

NEW USER - INDIVIDUAL APPLICANT/TEAM REPRESENTATIVE

- Sign up to portal. <https://portal.pmscienceprizes.org.nz/>
- Wait for email verification.
- Click on link in email and then log in.
- Make Profile. You will be asked to upload your CV.
- If you are representing a team then you will need to click the team application 'on' button.
- Add all team members names, email addresses and roles.
- Complete and upload Application Template
- Complete and upload Budget Template.
- Enter names and email addresses of 4 referee's (2 international and 2 New Zealand based).
- Upload an official ID photo.
- If your research involved animal or humans please upload a human or animal ethics statement. If not applicable press 'next'.
- Your application will remain in 'draft' form until team members and referees have completed all that they are required to do.
- Submit

FLOW CHART OF SCIENCE PRIZE APPLICATION PROCES IN PORTAL FOR PREVIOUS USERS AND NEW USERS

Previous applicants who submitted an application in 2021

- If you submitted an application to this portal in 2021 please log into the portal <https://portal.pmscienceprizes.org.nz/>
- 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 once in the portal you can click on the 'home page' and click on 'apply now' and your previous application will show.

TEAM MEMBERS

Team Member 1
Team Member 2
Team Member 3
etc

- Click on link within email verification
- Sign up and log in.
- Make a Profile
- Agree to be a member of this team submitting this Application

SUBMIT

Individual Applicant or Team Representative must submit the complete application. **This can only be done when all team members and referee's have completed their what they are required to do.**

REFeree'S

Invites referees (as requested by applicant)
Referee 1
Referee 2
Referee 3
Referee 4

- Click on link in email verification
- Sign up and log into portal.
- Make Profile.
- Upload completed Referee Template to portal
- Submit
- Let the applicant know that you have completed the referee template and submitted it.

PORTAL

