

Prime Minister's MacDiarmid Emerging Prize

Tips and Information about the application process and finding your way around the portal for

TIPS

- Allow yourself plenty of time to complete your application and please do not leave the process to last minute.
- **You may also find this helpful [VISUAL FLOW CHART](#)**
- **[About the Prize](#)** (this includes information about value, selection panel, criteria etc)
- Link to portal: <https://portal.pmscienceprizes.org.nz/>
- This application requires **two** referees and so think about who you would like to referee for you and have their email address ready for when you have to enter their details.
- **Portal Profile:** Every person that enters the portal must create a profile. (This includes Applicants/Referees). At a minimum your Profile requires your name, contact email address and primary place of education/employment, accepting the Portal's Privacy Statement, and setting NZIRS Protection Pattern. Other fields are optional and if you do not wish to enter information into the field then click on 'next'.
- Both the Applicant and Referee have to upload a current CV when completing their profile. Please make sure that your CV is current. A NZ-RST-CV Template is also available [here](#) for your convenience.
- The application template and budget template can be found in the portal. However you can also download these documents anytime here or further on in this this document. for convenience.
- [Application Template MacDiarmid Emerging Scientist 2022](#)
- [Budget Template of how Prize](#)
- [Referee Template Emerging Scientist 2022](#)
- Applicant's and Referee's are permitted to write up to three pages in total when answering the criteria questions on the application template. The Applicant also has the opportunity to add a further 10 pages as your Evidence Portfolio. The Evidence Portfolio should support their application.

SIGNING INTO PORTAL

- You can sign up/in using a number of options: TUAKIRI; ORCID; Google, or create a username/password account.
- **NB** If you are coming to the portal from most New Zealand CRI's or Universities, you will get the best experience by selecting TUAKIRI which will enable you to use your home institution system to authenticate. This also means that you will be able to start your application immediately upon completing your profile.
- **If you participated in the Prime Minister's Science Portal last year, you can Sign In with the account used there; your authorisation and profile settings will be transferred.**

- As the portal can be used to send mail, all other account creation routes require you to verify your email address and have a portal administrator to authorise your account before full access is given. Having a complete Portal Profile will make this process quick; however, a portal administrator will be in touch if more information is needed.

PREVIOUS APPLICANTS WHO APPLIED IN 2021 THROUGH THE PORTAL

1. Log into the portal. <https://portal.pmscienceprizes.org.nz/>
2. An orange banner will appear at the top of the page advising you that you have a copy of the application you submitted last year in the system. If you wish to use that as the basis of a new application you can click 're-enter' and you can continue to edit and update the document. Alternatively if you click on the home page in the portal and then click on the 'apply now' Prize you will be provided access to your past application also and use that as the basis of a new application. Please be aware that 2022 information and templates may have been updated.

NEW USERS (You may also find this [VISUAL FLOW CHART](#) helpful)

1. Click on the link here to the portal. <https://portal.pmscienceprizes.org.nz>
2. Sign up
3. Your email address needs to be verified by the Secretariat. This may take 24-48 hours. **Check your spam or junk folder** and if you have not received anything then make contact with the Secretariat for help.
4. Once you receive the verification email please click on the link within the email.
5. This will take you back to the log in page. The first thing that **everyone** has to do once logged into the portal is set up a Profile. There are mandatory and optional fields. If you do not wish to complete the optional fields then click on 'next'.
6. Upload your CV.
7. This completes the Profile.
8. You will then be taken to the home page where there are five prizes listed. Click on the 'apply now' button of the Prize you are applying for.
9. You can also upload the Application Template and Budget template from the portal or here for your convenience now
10. [Application Template MacDiarmid Emerging Scientist 2022](#)
11. [Budget Template of how Prize](#)
12. Take your time to complete the application template and budget template. Once uploaded you can save the documents and change at any time until they are submitted.
13. You do need to upload the completed application form and budget template before you will be prompted to invite your referees, however your application will remain in 'draft' form until all steps are complete.
14. Agree to the Terms & Conditions
15. When the referee has submitted their completed referee template and you are happy with your application you can then go into the portal and hit the 'submit' button. Please note

you will not be able to submit the application if any of the referee's have not submitted their completed referee template.

STEPS FOR REFEREES (You may also find this [VISUAL FLOW CHART](#) helpful)

1. You will receive an email verification that has been generated because the applicant has input your name as a referee. If you are expecting it and it hasn't arrived please look in your spam or junk folder.
2. **Click on the link within the email** which will take you to the portal.
3. Sign up and log in.
4. The first thing that **everyone** has to do once logged into the portal is set up a Profile. There are mandatory and optional fields. If you do not wish to enter information into the 'optional' field then please click on 'next'.
5. You will also need to upload a current CV.
6. That completes the Profile. You can then start the referee process.
7. You can download the Referee template from the portal or here now if you wish [Referee Template Emerging Scientist 2022](#)
8. When you have completed it please upload it and submit it in the portal.
9. Let the applicant know that you have uploaded the referee template so that they can go back into the portal and finish their application by clicking on the submit button.

CHECKLIST

- Applicant has created profile and uploaded their CV.
- Applicant has uploaded the completed application template/evidence portfolio and budget template to the portal
- The two referee's have made a 'profile' and uploaded their CV.
- Referee's have uploaded the completed referee template and pressed submit
- The applicant must go back into the portal to press submit once the referee has submitted their referee report.

If any of the steps have not been completed before the due time and date, then the application will not be eligible to be judged.

Applications must be submitted by 1:00pm on Tuesday 18 October 2022. Late applications will not be accepted.

NEED HELP? HAVE OTHER PĀTAI QUESTIONS?

Ko te Kaiwhakahaere the Secretariat for The Prime Minister's Science Prizes is Royal Society Te Apārangi. Contact details are:

Te Kaiwhakahaere the Secretariat
The Prime Minister's Science Prizes
Royal Society Te Apārangi
PO Box 598
Wellington

Waea Tel: (04) 470 5762

Īmēra Email: pmscienceprizes@royalsociety.org.nz.

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