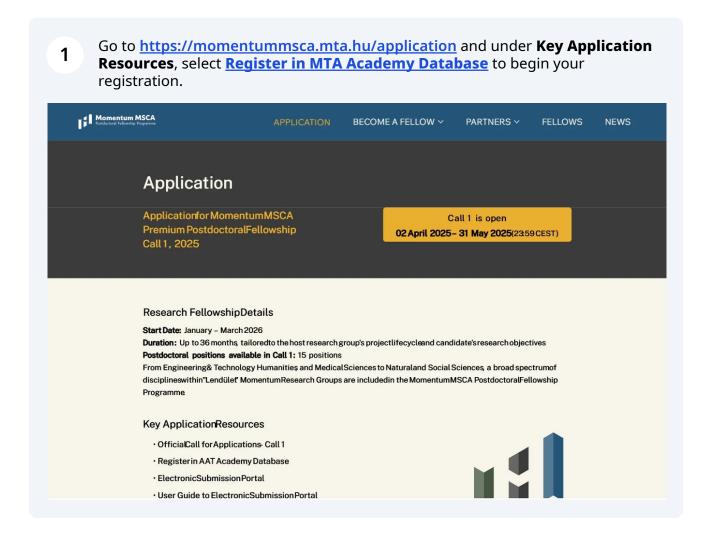
## Momentum MSCA Premium Postdoctoral Fellowship Programme – Application Guide



To apply, first register in the MTA Academy database. The credentials created will be used for login to the Electronic Submission Portal.

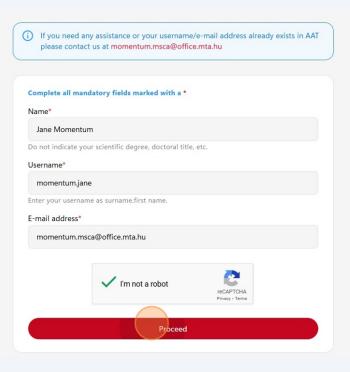
We recommend submitting applications on a desktop using Chrome or Edge for the best experience.

The portal provides step-by-step guidance, with instructions and tooltips displayed throughout the process to assist applicants in completing their submission smoothly. Follow the instructions carefully to ensure a successful application. Let's get started!



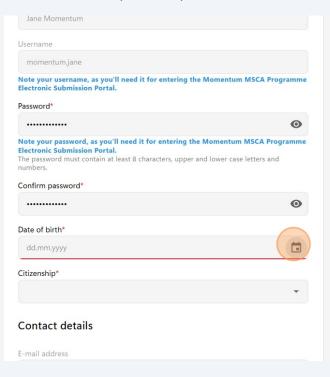
Complete your registration in the MTA Academy Database and remember the credentials you create—these will be required to access the **Electronic Submission Portal** of the programme, where you will create and submit your application.

Before proceeding, check **"I'm not a robot"** and click **Proceed** to finalize your registration.



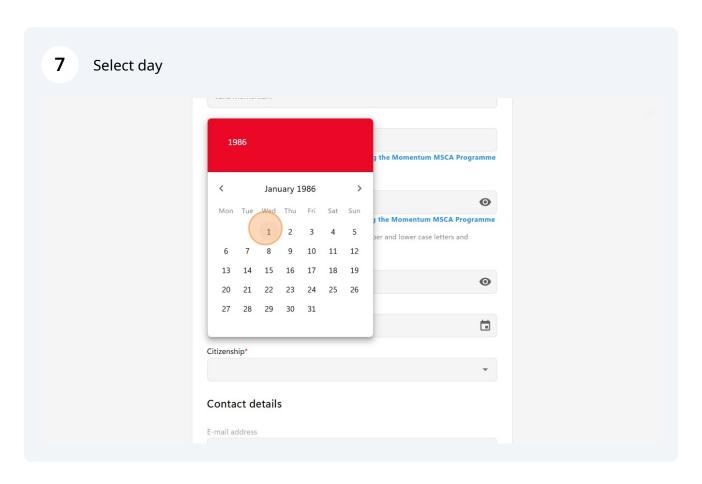
Click "Momentum MSCA Programme Call1" and follow the on-screen instructions 3 to create and confirm your password. Registration S Academy Database, Hungarian Academy of Sciences (AAT) (i) If you need any assistance or your username/e-mail address already exists in AAT please contact us at momentum.msca@office.mta.hu For Call 2, select Complete all mandatory fields marked with a \* "Momentum MSCA Programme Call 2" Application\* and so on for further calls. Please enter your full Momentum MSCA Programme Call1 legal name in the "Name" field. Do not use nicknames. Username momentum.jane Note your username, as you'll need it for entering the Momentum MSCA Program Electronic Submission Portal. Password\* 0 Note your password, as you'll need it for entering the Momentum MSCA Programme Electronic Submission Portal. The password must contain at least 8 characters, upper and lower case letters and

Select your **date of birth** by clicking the **calendar icon**, then choose the **year**, **month**, **and date** from the dropdown options.

