**TE PUIAKI KAIPŪTAIAO MAEA | THE MACDIARMID EMERGING SCIENTIST PRIZE**

**General guidelines about the process of entering information through the Prime Minister’s Science Prize Portal**

**Tēnā koe,**

**Please read all the material on the next several pages.**

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.

Click here to the portal: <https://portal.pmscienceprizes.org.nz/>

**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](file:///C%3A%5CUsers%5CDebbie%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5C2U3DXA65%5Cpmscienceprizes%40royalsociety.org.nz) if you’ve not been authorised after two working days.

**Steps for entering your details in the portal 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**

Again 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’.

**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 **due date** it will not be eligible for judging and so please do not leave this process until the last minute.

**Applications close at 5.00pm, 25 Whiringa-ā-nuku October 2021. (This date has been extended from the original date of 15 October due to COVID lockdown restrictions)**

**Mō Te Puiaki Kaipūtaiao Maea about this prize**

**Eligibility**

* The Prize will be awarded to an outstanding emerging scientist1 who has had their PhD conferred within the past eight (8) years. (i.e. from 1 January 2013 onwards). *Please note that if you have had career interruptions since your PhD has been conferred including being a primary caregiver of dependant children please email to outline what these are* to pmscienceprizes@royalsociety.org.nz
* The applicant must be either a New Zealand citizen or a New Zealand permanent resident, currently domiciled in New Zealand
* The recipient of the Prize is expected to remain active in research in New Zealand for at least the year following the presentation of the Prize

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

**Value**

* $200,00 comprising $50,000 for the recipient with no conditions and $150,000 for their ongoing research.

**Selection Criteria**

The Prize will be judged on the following three selection criteria.

* The research carried out by the applicant is leading edge in its field;
* The research has already, or is likely to result in the generation of valuable new knowledge in the field, or have wider impact;
* The applicant is able to effectively communicate their research.

Each applicant should address these criteria in their application and cross-reference that statement with an Evidence Portfolio.

**Confidentiality**

The Secretariat gives no undertaking to keep confidential any information that is provided in this application 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.

**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**

* **Two** referees will be required to support the Applicant's application.
* The Selection Panel at its sole discretion, may request further referees or make contact with outside parties. The panel also reserves the right to hold interviews to help inform their decision.

**Expectations**

* $150,000 of the Prize is to be used to support the recipient’s on-going work.
* The recipient of the Prize may be expected to be involved in promotional opportunities appropriate to receiving The Prime Minister’s MacDiarmid Emerging Scientist Prize.

**Announcement**

* The winner or team 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)
* The winner or team will be expected to make themselves available for that announcement in Wellington.

**Closing date**

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**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.

**Information for the Applicant**

The Application Template if available in the portal but also on the website: [Link to templates](https://www.pmscienceprizes.org.nz/about-the-prizes/macdiarmid/)

The Application Template consists of three questions relating to the criteria. Please keep your answers to approximately **three** pages in total.

**Questions**

* How is your research leading edge in your field?
* How has your research or is likely to result in the generation of valuable new knowledge in the field, or have wider impact?
* How do you effectively communicate what your research is about?

Once you have finished writing your answers you have the opportunity to add material for your **Evidence Portfolio** (up to 10 pages) on the Application Template.

**The applicant is also required to:**

* Upload CV through the portal.
* Upload the budget template and provide a brief summary of how the Prize would be used with approximate costs. (this is not judged)

The applicant will also be required to enter in the name and email details of their two referees. Once you have named your referees and included contact details a verification email will be sent to them with a link to the portal.

**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 **due date** it will not be eligible for judging and so please do not leave this process until the last minute.

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**Checklist**

* The referee that I requested has completed all that is required including completing the referee template and CV.
* I have uploaded my CV
* I have uploaded my application template (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.

**Information for Referees**

Referees will be invited by email to click on the link to the portal. Link to portal: <https://portal.pmscienceprizes.org.nz/>

Each referee will be required to enter details in the portal to create their profile.

Each referee is also required to complete the **Referee Template**. The referee template can be found in the portal but also on the website. [Link to templates](https://www.pmscienceprizes.org.nz/about-the-prizes/macdiarmid/)

Please keep within a total of three pages in total when answering the following questions.

**Questions**

* How long you have known the applicant’s and in what capacity?
* Outline why you are able to comment on the applicant.
* In your own words comment on the applicant’s research in terms of the selection criteria.

**The referee will also need to:**

* Submit a CV

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