**TE PUIAKI KAIPŪTAIAO ĀNAMATA | THE FUTURE SCIENTIST PRIZE**

**Tēnā koe,**

It is important that the nominator, student and if applicable the mentor read the following information about the process through the portal.

Everyone involved in the application process e.g. nominator, applicant and mentor (if applicable) are required to sign in to the portal.

Please note that because this is a nominated Prize the nominator takes the first step of creating an account with google and setting up their profile in the portal. The student will be unable to enter the portal until the nominator has done that.

**General guidelines entering information into the Prime Minister’s Science Prize Portal**

You can sign in using a number of options i.e. TUAKIRI; ORCID; If you are a teacher or student, it is likely that you do not have a ORCID or TUAKIRI account. In which case you can sign in using a Google account or by creating a user name and password.

**Link to portal:** <https://portal.pmscienceprizes.org.nz/>

**Brand new person instructions**

* 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, 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.

Once the nominator has created a profile and entered the information required including the student’s email address an email verification will then be sent to the student who will then be able to start the process.

**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 nominators, student and if applicable the mentor.

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

**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. If you are from a school or tertiary institution this should auto populate. However if it does not then you can just enter your organisation/school.

When you enter your position/job title and dates, please add a new entry for each organisation and role. If you are a student then please state your Position as Student.

**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.

**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 not applicable or click ‘next’.

**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 not applicable or ‘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.* nominator has not completed the steps required; Student has not completed the steps required or if applicable the Mentor has not completed the steps required. e.g. actions, nominator template, application template, ethics statement, 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 Ānamata | about this prize**

### **Eligibility**

* This prize is for a Year 12 or Year 13 student tauira who has undertaken a science research, mathematics, technological or an engineering project.
* The student tauira must be a New Zealand citizen or a New Zealand permanent resident.
* The student tauira must be nominated by a nominator for this Prize.  The nominator is the first to start the application process through the portal.

**Judging will be based on the following criteria:**

* Quality of literature review and objective setting process.
* The quality of the design or investigative process for the research or development.
* Execution of the developmental or investigative process.
* Soundness of the interpretation of data and results.
* The quality of conclusions reached in regard to application of the project or further work.

**Confidentiality**

The secretariat gives no undertaking to keep confidential any information provided in the on-line entry form unless this is identified as information that should be treated as such. Information 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 panelist, the Chair of the selection panel will rule if this conflict is significant enough for the panelist 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.

### **Expectations**

* This Prize is to be used to support the winner with their tertiary education studies.
* The winner of this Prize may be expected to be involved in some promotional opportunities appropriate for a recipient of this Prize.

**Announcement**

* The winner is expected to make themselves available for half a day 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 will be expected to make themselves available for that announcement in Wellington.

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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

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### **Closing**

**The closing  date for entries has been extended for this particular Prize due to many Science and Technology Fairs being postponed because of COVID lockdown periods.  Therefore the closing date that entries but be completed for this Prize is 5pm, 8th November.**

**Information for Nominator**

The Nominator should be someone that has a very good understanding of the student’s research and able to comment on it.

As this is a 'nominated' Prize, the Nominator needs to be the first one to click on the portal and enter their information.

Once the Nominator has created a profile in the portal the student can then also enter the portal.

The Nominator needs to complete the **Nomination Template.** They are required to answer questions about the following criteria. The Nomination form is available in the Portal but also on the website for your convenience. [Link to templates](https://www.pmscienceprizes.org.nz/about-the-prizes/the-prime-ministers-future-scientist-prize/)

* Context of Project
* Design Process
* Execution of Design Process
* Soundness of Interpretation
* Application of Project

Once the nomination template has been completed by the Nominator this needs to be uploaded in the portal.

**Information for the student/nominee**

After the Nominator has completed their steps within the portal the student/nominee will be sent a verification link to the portal.

The student/nominee will also need to follow the guidelines at the start of this document for making a profile in the portal.

Please note that if you have had a mentor (this may not be applicable in many cases) you will need to enter their name and email address into the portal as a referee and they will also be sent a verification link so that they can enter information to make a Profile.

The student will need to complete the **Application Template.** The application template is available in the portal but is also on the website for the student’s convenience. [Link to templates](https://www.pmscienceprizes.org.nz/about-the-prizes/the-prime-ministers-future-scientist-prize/)

**The Application Template**

The Application Template is where the student can write a summary about their research or project.

The Application Template is made up of three parts:

1. Summary of research/project. Please keep to one page
2. Detailed report of research/project. Please keep to within five pages.
3. Material for Evidence Portfolio. Up to 10 pages can be added which can include supplementary material such as photos, graphs; raw data; references, or material for log book.

When the application template is complete please upload to the portal. It may also be useful to put a link to your video on Youtube within the application template somewhere although the portal will prompt you for the url also.

**Video guidelines**

The video should be up to 3 minutes in length and is your opportunity to talk more about your research/project so that the judges can get more of an insight into what you have researched.

Please note when uploading your video to Youtube please **do not** make it private. Instead click the option where only those with the link can see the video.

**Report writing**

There is also a document that provides some guidelines with writing the report. This document is called ‘useful Information for writing a report’. This is not available in the portal and only available on the website. . [Link to guidelines](https://www.pmscienceprizes.org.nz/about-the-prizes/the-prime-ministers-future-scientist-prize/)

**Checklist**

* The Nominator has completed all that is required including completion of Nominator Template.
* The student has completed the Application Template
* The student has either uploaded an ethics statement, or explained why one is not required.
* The student needs to have accepted the Prize Terms and Conditions.
* If applicable the mentor must have completed and uploaded the Referee Template

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**Guidelines for Mentors**

Not all students will have used a mentor and if that is the case there is no need to read any further.

If the student’s research does involve a mentor then the mentor will also need to log into the portal to create a Profile. They will also be required to complete the Referee Template. Once completed the referee template can be uploaded to the portal.

The Referee Template is available in the portal but is also available for convenience on the website: [Link to templates](https://www.pmscienceprizes.org.nz/about-the-prizes/the-prime-ministers-future-scientist-prize/)

Questions that the Mentor will need to answer on the Referee Template are:

* Who instigated the investigation?
* Is the investigation part of a larger ongoing project, based on a regular training programme e.g. internship, or a one-off?
* How much input did the student/tauira have in planning, designing and execution of the investigation?
* Did the student student/tauira require occasional guidance or were they directed in their investigations?
* What specialist techniques were learned by the student/ tauira, and in your expert opinion, how well were these carried out?
* How did the student student/tauira overcome obstacles to their research?
* What are the most significant gains for the student tauira in carrying out the investigation?

 When you have completed this form please upload into the portal.

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### **NEED HELP?  HAVE OTHER PĀTAI QUESTIONS?**

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