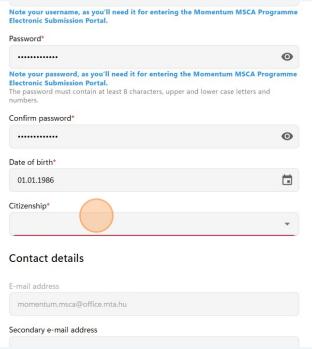


| Momentum MSCA Programme Call1 | Name | Jane Momentum MSCA Programme | Ja

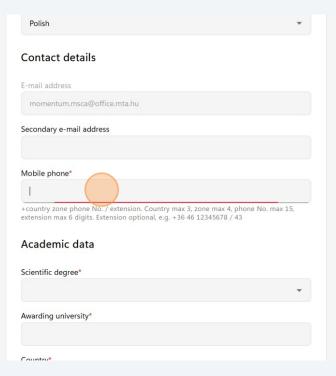
## 6 Select month 1986 < 1986 0 Momentum MSCA Programme Mar r and lower case letters and Jun 0 Aug Sep Oct Dec Citizenship\* Contact details E-mail address



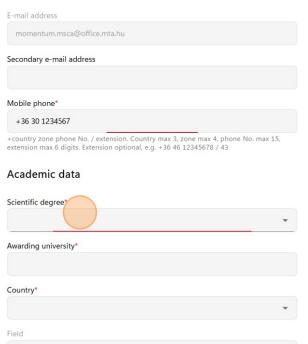
Provide information on your **citizenship** by selecting the appropriate option from the **dropdown menu**.



Provide additional contact details, such as a **secondary email address** (optional) and a **phone number** (mandatory). Please ensure the phone number is in the correct format as instructed on the screen.

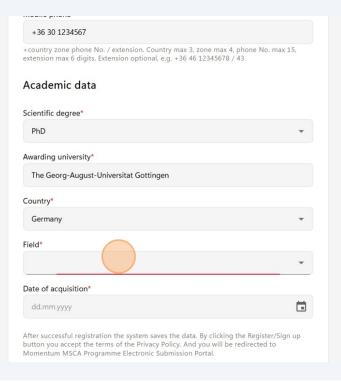


Provide information on your academic background, including your scientific degree, the awarding university, and the country where it was awarded. **Type the awarding university** and **select the country** from the list.

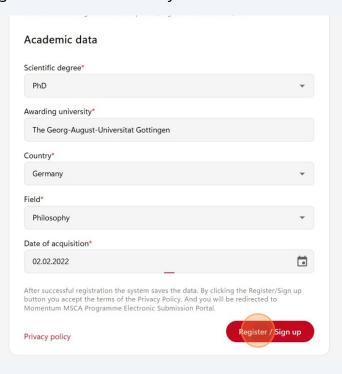


11 Select your **field of degree** and provide the **date of degree acquisition**.

You can either enter the date manually in the instructed format or click on the calendar icon to select it.



Read through the **Privacy Policy**, as by clicking the **Register/Sign Up** button, you agree to its terms. Clicking the **Register/Sign Up** button will take you directly to the **Electronic Submission Portal**. A link to the Portal for the selected call is available in the official Call for Applications and on the Programme website under "Application". An automatic email confirmation will be sent to your email, confirming your successful registration in the Academy Database.

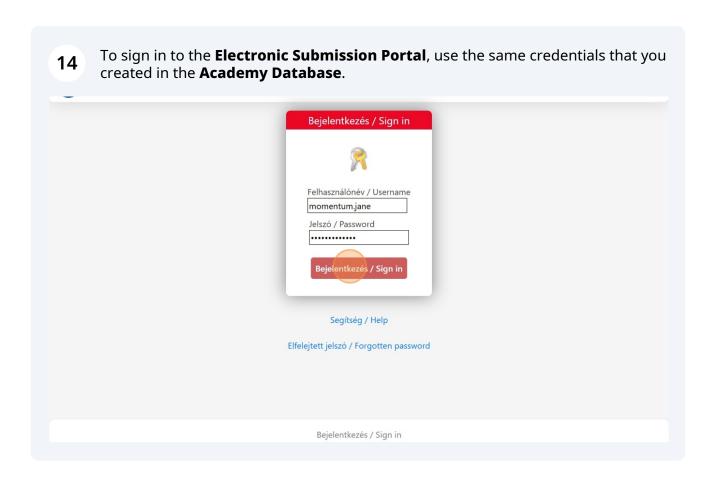


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HUNGARIAN ACADEMY OF SCIENCES

Login to Momentum MSCA Programme Electroric Submission Portal

Forgotten password

Welcome to Momentum MSCA Programme Electroric Submission Portal!



