

TE PUIAKI WHAKAPĀ PŪTAIAO | THE SCIENCE COMMUNICATION PRIZE

General guidelines on the Application Process for applicants and referees through the Prime Minister's Science Prize Portal

Tēnā koe,

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

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

You can sign in using a number of options i.e. TUAKIRI; ORCID; Google or create an account. 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.

Portal Profile

Every person that enters the portal must input at a minimum their name, contact email address and primary place of education/employment so that a profile can be formed. This includes applicants; team members; referees and nominators.

Everyone who enters the portal must also agree to the Privacy statement for most of the site to be available.

Brand new person

- Sign up
- Input your email and user name details
- Remember to click on "I am not a robot"
- Confirm password
- A verification email is sent to your email address. Click on the link to confirm your address and to be taken to your portal Profile.

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.

Steps for entering your details are listed under the following headings:

Organisation

You will need to input your primary organisation, and optionally any others that you are associated with. However if it does not auto populate then you can just enter your organisation.

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

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

Academic Record

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

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

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

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'

NB: only your name, primary organisation, and email address are required. All other information is optional.

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.* referee reports outstanding; or missing documents/actions, e.g., curriculum vitae's ; application templates, ethics statements, and terms and conditions.

If you have not submitted your application by 5.00pm 15 Whiringa-ā-nuku October 2021 it will not be eligible for judging and so please do not leave this process until the last minute.

MŌ TE PUIAKI WHAKAPĀ PŪTAIAO | ABOUT THIS PRIZE

Eligibility

- This Prize will be awarded to either a practising scientist¹ who can demonstrate an interest, passion and aptitude for science communication and public engagement, or to a person who has developed expertise in public engagement with, or communication of complex scientific or technological information to the public.
- The Applicant must be a New Zealand citizen or permanent resident.
- Re-application by candidates from previous years is encouraged, as long as the eligibility criteria continue to be met. However, past winners of the Prize will not be eligible to enter a second time.

¹Taken to include natural, physical, mathematical and information sciences, applied sciences, technology, engineering, social science and multi-disciplinary science

Value

- The total of the Prize is worth \$75,000.
- \$55,000 of the Prize is to be used to support the recipient to carry out a programme of activities/professional development to further their understanding of media communication.
- \$20,000 of the Prize money is available to the recipient with no expectations on its use.

Criteria

Applicants should present an application that answers the following criteria. (with cross references to an evidence portfolio):

- Approach to science communication, including how to identify appropriate means for engagement.
- Summary of recent successful science communication or engagement activities with a diversity of audiences.
- How the applicant intends to further their role in science communication in the future including developmental activity if the application was successful.

The Prize will be judged on the applicant's commitment and aptitude for science communication. Assessment will include consideration of referee statements and an interview may be required.

Entry Process

- The process will involve applicants completing their application through the portal.
- Applicants will also need one current referee who must be knowledgeable about the applicant's communication activities and is able to comment on their effectiveness.

Selection panel

Panellists are appointed by the Pou Whakahaere Chief Executive of Royal Society Te Apārangi based on the recommendation of the panel Chairs and secretariat. Appointments are made on a year-by-year basis for each calendar year. Panellists can be appointed for more than one year. Panellists must be experienced in an appropriate field or community and may be drawn from outside New Zealand if necessary.

Panels will consist of established leaders and researchers in their field, their research and in their communities. We will also aim to bring emerging people to panels to ensure diverse views and allow for the development of people and new talent.

In considering the suitability of potential panellists, the following requirements for panel composition is considered as appropriate:

- Mix of discipline/expertise
- Sector and institutional balance
- Geographic representation
- Ethnicity
- Gender balance.

Royal Society Te Apārangi is committed to following best practice in being inclusive of diversity within our activities.

It is recognised that occasionally members of the selection panel will know applicants or have other conflicts of interest. They will be expected to declare all such knowledge and conflicts of interest. In cases where an applicant is the colleague of a panellist, the Chair of the selection panel will rule if this conflict is significant enough for the panellist to be stood down from the panel for that entry. (In the case of the Chair having a conflict of interest the decision will be made by another member of the panel who has been identified in this role at the beginning of the process).

The selection panel will not enter into any correspondence concerning its deliberations. All inquiries should be directed to the secretariat. Note that information on matters such as ranking, or names of unsuccessful entrants, will not be disclosed.

Referees

- This Prize requires one referee who has a solid understanding of your interest in communication and is able to give expert, current opinion.

Confidentiality

The Secretariat gives no undertaking to keep confidential any information that is provided in the nomination form unless this is identified as information that should be treated as such. It may, for example, be used to prepare promotional material for the Prize in future years.

Please note that information submitted on the entry form may be subject to the Official Information Act.

Expectations

- \$55,000 of the Prize is to be used to support the recipient to carry out a programme of activities/professional development to further their understanding of media communication.
- The recipient of the Prize would be expected to be involved in promotional opportunities appropriate to receiving The Prime Minister's Science Communication Prize.

Announcement

- The Winner is expected to make themselves available for half a day in January/February to meet with the Prime Minister's Science Prize media liaison personnel in preparation of media material and photos.
- The Winner will be announced in February/March/April (date to be confirmed) and the winner is expected to make themselves available.

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

Closing

Entries close at 5.00pm 15 Whiringa-ā-nuku October 2021.

Information for Applicant

It is important that the applicant and referee read all the information above about logging in and entering details into the portal. As part of entering information into the portal the applicant will also be asked to enter name and email details of one referee. They will then be sent a verification email so that they can start entering their details into the portal also.

The Applicant is required to complete the **Application Template**. Within the application template there are three questions outlined below that are required to be answered by the applicant. (This template is in the portal but can also be found on the website here: [Link to templates on website](#))

The applicant should keep their answers to within three pages in total when answering the following questions.

Questions

- 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 second part to the Application Template is your **Evidence Portfolio** where you can add up to 10 pages of material.

Other things the applicant must do are:

- Complete a curriculum vitae
- Complete the **budget template** of how the Prize will be used (this will not be judged. (this can also be found in the portal and on the website.

Checklist

- The referee that I requested has completed all that is required including completing the referee template and uploading their CV.
- I have uploaded my CV.
- I have uploaded my application (including evidence portfolio), and indicative budget for use of the Prize award.
- I have either uploaded an ethics statement, or explained why one is not required.
- I have accepted the Prize Terms and Conditions.

Applications need to be complete by 5.00pm, 15 Whiringa-ā-nuku October 2021.

Information for the Referee

Referees need to log in and create a profile in the portal.

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

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. Please keep to a total of three pages.

- How long you have known the applicant?
- Briefly outline why you are able to comment on the applicant
- In your own words, describe the applicant's interest and passion for Science Communication.
- In your own words, what evidence do you have of the applicant's ability to effectively communicate to a public audience? Please use examples from the last two years.

Once the referee has completed the Referee Template this can be uploaded to the portal.

The referee is also required to:

- Upload a CV

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