

The Prime Minister's Science Prize

Tips and Information for Individual Applicant or Team Representative on the application process and portal information.

- Allow yourself plenty of time to complete your application process and please do not leave the process to last minute.
- Click here for more information [About the Prize](#)
- You may also find this [VISUAL FLOW CHART](#) useful
- Link to portal: <https://portal.pmscienceprizes.org.nz/>
- **Portal Profile:** Every person that enters the portal must create a profile. (This includes Applicants, Referees and Team members). 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's have to upload a current CV when completing their profile. Please make sure that CV's are current. A NZ-RST-CV Template is also available [here](#) if you require it.
- The Individual or Team leader will need to upload official ID.
- The Application template, referee template and budget template can be found in the portal however you can also download the templates from the Prime Minister's Science Prize website here: [Referee and Application Templates](#)
- The Science Prize requires you to have **FOUR** referee's (two **international** referee's and two **New Zealand** based referees). These referee's must not be collaborators. It would be advisable to give them prior notice that you will be inviting them as a referee and they are welcome to download the referee template below at any time and complete at their convenience.

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. Make sure you read the [current 2022 documents](#) as information could have been updated.

NEW USERS APPLICANT/TEAM REPRESENTATIVE SIGN IN

- 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.
- 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 already will make this process quick; however, a portal administrator will be in touch if more information is needed.

STEPS FOR APPLICANT/TEAM REPRESENTATIVE WHO ARE NEW USERS

1. Sign up to the portal: <https://portal.pmscienceprizes.org.nz>
2. Your email account will need to be verified by the Secretariat. Please allow 48 hours for this and **check your junk or spam** folders if you have not received it.
3. Once you receive the verification email **you must click on the link within the email**. This will take you to the log in page. Log in.
4. Everyone who logs into the portal must make a Profile. Some fields are mandatory and some are optional. If you do not wish to complete optional fields then just click '*next*'.
5. You will be required to upload your CV.
6. This completes the Profile.
7. You can then start the application process.
8. You will be asked if this is an individual or team application. If it is a team application you will need to provide the name of every team member and their email address. They will receive an email with a link in it which will enable them to log in and sign up to the portal, make a profile and agree to being part of this application.
9. You can download the application and budget templates from the portal or from the website [Application & Referee Templates](#)
10. You can write up to three pages in total to answer the criteria in the Application Template and you also have the opportunity to add a further 10 pages as your Evidence Portfolio to cross reference and support your application. The Budget template is also required, however it is not judged.
11. Complete the templates and upload them to the portal
12. You will be asked to input your **four** referee names and email addresses. You will be prompted in the portal to do this.
13. You will not be able to submit your application until all team members have approved the application and all referee's have submitted a completed referee template. Once that is completed you can then go back into the portal and submit the complete application.

STEPS FOR TEAM MEMBERS

1. Team members will receive a verification email because the Team Representative for this application has listed them as a member of the team. Check you spam or junk folder if you have not received the email. **Click on the link within the email.**
2. This will take them to the sign up and log in page.
3. Once signed in and logged in each team member is required to make a Profile. Not all fields are compulsory. If team members do not wish to enter information in the optional field then just click on '*next*'.
4. Agree to being a team member of this application.

STEPS FOR REFEREES

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 **spam or 'junk' mail**. Otherwise contact the Secretariat.
2. **Click on the link within the email** which will take you to the sign up /log in page.
3. Once logged in you will be required to set up a Profile. Some fields are compulsory and some fields are optional and if you do not wish to complete those fields then please click '*next*'.
4. You will be asked to upload your CV.
5. This completes your profile and you can move onto the next process of either downloading the referee template from the portal or here from the website. [Referee Template](#)
6. Once you have completed it please upload to the portal and submit.
7. Once you have submitted please let the applicant know that you have completed the process.

Checklist

- All Team members have created a profile in the portal and consent to being part of this team submitting the application.
- All four referees have also created a Profile, uploaded their CV's into the portal and uploaded the completed referee template.

NB: the Prize requires two NZ-based and two International referees. The portal shows you what stage each referee has fulfilled, and you are able to remove referees if you need to replace an unresponsive or refusing referee.

- The Individual applicant or Team Leader has upload their CV and made a profile.

- The applicant has uploaded the completed application template (including evidence portfolio), and indicative budget for use of the Prize to the portal. Please note the budget is not judged.
- If referees or team members have not completed their tasks then your application will remain in 'draft' form until they have completed all stages.
- Once all stages are complete the individual or team representative can click on the "Submit" button and this will submit the complete application. Note this prevents further changes to documents, and adding team members or referees. If you wish to edit your application before the close date, contact the Prize Secretariat to return your application to an editable state.

Complete applications must be submitted by 1:00pm on Tuesday 18 October 2022. Please be aware that 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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Supported by the New Zealand Government with funding from the **Ministry of Business, Innovation and Employment**. Nā Te Hīkina Whakatutuki te mana hāpai.



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