Tip! If you have forgotten your credentials, please visit the **Forgotten password** page of the Academy Database.

Notice the help text displayed on a blue background under the menu options. Follow these instructions throughout the process.

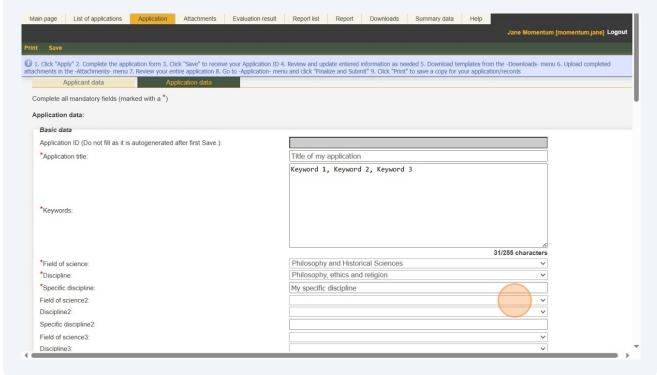
To register a new application, select **Application** from the menu.



16 Complete the mandatory fields marked with a red \* and then click **Save**. When you click **Save**, all your changes will be saved, and you will be able to continue editing your application.

Notice the tooltips appearing as you hover over the entry fields.

DO NOT CLICK "Finalize and Submit" UNTIL YOU HAVE COMPLETED ALL STEPS OF THE APPLICATION AND UPLOADED ALL REQUIRED DOCUMENTS.



## 17 Click this field. 31/255 characters Philosophy and Historical Sciences \*Field of science: Philosophy, ethics and religion \*Discipline \*Specific discipline: My specific discipline Discipline2: Specific discipline2: Discipline3: Specific discipline3: Brief introduction to my research project in less than 1500 characters \*Short description of the research project (limited to 1500 characters including spaces): 70/1500 characters An easily understandable summary of the project for media purposes. \*Short summary for the media (limited to 1000 characters including spaces): 0/1000 characters \*Preferred fellowshin start date

Select your preferred **fellowship start date** from the available options and enter 18 your preferred **fellowship (length** ensuring it aligns with your potential host research group's Principal Investigator in advance. \*Short description of the research project (limited to 1500 characters including spaces) 70/1500 characters A short summary that can be used when communicating about my research project, on online and offline platforms  $\,$ \*Short summary for the media (limited to 1000 characters including spaces): 110/1000 characters .lanuary 2026 Host research entity MTA-ELTE Lendület 'Momentum' Mixed Research Group \*Name of the host research group: 01, Sept 2026 \*Preferred fellowship start date: \*Planned fellowship duration (in months): Supervisor Name, Supervisor@email \*Name and contact details (e-mail) of the Supervisor at Additional data Expert1, expert1@email; Epert 2, expert2@email; ...

Carefully read through all 4 declarations and select "I accept" or "I do not accept" for each statement from the list.

Declarations

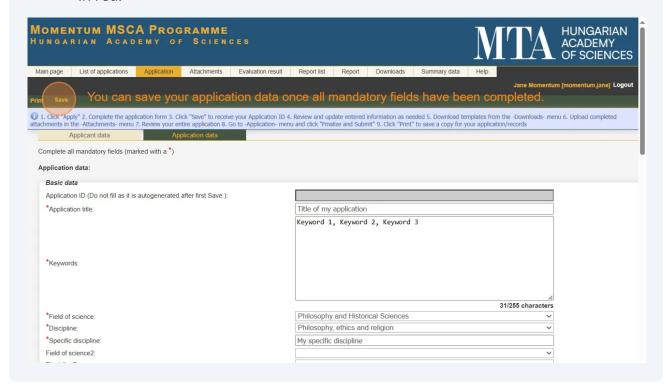
Thereby acknowledge that the legal basis for the processing of my personal data is the duty to perform public service tasks specified in Act XL of 1994 on the Hungarian Academy of Sciences pursuant to point e) of Article 6(1) of the GDPR (General Data Protection Regulation), according to which processing is necessary for the performance of a task carried out in the public interest. The purpose of the processing is to conduct the call procedure. I declare that I have read and understood the guideline on the data processing policy of MTA and the Secretariat of MTA (information provided pursuant to Article 13 of the GDPR), available at the momentures and have besties by clicking on "Prhavey Policy":

To note to be able to apply to this call, applicants are required to register in the Academy Database (AAT). I hereby give my consent for the Data Controller to retain my personal data recorded in the AAT for the purposes of my application to this call for a period of 2 years in the event of a successful application, and for a period of 6 months in the event of an unsuccessful application.

