degree: 2000.01.01.

### 4. Fill in “Application data” menu



**LENDÜLET 2022**  
HUNGARIAN ACADEMY OF SCIENCES

Home 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

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1. Please fill in the Application title in Hungarian. 2. Please fill in the Application title in English. 3. Check on "Save" button. 4. Further data can be entered in any order. Filled and saved data can be modified prior to closing the Application. "Principal Investigator's data" should be entered in AAT, "Principal Investigator's data" should be entered on the Lendület 2022 website.

**Application data:**

**GDPR**

I acknowledge that the legal basis for the processing of my personal data by the Hungarian Academy of Sciences and the Secretariat of MTA (notification based on GDPR Article 13) available at mta.hu website under „Hasznos információk” by clicking on „Adatkezelési tájékoztató”.

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 (name, date of birth, scientific degree) entered in the AAT as a precondition for my application to this call for a period of 2 years after closure of the call procedure in case of a successful application, and for a period of 6 months after closure of the call procedure in case of a rejected application.

I agree that the Secretariat of MTA as 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 procedure 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\_2022-1  
Lendület category: 1 (Induló - Starting) | 2 (Haladó - Advanced)  
Language: English

Justification if language is Hungarian:

Application title in Hungarian: Aritmikai kombinatórika  
Application title in English: Arithmetic combinatorics

## 5. Upload 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

The attachments must be uploaded in PDF format.

The screenshot shows the 'Attachments' menu selected in the navigation bar. Below it, a list of documents is displayed:

Attachment type	Attached	Delete	Note
* Research plan:	Attached	X	Fáj kiválasztása Dader 20...at_MQ .pdf <input type="checkbox"/>
* HTML tables:	Attached	X	Fáj kiválasztása Nincs fájl kiválasztva <input type="checkbox"/>
* Budget plan:	Attached	X	Fáj kiválasztása Nincs fájl kiválasztva <input type="checkbox"/>
* Host research entity's declaration:	Attached	X	Fáj kiválasztása Nincs fájl kiválasztva <input type="checkbox"/>
* Applicant's declaration:	Attached	X	Fáj kiválasztása Nincs fájl kiválasztva <input type="checkbox"/>

## 6. Re-enter the website

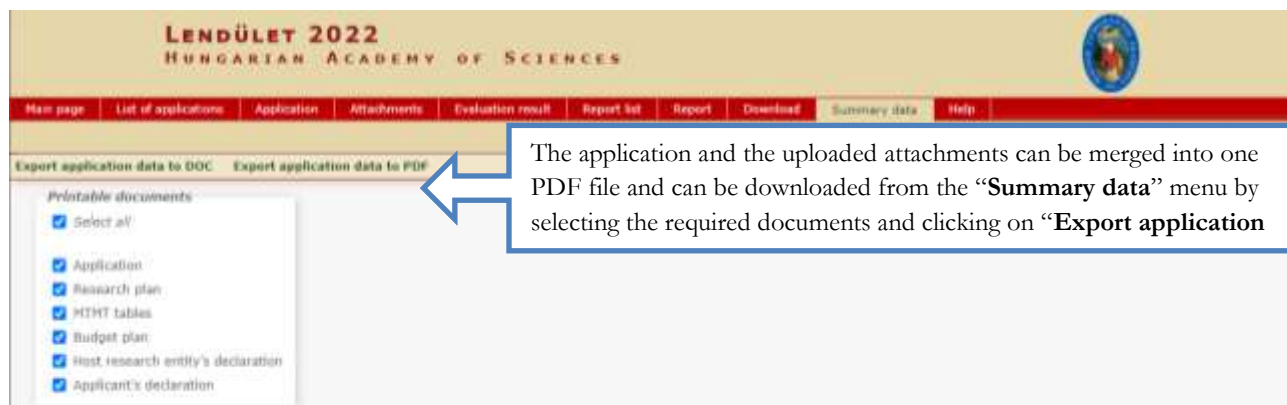
The screenshot shows the 'List of applications' menu selected in the navigation bar. Below it, a table of application records is displayed:

Applicant name	Registration number	Application title	Type	Open to apply
Kovács János	LENDULET_2022-1	Arithmetics combinatorics	LENDULET 2022	2022.01.13, 13:00 - 2022.03.31, 14:00

After saving and logging out, 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.

