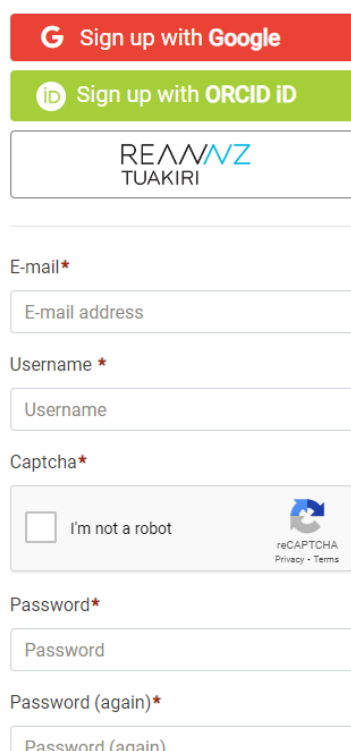


TE PUIAKI WHAKAPĀ PŪTAIAO | THE SCIENCE COMMUNICATION PRIZE

Guidelines and tips for Applicants

The link to the portal is <https://portal.pmscienceprizes.org.nz>

- You can sign in using a number of options using i.e. TUAKIRI; ORCID; Google or create a new account.
- **If you are based at a CRI or Tertiary Institution, then it is highly recommended that you sign in with TUAKIRI.** Most CRI's or Tertiary Institutions can sign in with TUAKIRI. This means you can start to input your profile information in the portal directly, otherwise you may need to wait for a portal administrator to authorise your account. This should take no longer than 48 hours and will come via email.
- **Whatever email address you sign up with it is important that you do not change from that original sign up email address otherwise it causes problems further down the track.**



The screenshot shows a sign-up form with the following elements:

- Two buttons at the top: "Sign up with Google" (red) and "Sign up with ORCID iD" (green).
- A box containing the REAMVZ TUAKIRI logo.
- An "E-mail*" field with a placeholder "E-mail address".
- A "Username*" field with a placeholder "Username".
- A "Captcha*" field with an "I'm not a robot" checkbox and a reCAPTCHA logo.
- A "Password*" field with a placeholder "Password".
- A "Password (again)*" field with a placeholder "Password (again)".

(this is what you will see when you sign in or log in)

Instructions for logging into the portal

Go to: <https://portal.pmscienceprizes.org.nz>

1. Sign up
2. Input your email and user name details
3. Remember to click on “I am not a robot”
4. Confirm password
5. A verification email will be sent to your email address (with 48 hours) (CHECK SPAM ALSO)
6. For any first time sign in, apart from TUAKIRI, a ‘pop up’ notification will appear showing ‘Account Approval Pending’. The Prize Secretariat will receive an email notification and will need to approve your sign in. Please contact pmscienceprizes@royalsociety.org.nz if you’ve not been authorised after two working days.

IMPORTANT

Check your trash if you have not received the verification email in your email mailbox

Creating a Profile in the portal

Every person no matter if they are an applicant, referee or nominator (this is unless you have registered through this portal in the last two years) has to create a profile and must input at a **minimum** of the following:

- Name
- Contact email address
- Primary place of employment or education
- Written an ethics statement, or noted why one is not required.
- Accept the Prize Terms and Conditions
- Agree to the Privacy statement

Other questions that are asked for making a profile are **optional** and can be useful information but if you do not wish to answer then please press ‘next’. They are listed under these headings.

Protection Pattern

You control how your information can be used by specifying the protection to be applied to your data. By default your demographic details (gender, ethnicity, and iwi) and birth date are kept private.

If you are comfortable with sharing this information with the Ministry of Business Innovation and Employment, you may do so by de-selecting the tick box for the protection you wish to relax, or by toggling 'no protection needed'.

Once all of these steps have been completed you will then be able to click on '**Apply Now**'

IMPORTANT

All applications must be fully complete before they can be submitted. You will not be able to submit the application if there are steps that still need to be completed. i.e.

- Outstanding referee reports
- Missing documents/actions
- Curriculum Vitae's
- Application Templates
- Ethics statement
- Terms & Conditions

APPLICATIONS CLOSE AT 1:00PM ON 5 SEPTEMBER 2023

More tips

- Please make sure you read all the material above about logging into the portal.
- Please leave plenty of time to undertake this application. Some applicants have left this process to the last minute and then run out of time to be able to complete it. It really is important also to give your referee sufficient notice and time to complete their process.
- Once you have created your profile you will be asked for the name and email address of the one referee to support your application. (the referee will be sent an email verification and they must click on the link within the email so that they can start making their profile in the portal)

The Applicant is required to complete the **Application Template**. This can be found in the portal or on the Prime Minister website [Links to form templates on website](#)

Questions that the applicant needs to answer on the application form

- Describe your approach to science communication, including how to identify appropriate means for engagement.
- Provide a summary of recent successful science communication or engagement activities with a diversity of audiences.
- How do you intend to further your role in science communication in the future including a developmental activity if your application is successful.

The applicant needs to keep their answers to within **three** pages in total when answering the questions above.

The second part to the Application Template is the applicant's opportunity to add an **Evidence Portfolio** where they can add **up to** 10 pages of material.

Other things the applicant must do are:

- Upload a curriculum vitae
- Complete a plan of how the Prize will be used including approximate costs. (this is not judged but is still required). This is an excel spreadsheet which can be found in the portal or on the website together with other forms.

Checklist

- Check that the referee has completed all that is required including completing the referee template and their CV and uploaded them. It is preferable that the referee submit all that is required by them in plenty of time so that you are not waiting for them to submit because you will not be able to submit otherwise.
- The applicant has uploaded a CV
- The Applicant has uploaded the completed application which includes the evidence portfolio.
- The applicant has completed and uploaded the plan and excel expenditure plan.

Information for the Referee

Once the applicant has registered and named their referee then an email will be sent to the referee which will contain a link. **This link must be clicked on as it will take the referee to the right place in the portal.**

Referees also need to complete the **Referee Template**. Please note that this document is in the portal as well as the website for your convenience: [Links to templates on website](#)

The referee is required to answer the following questions on the Referee Template. This needs to be kept to a maximum of **three** pages.

- How long they have known the applicant?
- Why they are able to comment on the applicant
- Describe the applicant's interest and passion for Science Communication.
- Evidence of the applicant's ability to effectively communicate to a public audience using recent examples.

Once the referee has completed the Referee Template they can then upload to the portal.

APPLICATIONS CLOSE AT 1:00PM ON 5 SEPTEMBER 2023

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 telephone: (04) 470 5762

Īmēra email: pmscienceprizes@royalsociety.org.nz