To hereby give my consent for the Secretariat of MTA as Data Controller to retain my application documentation in the Consolidated Grant Management Framework ("EPKC") for a period fixed in the Guideline on Data Processing Policy (that is, for a period of 15 years in case of a successful application and for a period of 5 years in case of an unsuccessful application), and to or a period of 5 years in case of an unsuccessful application).

21 Remember, you need to fill in all mandatory fields before you can save.

If you click the **Save** button at the top now, you will receive an error message, and you can continue entering the information. Missing entry fields will be highlighted in red.

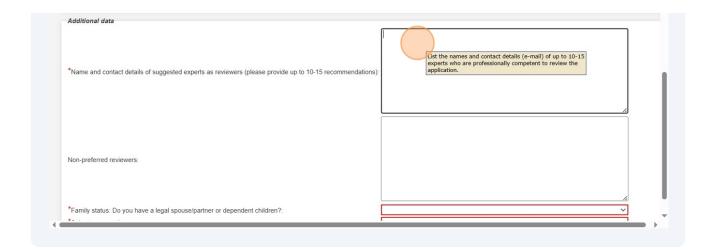


In the **Host Research Entity** section, select the research group you aspire to join. 22 By this stage, you should ideally have already contacted and had a dialogue with the Principal Investigator of this group. Please enter the name and email address of the PI. "I hereby acknowledge that the legal basis for the processing of my personal data is the duty to perform public service tasks specified in Act XL of 1994 on the Hungarian Academy of Sciences pursuant to point e) of Article 6(1) of the GDPR (General Data Protection Regulation), according to which processing is necessary for the performance of a task carried out in the public interest. The purpose of the processing is to conduct the call procedure I declare that I have read and understood the guideline on the data processing policy of MTA and the Secretariat of MTA (information provided pursuant to Article 13 of the GDPR), available at the momentummsca.mta.hu website by clicking on "Privacy Policy". I accept ✓ \*In order to be able to apply to this call, applicants are required to register in the Academy Database (AAT). I hereby give my consent for the Data Controller to retain my personal data recorded in the AAT for the purposes of my application to this call for a period of 2 years in the event of a successful application, and for a period of 6 months in the event of I accept ✓ an unsuccessful application. 1 hereby undertake to inform the Data Controller of any eventual change in my personal data provided within 8 days of the change in an e-mail to be sent to the address l accept ∨ momentum.msca@office.mta.hu. \*I hereby give my consent for the Secretariat of MTA as Data Controller to retain my application documentation in the Consolidated Grant Management Framework ("EPK") for a period fixed in the Guideline on Data Processing Policy (that is, for a period pf 15 years in case of a successful application and for a period of 5 years in case of an unsuccessful application), and to erase my personal data upon expiry of the retention period. I accept ∨ Host research entity MTA-ELTE Lendület 'Momentum' Mixed Research Group \*Name of the host research group: \*Preferred fellowship start date: 01, Sept 2026 \*Planned fellowship duration (in months): Supervisor Name, Supervisor@email \*Name and contact details (e-mail) of the Supervisor at

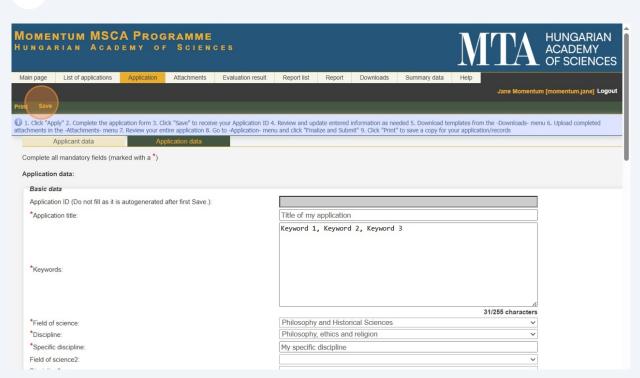
In the Additional Data section, provide up to 10-15 names and contact details (email and/or phone number) of suggested expert reviewers who have no conflict of interest with your proposal or the host research group.

