



SCIENCE PRIZE APPLICATION PROCES

NEW USER - INDIVIDUAL APPLICANT/TEAM REPRESENTATIVE

- Sign up to portal. <https://portal.pmscienceprizes.org.nz/>
- Wait for email verification. (Check for the email in your spam or junk folders too)
- Click on link in email and then log in.
- Make Profile in portal. 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. (They will then be sent an email where they need to click on link)
- Complete and upload Application Template in **PDF format**.
- 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 when prompted. 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

PORTAL

TEAM MEMBERS

All team members

- Click on link within email verification (check in your spam or junk folders if email has not arrived).
- Sign up and log in.
- Make a Profile in portal
- Agree to be a member of this team submitting this Application

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. Please make sure you continue to use the same email address.
- Make Profile and upload CV.
- Upload completed Referee Template to portal in **PDF format**.
- Submit
- Let the applicant know that you have completed the referee template and submitted it.

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.**

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