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!



2 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.

Complete a	II mandatory fields marked with a *	
Name*		
Jane Mor	nentum	
Do not indic	ate your scientific degree, doctoral title, etc.	
Username*		
momentu	um.jane	
Enter your u	sername as surname.first name.	
E-mail addr	ess*	
momentu	um.msca@office.mta.hu	
	I'm not a robot	

3 Click "Momentum MSCA Programme Call1" and follow the on-screen instructions to create and confirm your password.

/		
0	If you need any assistance or your username/e-mail address already exists in AAT please contact us at momentum.msca@office.mta.hu	
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Pas	sword*	
	Ø	
Not	te your password, as you'll need it for entering the Momentum MSCA Programme	

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

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Electronic Submission Portal	
Password*	
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Note your password, as you'	II need it for entering the Momentum MSCA Programm
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Select month



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

Password*	
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Confirm password*	
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Date of birth*	
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Citizenship*	
	*
Contact details	
E-mail address	
momentum.msca@office.mta.hu	

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.

9

	details
E-mail addre	PS5
momentu	m.msca@office.mta.hu
Secondary e	-mail address
Mobile phor	ne*
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+country zor extension ma	e phone No. / extension. Country max 3, zone max 4, phone No. max 15, x 6 digits. Extension optional, e.g. +36 46 12345678 / 43
Academ	c data
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scientific de	

10 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.

momentum.msca@office.mta.hu	
Secondary e-mail address	
Mobile phone*	
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11 Select your **field of degree** and provide the **date of degree acquisition**.

+country zone phone No. / extension. Country max 3 extension max 6 digits. Extension optional, e.g. +36 4	8, zone max 4, phone No. max 15, 16 12345678 / 43
Academic data	
Scientific degree*	
PhD	Ŧ
Awarding university*	
The Georg-August-Universitat Gottingen	
Country*	
Germany	Ŧ
Field*	*
Date of acquisition*	
dd.mm.yyyy	Ċ.

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

12 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 <u>Electronic Submission Portal</u>.

An automatic email confirmation will be sent to your email, confirming your successful registration in the Academy Database.

Scientific degree*	
PhD	
Awarding university*	
The Georg-August-Universitat Gottingen	
Country*	
Germany	
Field*	
Philosophy	
Date of acquisition*	
02.02.2022	t
After successful registration the system saves the data. By c button you accept the terms of the Privacy Policy. And you v Momentum MSCA Programme Electronic Submission Portal	licking the Register/Sign up will be redirected to
Privacy policy	Register / Sign up

13 Click "Login to Momentum MSCA Programme Electronic Submission Portal"

Momentum MSCA Programme Hungarian Academy of Sciences	HUNGARIAN ACADEMY OF SCIENCES
Login to Momentum MSCA Programme Electronic Submission Portal	Forgotten password
Welcome to Momentum MSCA P	Programme Electronic Submission Portal

14 To sign in to the **Electronic Submission Portal**, use the same credentials that you created in the **Academy Database**.

Bejelentkezés / Sign in
8
Felhasználónév / Username momentum.jane
Jelszó / Password
Bejelentkezés / Sign in
Segítség / Help
Elfelejtett jelszó / Forgotten password
Bejelentkezés / Sign in

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

15 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.

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Main page	List of applications	Application	Attachments	Evaluation result	Report list	Report	Downloads	Summary data	Help		
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1. To register a	new application, select -	Application- menu	2. To edit the appli	cation, select -List of /	Applications- menu						
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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.

ain page	List of applications	Application	Attachments	Evaluation result	Report list	Report	Downloads	Summary data	Help		
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Click this field.

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Preferred fellowship start date: 0/1000 characters	*Short summary for the media (limited to 1000 characters including spaces):	An easily understandable summary of the project for media purposes.
	*Proferred followship start date:	0/1000 characters

18 Select your preferred **fellowship start date** from the available options and enter your preferred **fellowship end date**, 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
*Short summary for the media (limited to 1000 characters including spaces):	A short summary that can be used when con research project, on online and offline p	nmunicating about my platforms
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*Preferred fellowship start date:	January 2026	×
*Preferred fellowship end date:		
Declarations	? «	Select end date; the latest possible option is 28 February 2029. The fellowship duration must be between 12 and 36 months (inclusive).
*I hereby acknowledge that the legal basis for the processing of my personal data is the pursuant to point e) of Article 6(1) of the GDPR (General Data Protection Regulation), ar in the public interest. The purpose of the processing is to conduct the call procedure. I d the Secretariat of MTA (information provided pursuant to Article 13 of the GDPR), availa	duty to perform public service tasks specified in Act) coording to which processing is necessary for the perf eclare that I have read and understood the guideline 1 ble at the momentummsca.mta.hu website by clicking 1	I I
In order to be able to apply to this call, applicants are required to register in the Acader recorded in the AAT for the purposes of my application to this call for a period of 2 years an unsuccessful application.	ny Database (AAT). I hereby give my consent for the 1 in the event of a successful application, and for a per	7 21 22 23 24 25 26 27 8 28 29 30 ✓ Válesson dátumot
*I hereby undertake to inform the Data Controller of any eventual change in my persona momentum.msca@office.mta.hu.:	I data provided within 8 days of the change in an e-mail to	o be sent to the address
*I hereby give my consent for the Secretariat of MTA as Data Controller to retain my app in the Guideline on Data Processing Policy (that is, for a period pf 15 years in case of a and to erase my personal data upon expiry of the retention period.:	blication documentation in the Consolidated Grant Manag successful application and for a period of 5 years in case	ement Framework ("EPK") for a period fixed of an unsuccessful application),
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Click "»" to select the year, "<" to select the month, and click on the exact date to choose your preferred end date.