Additionally, state any **non-preferred reviewers**, such as those with a **conflict of interest**.

**Select your family status and gender** from the drop-down lists.



24 Click "Save" at the top of the page.

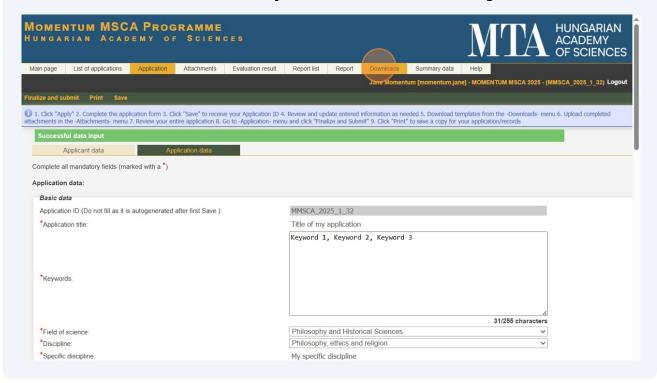


Now, prepare the **mandatory and optional attachments** using the provided templates.

You can download them from <u>momentummsca.mta.hu/application</u> **or** from the **Electronic Submission Portal** under the **"Downloads"** menu.

After downloading, edit and fill them out.

Remember to have two mandatory templates signed—the Application Form and the Host Research Entity Declaration—before creating a PDF.



Click "Momentum\_MSCA\_2025\_application\_form.docx"

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

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To upload attachments, go to the Attachments menu from the main menu. You can upload documents in PDF format.

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

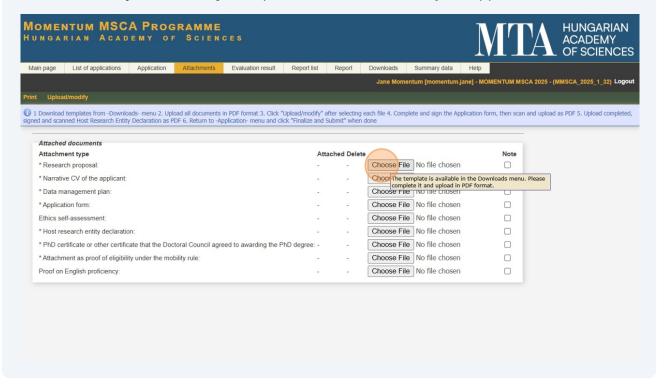
Jane Momentum [Informentum Jane] - MOMENTUM MISCA 2025 - (MMSCA 2025 1, 32) Logout

1. Download attachment templates 2. Upload completed attachments in PDF format at -Attachments-menu

Documents
1. Momentum, MSCA 2025, data, management, plan docx
2. Momentum, MSCA 2025, data, management, plan docx
3. Momentum, MSCA 2025, Instructory, entity, declaration docx
4. Momentum, MSCA 2025, Instructory, entity, declaration docx
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Mandatory attachment types are marked with an **asterisk (\*).** You can upload files in any order, but ensure you upload the correct document under the right **Attachment Type**. Click **"Choose File"** to select a file for upload.

Click "Upload/Modify" to upload the selected file to your application.



You have the option to initiate the upload to your application to multiple files 29 selected. MOMENTUM MSCA PROGRAMME HUNGARIAN ACADEMY **OF SCIENCES** Summary data Help Jane Momentum [momentum.jane] - MOMENTUM MSCA 2025 - (MMSCA\_2025\_1\_32) Logout emplates from -Downloads- menu 2. Upload all documents in PDF format 3. Click "Upload/modify" after selecting each file 4. Complete and sign the Application form, then scan and upload as PDF 5. Upload compet Hose Research Entity Declaration as PDF 6. Return to -Application- menu and click "Finalize and Submit" when done Attached Delete Choose File No file chosen \* Research proposal: Choose File | Momentum...cv\_NAME.pdf | \* Narrative CV of the applicant: \* Data management plan: Choose File | Momentum...an\_NAME.pdf | Choose File | Momentum...m\_NAME.pdf | \* Application form: Ethics self-assessment: - Choose File No file chosen - Choose File No file chosen \* Host research entity declaration: Choose File No file chosen \* PhD certificate or other certificate that the Doctoral Council agreed to awarding the PhD degree: -Choose File No file chosen \* Attachment as proof of eligibility under the mobility rule: Choose File No file chosen Proof on English proficiency:

