

Prime Minister's Science Communication Prize

Tips and Information for the Applicant and Referee about the application process and navigating around the portal.

- Allow yourself plenty of time to complete your application and please do not leave the process to last minute.
- (You may find this [visual flow chart](#) helpful)
- [About the Prize](#) (this includes material about criteria, judges, referee information)
- Link to portal: <https://portal.pmscienceprizes.org.nz/>
- **Portal Profile:** Every person that logs into the portal must create a profile. (This includes Applicants/Referees/Nominators/Mentors). At a minimum this 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 CV's are current.
- The Communication Prize requires you to have **one** referee and so make contact with your referee beforehand to let them know that you will be inviting them as a referee. It would also be a good idea to have their email address handy when you input this information into the portal.
- The application template and budget template and referee template can be found in the portal. However you can also download these documents anytime here or from the Prime Minister's Science website here: [Application, Referee and Budget Templates](#)
- The applicant can write up to three pages in total when answering the criteria questions on the application template. You also have the opportunity to add a further 10 pages as your Evidence Portfolio. The Evidence Portfolio should support your application.
- The referee can also write up to three pages in total in the referee template.

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 as there could quite possibly be updates for 2022 in both the current guidelines and the current templates.

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 which can also be used as the **basis** of a **new** application.

- **NEW APPLICANTS** ((You may 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. Make sure you also check your spam and trash folders if you have not received it within 48 hours. If you still have not received it then please make contact with the Secretariat.
4. Once you receive an email you are required to *click on the link within the email*.
5. This will take you to the 'log in' page in the portal. 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 Prize that you are applying for by clicking on the 'apply now' button
9. You can also upload the Application Template and Budget template from the portal or from the Prime Minister's Science Prize website at any time you wish here: [Application, Referee and Budget Templates](#)
10. 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.
11. You will be prompted to invite your referee. You cannot invite them until you have uploaded the application and budget templates.
12. Agree to the Terms & Conditions
13. Your application will remain in 'draft' status until the referee had submitted their completed referee template.
14. You can then go into the portal and hit the 'submit' button to complete your application.

- **STEPS FOR REFEREES** (You may 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. If you have not received it then please contact the Secretariat.
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'. You will also need to upload a current CV.
5. This ends the Profile and you can continue with the referee process.
6. You can download the Referee template from the portal or here now or from the Prime Minister's Science Prize website at any time you wish here: [Application, Referee and Budget Templates](#)
7. Upload completed referee template and submit it to the portal.
8. 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
- Referee has made a 'profile' and uploaded their CV.
- Referee has 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 template.

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.

Complete 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:

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The Prime Minister's Science Prizes
C/-Royal Society Te Aparangi
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Waea telephone: (04) 470 5762

Īmēra email: pmscienceprizes@royalsociety.org.nz

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