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I hereby undertake to inform the Data Controller of any eventual change in my person	al data provided within 8 days of the change in an e-m	ail to b	be sent	to the	addre	SS		

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

Short description of the research project (limited to 1500 characters including s	spaces):	
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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.

Momentum MSCA Programme Hungarian Academy of Sciences	NTA HUNGARIAN ACADEMY OF SCIENCE
Main page List of applications Application Attachments Evaluation res	sult Report list Report Downloads Summary data Help
Print save You can save your application data	Jane Momentum (momentum.jane) Logo a once all mandatory fields have been completed.
1. Click Apply" 2. Complete the application form 3. Click "Save" to receive your Application ttachments in the Attachments- menu 7. Review your entire application 8. Go to -Application Application Application Applicatio	1D 4. Review and update entered information as needed 5. Download templates from the -Downloads- menu 6. Upload completed - menu and click "Finalize and Submit" 9. Click "Print" to save a copy for your application/records
Application data	
Complete all mandatory fields (marked with a *)	
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Basic data	
Application ID (Do not fill as it is autogenerated after first Save.):	
*Application title:	Title of my application
*Keywords:	Keyword 1, Keyword 2, Keyword 3
	31/255 characters
*Field of science:	Philosophy and Historical Sciences
*Discipline:	Philosophy, ethics and religion
*Specific discipline:	My specific discipline

22 In the **Host Research Entity** section, select the research group you aspire to join. 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 duly 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".
*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 an unsuccessful application.:
*I 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 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.:
Host research entity
*Name of the host research group: MTA-ELTE Lendület 'Momentum' Social Minds Research Group 🗸
*Name and contact details (e-mail) of the Supervisor:
Additional data
*Name and contact details of suggested experts as reviewers (please provide up to 10-15 recommendations):

23 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.

Name of the host research group:	MTA-ELTE Lendület 'Momentum' Social Minds Research Group	
Name and contact details (e-mail) of the Supervisor	Supervisor name and e-mail that I have found on momentummsca.mta.hu webpage, and that I have contacted beforehand	
dditional data		
Name and contact details of suggested experts as n	reviewers (please provide up to 10-15 recommendations):	
lon-preferred reviewers:		
Family status: Do you have a lenal spouse/partner o	or dependent children?	<i>[i</i>

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

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Main page	List of applications	Application	Attachments	Evaluation result	Report list	Report	Downloads	Summary data	Help		
Print Save)				_					Jane Momen	tum [momentum.jane] Logout
1. Click "Ap	ply" 2. Complete the appl the -Attachments- menu	lication form 3. Cl 7. Review your er	ick "Save" to receiv ntire application 8. (e your Application ID 4 So to -Application- mer	. Review and up to and click "Fina	date entered lize and Subr	information as ne nit" 9. Click "Print	eded 5. Download te	emplates from vour applicati	the -Downloads- n on/records	nenu 6. Upload completed
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Now, prepare the **mandatory and optional attachments** using the provided 25 templates. You can download them from momentummsca.mta.hu/application 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. MOMENTUM MSCA PROGRAMME HUNGARIAN ACADEMY OF SCIENCES Attachments Evaluation result Report list Main page List of applications App Report Summary data Help nomentum [momentum.jane] - MOMENTUM MSCA 2025 - (MMSCA_2025_1_32) Logout 1. Click "Apply" 2. Complete the application form 3. Click "Save" to receive your Application ID 4. Review and update entered information as needed 5. Download templates from the -Downloads- menu 6. Upload completed attachments in the -Attachments- menu 7. Review your entire application 8. Go to -Application- menu and click "Finalize and Submit" 9. Click "Print" to save a copy for your application/records Succ Applicant data Application data Complete all mandatory fields (marked with a *) Application data: Basic data Application ID (Do not fill as it is autogenerated after first Save.): MMSCA_2025_1_32 *Application title: Title of my application Keyword 1, Keyword 2, Keyword 3 *Keywords: 31/255 characters Philosophy and Historical Sciences *Field of science: \sim *Discipline: Philosophy, ethics and religion *Specific discipline: My specific discipline

26 Click "Momentum_MSCA_2025_application_form.docx"



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



28 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.

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30 If you want to add a short note to your attachment, click the checkbox under **"Note"** for the respective file and enter your message.

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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.

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33 With this, you have worked with all required information and attachments. One 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.

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34 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.

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36 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.

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39 To navigate back to your application, select **Application** from the menu.



40 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.

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(i) 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.

41 You can find your submitted application in **display mode** by selecting **"List of Applications"** from the menu.

е	List of applications	Application	Attachments	Evaluation result	Report list	Report	Downloads	Summary data	Help		
							Jane Mom	entum [momentum	jane] - MOI	MENTUM MSCA 202	5 - (MMSCA_2025_1
your ap	oplication, click on you	ir name.									
					10 Record	ds: 1 - 1 / 1					
A	Applicant name	Registrati	on number	Application ti	itle	Туре		Open	to apply		
J	ane Momentum	MMSCA_20	25_1_32	Title of my app	lication	MOMENT	UM MSCA 2025	2025.	4.02. 00:01	- 2025.05.31. 23:59	

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

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42 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.

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Main page	List of applications	Application	Attachments	Evaluation result	Report list	Report	Downloads	Summary data	Help		
To edit your	application, click on you	r name.	_	_	10 Record	de: 1 - 1 / 1	Jane Mom	entum [momentum	.jane] - MO	MENTUM MSCA 2025 - ((MMSCA_2025_1_32) Logo
	Applicant name	Registratio	on number	Application ti	itle	Type		Open	to apply		
	Jane Momentum	MMSCA_202	25_1_32	Title of my app	lication	MOMEN	TUM MSCA 2025	2025.	04.02. 00:0:	1 - 2025.05.31. 23:59	

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.