If you want to add a short note to your attachment, click the checkbox under 30 "Note" for the respective file and enter your message. Main page List of applications Application Attach ents Evaluation result Report list Report Downloads Summary data Help 1 Download templates from -Downloads- menu 2. Upload all documents in PDF format 3. Click "Upload/modify" after selecting each file 4. Complete and sign the Application form, then scan and upload as PDF 5. Upload completed, signed and scanned Host Research Entity Declaration as PDF 6. Return to -Application- menu and click "Finalize and Submit" when done Attached documents Attachment type Attached Delete Note Choose File No file chosen \* Research proposal: Attached X \* Narrative CV of the applicant: Choose File No file chosen Choose File No file chosen \* Data management plan: Attached X Attached X Choose File No file chosen Signed by applicant \* Application form: - Choose File No file chosen Ethics self-assessment: Choose File Momentum...on\_NAME.pdf ☑ with 3 signatures from host institute
Choose File No file chosen □ \* Host research entity declaration: \* PhD certificate or other certificate that the Doctoral Council agreed to awarding the PhD degree: -Choco I iic PDF format. \* Attachment as proof of eligibility under the mobility rule: Proof on English proficiency: - Choose File No file chosen

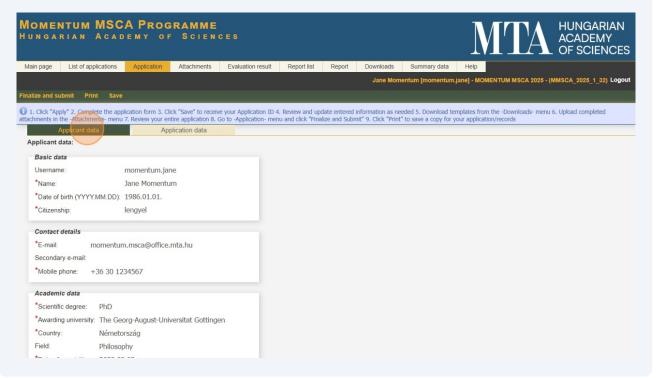
## 31 Click this checkbox. Main page List of applications Application Attachments Evaluation result Report list Report Downloads Summary data Help Jane Momentum [momentum.jane] - MOMENTUM MSCA 2025 - (MMSCA\_2025\_1\_32) Logout 1 Download templates from -Downloads- menu 2. Upload all documents in PDF format 3. Click "Upload/modify" after selecting each file 4. Complete and sign the Application form, then scan and upload as PDF 5. Upload completed, signed and scanned Host Research Entity Declaration as PDF 6. Return to -Application- menu and click "Finalize and Submit" when done Attached documents Attachment type \* Research proposal: Attached X Choose File No file chosen Attached X Choose File No file chosen \* Narrative CV of the applicant: Attached X Choose File No file chosen \* Data management plan: Attached X Choose File No file chosen Choose File No file chosen \* Application form: Ethics self-assessment: Choose File Momentum...on\_NAME.pdf ✓ with 3 signatures from host institute \*PhD certificate or other certificate that the Doctoral Council agreed to awarding the PhD degree: \*Attachment as proof of eligibility under the mobility rule: \*Choose File | Doctoral\_de...e\_NAME.pdf | Choose File | Mobility\_rul..ts\_NAME.pdf | Choose File | Mobility\_rul..ts\_NAME.pdf | Choose File | Choose File | Mobility\_rul..ts\_NAME.pdf | Choose File | Choo - Choose File No file chosen Please upload a single PDF document that includes all attachments relevant to proving eligibility under the mobility rule. Proof on English proficiency:

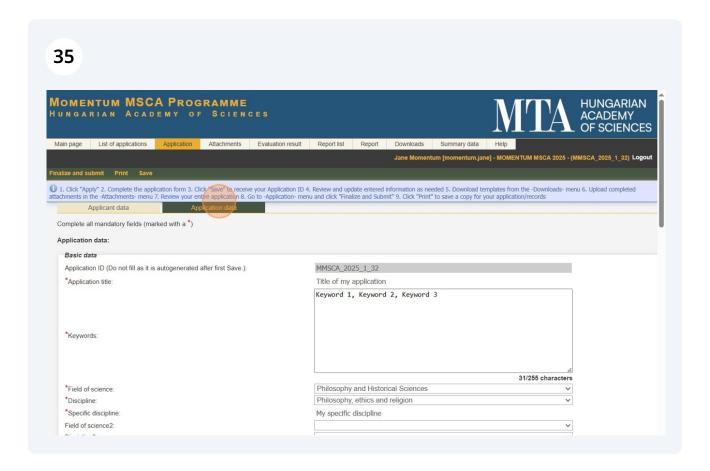
Tip! You can delete (click on the red X next to the respective file) and re-upload your attachments at any time before finalizing and submitting your application. **Remember**, only applications that meet the formal requirements and submission deadline will pass the formal verification, the first checkpoint in the evaluation process.

