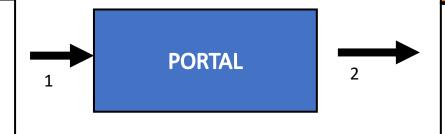# FLOW CHART OF 2023 FUTURE SCIENTIST APPLICATION PROCESS IN PORTAL

STUDENT

- Sign up to the portal https://portal.pmscienceprizes.org.nz/
- Wait for email verification (Check you spam and junk folders if this has not arrived).
- Click on link within email verification
- Sign up and log in.
- Make a Profile
- Upload Application Template (this will include your summary, report and evidence portfolio)
- The portal will ask for referee names. You will need one referee or two if you used a mentor.
- Make sure you include link to video (you will be prompted for this.
- You application will remain in draft form and so you can keep updating it.
- Submit
- Your application will remain in draft form until all steps have been completed by everyone)

PORTAL

1

2

REFEREE Or Mentor (if used)

- Portal will send email (check your junk and spam folders also)
- Click on link in email verification
- Sign up and log into portal. Please make sure you use the same email address throughout the entire process.
- Make Profile in portal
- Upload completed Referee Template to portal
- Submit
- Let the nominee know that you have completed the process.

3

4

SUBMIT

The nominee must submit the complete application. If they have used a mentor the nominee has to wait until the mentor has uploaded and submitted the referee form