

TE PUIAKI PŪTAIAO MATUA A TE PIRIMIA | THE SCIENCE PRIZE

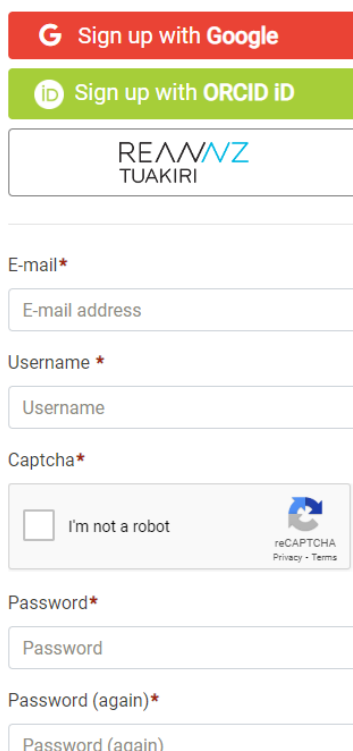
- Allow yourself plenty of time to complete your application and please do not leave the process to last minute.
- (You may find this [visual flow chart](#) helpful)
- [About the Prize](#) (this includes material about criteria, judges, referee information)
- Link to portal: <https://portal.pmscienceprizes.org.nz/>
- **Portal Profile:** Every person that logs into the portal must create a profile. (This includes Applicants/Referees). 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 Referees have to upload a current CV when completing their profile.**
- The Science Prize requires you to have **four** referees (2 x international and 2 x national). Please make contact with your referees beforehand to let them know that you will be inviting them as a referee. Whatever email address you use for them it is very important that they continue with that email address throughout the process and so please confirm you have the right email address that they would prefer to use to start with.
- The application template, budget template and referee template can be found in the portal. However these can also be download from the Prime Minister's Science Prizes website here: [Application, Referee and Budget Templates](#)
- The applicant/team leader can write up to three pages in total when answering the criteria question on the application template. The Applicant/team leader also has the opportunity to add a further 10 pages as their Evidence Portfolio. The Evidence Portfolio should support the application.

Portal Process

Please read all the material in this document before you start the process.

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

- 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. PLEASE CHECK YOUR SPAM OR TRASH FOLDER IF YOU HAVE NOT RECEIVED THIS.
- **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 image shows a sign-in form for REANWZ TUAKIRI. At the top, there are three buttons: a red button for 'Sign up with Google', a green button for 'Sign up with ORCID ID', and a white button with the REANWZ TUAKIRI logo. Below these buttons are several input fields: 'E-mail*' with a placeholder 'E-mail address', 'Username*' with a placeholder 'Username', 'Password*' with a placeholder 'Password', and 'Password (again)*' with a placeholder 'Password (again)'. A reCAPTCHA widget is also present, featuring a checkbox labeled 'I'm not a robot' and the reCAPTCHA logo with links for 'Privacy' and 'Terms'.

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

Creating a Profile in the portal

Every person no matter if you are an applicant or referee (this is unless you have registered through the 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
- Have written an ethics statement, or noted why one is not required.
- You have accepted the Prize Terms and Conditions
- Agree to the Privacy statement for the application process to be available to you.

Other questions that are asked for making a profile are **optional** and if you do not wish to answer then please press 'next'.

THE FOLLOWING ARE THE HEADINGS YOU WILL SEE IN THE PORTAL TO CREATE YOUR PROFILE

Organisation (compulsory)

You will need to input your primary organisation, and **optionally** any others that you are associated with. If it does not auto populate then you can just enter your organisation manually. You are able to enter your position/job title and dates, please add a new entry for each organisation and role.

NB: Can be imported from your ORCID record if you already have one.

Career Stage (optional)

Please select the research career stages that apply to you, and when you think they first applied. If not applicable or you do not wish to answer please leave blank or select Not Applicable.

Academic Record (optional)

Please enter your qualifications and course of study. NB: Can be imported from your ORCID record if you already have one.

Prizes and/or Medals (optional)

You have the opportunity to enter information about Prizes or Medals you may have won. If this is not applicable then just click on 'next'. NB: Can be imported from your ORCID record if you already have one.

Professional Bodies (optional)

You can enter any professional bodies that you belong to. If you don't belong to a professional body please just click on 'next'.

Protection Pattern (compulsory)

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

The application must be fully complete before it 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
- Missing Curriculum Vitae's
- Missing Application Templates
- Ethics statement
- Terms & Conditions

If you have not submitted your application by the due time on the **due date** it will not be eligible for judging. **Please do not leave uploading your application to the last minute.** It would be wise to have all documentation uploaded at least 2 hours before closing as sometimes things can go wrong or take time to upload.

It would also be prudent to advise your referee that the referee report is required at least 12 hours before the process closes. **If referee reports have not been received then that will prevent you from completing your application.**

APPLICATIONS CLOSE AT 1:00PM ON 5 SEPTEMBER 2023

Information for the Applicant/Team Leader

Once you have created your profile you may begin your application by clicking on “Apply Now” in the portal.

You will need to complete the Application Template. This can be found in the portal or on the website for your convenience. [Link to documents on website](#)

The Application Template requires you to answer the once criteria question (below). Please keep your answer to **three** pages.

You also have the opportunity to add up to 10 pages of material as your Evidence Portfolio on the Application Template. This should be cross referenced with you have written as part of your application.

Please note if this is a team entry then you will be asked to name each team member and supply their email address. Each team member will be sent a verification email where they must click on the link so that they can also create a profile in the portal and agree that they are a member of the team.

Other tasks

- The Applicant /Team Leader will also be asked to Upload an official photo ID.
- Applicant / Team leader need to upload a CV
- Applicant/Team Leader completes the plan of how prize will be spent (this is not judged)

Checklist

- All team members have consented to being part of the team and application
- The two international and two national referees have provided a referee report and CV
- The Application Form answering the one criteria question and including the Evidence Portfolio has been uploaded.
- The plan and budget of how the Prize will be used (this is not judged) has been uploaded.
- Applicant or Team Leader has uploaded an official ID photo.
- An ethics statement has been written, or explained why one is not required.
- I have accepted the Prize Terms and Conditions.

Once all of the above has be completed, you can submit your 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 and you have already submitted it then please contact the Prize Secretariat to return your application to an editable state.

Information for the Referee

Once the applicant has registered and named their referees then the referees will receive a verification email that contains a link. They must click on that link before they can enter their information into 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: [Link to documents on website](#)

The referees are required to answer the one criteria question below on the referee template. Please keep to a total of **three** pages.

Question for Referees

- How long have you known the individual or known of the work of the team, and in what capacity.
- Briefly outline why you are in a position to comment on the work of the individual or the team.
- In your own words describe how this significant transformative scientific¹ advance has led to significant economic, health, social, political, cultural and/or environmental impact on or for New Zealand or internationally? Can be evidenced in a number of ways which are included here. [About the Prize](#)

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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.



**MINISTRY OF BUSINESS,
INNOVATION & EMPLOYMENT**
HIKINA WHAKATUTUKI

New Zealand Government