32 Once all attachments are selected, click "Upload/Modify" to upload them. MOMENTUM MSCA PROGRAMME HUNGARIAN **ACADEMY** OF SCIENCES Evaluation result Report list Summary data Jane Momentum [momentum.jane] - MOMENTUM MSCA 2025 - (MMSCA\_2025\_1\_32) Logout 1 Download templates from -Downloads- menu 2. Upload all documents in PDF format 3. Click "Upload/modify" after selecting each file 4. Complete and sign the Application form, then scan and upload as PDF 5. Upload completed, signed and scanned Host Research Entity Declaration as PDF 6. Return to -Application- menu and click "Finalize and Submit" when done Attached documents Attachment type Attached Delete \* Research proposal: Attached X Choose File No file chosen \* Narrative CV of the applicant: Attached X Choose File No file chosen Choose File No file chosen \* Data management plan: Attached The template is available in the Downloads menu. Please complete it and upload it in PDF format. \* Application form: hoose File No file chosen Signed by applicant Choose File No file chosen Ethics self-assessment: Attached X Choose File No file chosen with 3 signatures from h Choose File No file chosen \* PhD certificate or other certificate that the Doctoral Council agreed to awarding the PhD degree: Attached X Choose File No file chosen \* Attachment as proof of eligibility under the mobility rule: Attached X 1 PDF with all attachmen Choose File No file chosen Proof on English proficiency Attached X

With this, you have worked with all required information and attachments. One 33 essential step is left: a thorough check to ensure everything is ready for finalization in your application. Navigate to the **Application** menu to do so. MOMENTUM MSCA PROGRAMME
HUNGARIAN ACADEMY OF SCIENCES **HUNGARIAN ACADEMY OF SCIENCES** Main page List of applications Evaluation result Report list Report Downloads Summary data Help Jane Momentum [momentum.jane] - MOMENTUM MSCA 2025 - (MMSCA\_2025\_1\_32) Logou 1 Download templates from -Downloads- menu 2. Upload all documents in PDF format 3. Click "Upload/modify" after selecting each file 4. Complete and sign the Application form, then scan and upload as PDF 5. Upload completed signed and scanned Host Research Entity Declaration as PDF 6. Return to -Application- menu and click "Finalize and Submit" when done Attached documents Attachment type Attached Delete Choose File No file chosen \* Research proposal: Attached X Choose File No file chosen \* Narrative CV of the applicant: Choose File No file chosen \* Data management plan: Attached X \* Application form: Attached X Choose File No file chosen ✓ Signed by applicant Ethics self-assessment Choose File No file chosen with 3 signatures from h \* Host research entity declaration: Attached X Choose File No file chosen \* PhD certificate or other certificate that the Doctoral Council agreed to awarding the PhD degree: Attached X Choose File No file chosen Choose File No file chosen ✓ 1 PDF with all attachmen \* Attachment as proof of eligibility under the mobility rule: Attached X Proof on English proficiency Choose File No file chosen

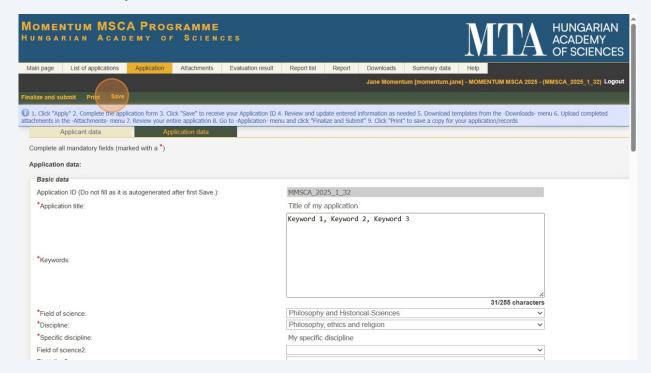
Carefully check both **Applicant Data** (important from your Academy Database registration) and **Application Data** (entered in the Electronic Submission Portal). Make any necessary edits to the Application Data, then click the **Save** button.