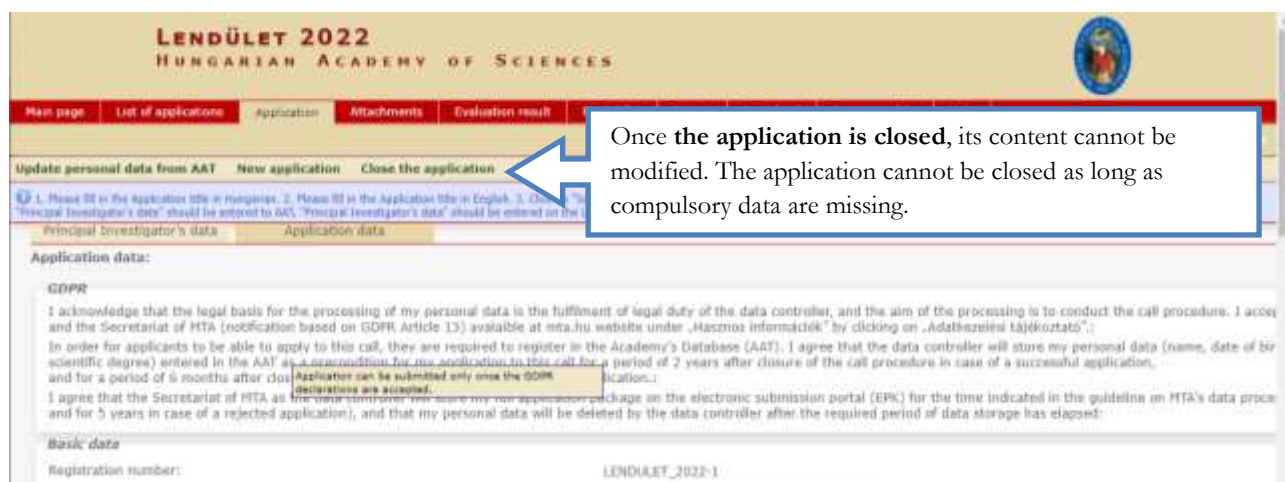
2017

## 7. View/download application



The screenshot shows the 'LENDÜLET 2022 HUNGARIAN ACADEMY OF SCIENCES' website. The navigation bar includes 'Main page', 'List of applications', 'Application', 'Attachments', 'Evaluation result', 'Report list', 'Report', 'Download', 'Summary data', and 'Help'. Below the navigation bar, there are two buttons: 'Export application data to DOC' and 'Export application data to PDF'. A blue callout box with arrows pointing to these buttons contains the text: 'The application and the uploaded attachments can be merged into one PDF file and can be downloaded from the “Summary data” menu by selecting the required documents and clicking on “Export application’’. Below the buttons is a section titled 'Printable documents:' with a list of items, each with a checked checkbox: 'Select all', 'Application', 'Research plan', 'MTHT tables', 'Budget plan', 'Host research entity's declaration', and 'Applicant's declaration'.

## 8. Close the application



The screenshot shows the 'LENDÜLET 2022 HUNGARIAN ACADEMY OF SCIENCES' website. The navigation bar includes 'Main page', 'List of applications', 'Application', 'Attachments', 'Evaluation result', 'Report list', 'Report', 'Download', 'Summary data', and 'Help'. Below the navigation bar, there are three buttons: 'Update personal data from AAT', 'New application', and 'Close the application'. A blue callout box with an arrow pointing to the 'Close the application' button contains the text: 'Once the application is closed, its content cannot be modified. The application cannot be closed as long as compulsory data are missing.' Below the buttons is a section titled 'Application data:' with a sub-section 'GDPR' containing a long paragraph of text. Below the GDPR text is a sub-section 'Basic data' with a 'Registration number:' field containing the text 'LENDULET\_2022-1'.