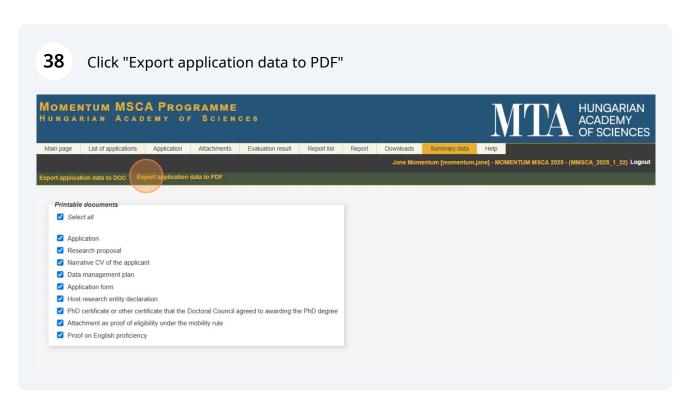


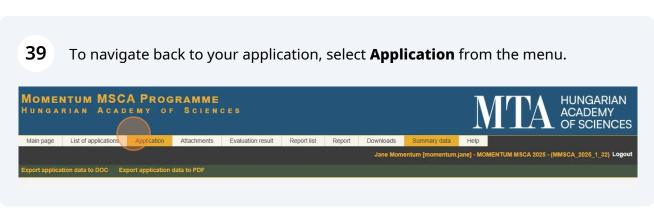
If you want to export your application, click the **Print** button, select the sections and format (PDF or Word), and then download your application.

You can do this anytime before finalizing and submitting your application, as well as after you have finalized and submitted it.



37 Click this checkbox. MOMENTUM MSCA PROGRAMME HUNGARIAN **ACADEMY** OF SCIENCES ne Momentum [momentum.jane] - MOMENTUM MSCA 2025 - (MMSCA 2025 1 32) Logout Printable documents Select all Application ☑ Narrative CV of the applicant Data management plan Application form Host research entity declaration PhD certificate or other certificate that the Doctoral Council agreed to awarding the PhD degree Attachment as proof of eligibility under the mobility rule Proof on English proficiency

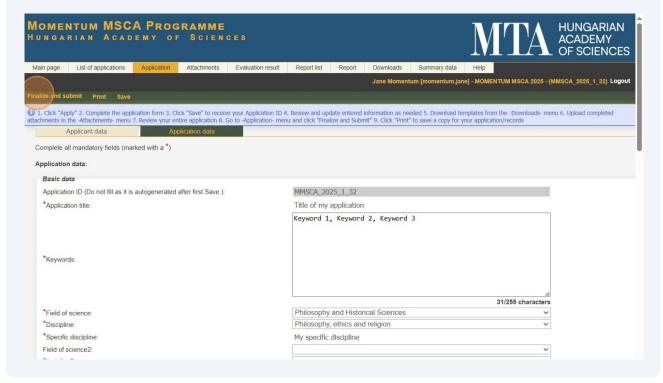




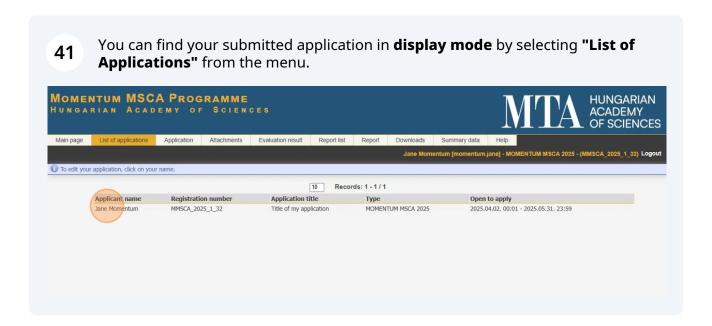
When you are ready with your application and do not want to edit it further, click the **Finalize and Submit** button.

After clicking the **Finalize and Submit** button, your application will be closed, unavailable for further modification, and will be passed for evaluation.

An **automatic email notification** will be sent to your email confirming the submission of your application.



Tip! You can extract your submitted application by clicking the **Print** button, selecting some or all sections, and choosing either Word or PDF format. Your file will be saved according to your download settings on your computer.



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Tip! If you have forgotten your credentials, please visit the <u>Forgotten password</u> page of the Academy Database.

When you are finished with your application, click on **Log Out** to securely exit your account. This will ensure that your session is closed and your information remains protected.

MOMENTUM MSCA PROGRAMME
HUNGARIAN ACADEMY OF SCIENCES

Main page List of application Application Attachments Evaluation result Report Is Report Downloads Summary data Help

Jane Momentum Innomentum, Janel - MOMENTUM MSCA 2025 - (MMSCA 2025 - 1 32) Logout



Tip! After submission, a confirmation email will be sent. A formal review and eligibility check will be conducted, and applicants will be notified of the eligibility check results within 7 days after official call submission deadline.

**Note:** Submissions that do not meet the specified requirements will not be processed.