

TE PUIAKI PŪTAIAO MATUA A TE PIRIMIA | THE SCIENCE PRIZE

General guidelines on the Application Process through the Prime Minister's Science Prize Portal

Tena koe,

It is important that the Applicant/Team Leader and Referees read the information below about logging in and entering information into the portal.

The link to the portal <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.

Science Prize – (Team) The designated Team Leader will enter the application and must agree to the Prize's Terms and Conditions. On entering team member details, the member is emailed an invitation the portal; all members must log into the portal and confirm they wish to be part of the team application before a Prize application can be submitted.

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. If you are a student or teacher then please state your Position as Teacher or Student.

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'.

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

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.* team members have not accepted their invitation; 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 PŪTAIAO MATUA A TE PIRIMIA |

ABOUT THIS PRIZE

This Prize is for a **transformative** scientific¹ discovery or achievement, which has had a significant economic, health, social, and/or environmental **impact** on New Zealand, or internationally. It will be awarded to an individual or team instrumental in creating the impact.

Eligibility

- The **transformative** scientific¹ discovery or achievement may have occurred over any time-period, to be eligible there must be a clear indication that the **impact** on New Zealand or internationally has taken place.
- Individuals or teams are invited to enter for this Prize. For a team entry, one person must be designated as the 'Team Representative'. This person will need to be prepared to be the public face of the discovery or achievement. This will include receiving the Prize, speaking with the media, and carrying out tasks appropriate for a recipient of the Prime Minister's Science Prize.
- The individual applicant or nominated team representative must be either a New Zealand citizen or a New Zealand permanent resident, currently domiciled in New Zealand, and be active in their field of science.
- The research behind the discovery or achievement must have met current standards of ethical practice and have been carried out largely in New Zealand.
- Re-application by individuals or teams 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.

¹ *Scientific should be interpreted broadly to include natural, physical, mathematical and information sciences, applied science, technology, engineering, social science and multi-disciplinary science*

Value

- The total prize is worth \$500,000.
- \$100,000 of this will go directly to the individual or team with no expectations.
- \$400,000 will be to support ongoing research.

Criteria

Judging for the prize will be based on **one** criteria:

To what extent has this transformative scientific¹ discovery or achievement led to significant economic, health, social and/or environmental impact on or for New Zealand, or internationally?

This may be evidenced in a variety of ways, for example;

- *Successful development and deployment of new or improved products, processes, or services (including public services) based on the research.*
- *Advancement of Mātauranga Māori.*
- *Major changes to practice in an important professional community or an industrial, business, infrastructural or service sector, at least at a national level.*
- *Major changes in relevant public policy and/or government investment or operational strategy, for example in health, social policy, environmental protection, conservation, education, justice or emergency management.*
- *Significantly increased investment in the research programme over an extended period of time by potential or actual technology transfer partners or end users.*
- *Significant changes in the way a body of knowledge is organised and used (as a result of challenging previous conventional wisdom).*
- *Development of new methods that have advanced research practice in the relevant discipline.*
- *A high level of recognition through peer review processes, for example through publication in leading journals and the award or prizes.*

This list is non-exclusive, and not all evidence forms will be appropriate for any particular application. Each applicant should set out in the application statement the nature of the transformative scientific¹ discovery/achievement, and of the **impact**. The statement should cross-reference with an Evidence Portfolio.

Assessment may include, at the judges' discretion, consideration of referees' statements, interview of key personnel or a site visit.

Entry Process

- Applications must be complete by **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)**
- Applications need to be completed through the portal.
- The Application Template must be completed by the applicant (if it is an individual entry) or by an agreed team representative if it is a team entry. Those in the team also need to agree to being part of the team.
- Information must include qualitative and quantitative evidence explaining how it meets the selection criteria.
- Evidence might include, for example, patents (pending or granted) and/or seminal papers published (including impact factor and citations) and/or clinical trials (and

what stage they are at) and/or outcomes from the industry or sector the entry is working in.

Referees

- The entry must be endorsed by two international referees **and** two New Zealand referees who will give their expert opinion about the **impact** of the discovery for a **transformative** scientific¹ discovery or achievement. This may be evidenced in a variety of ways (see selection criteria).
- Please note that comments from referees must be evidence based.
- Referees must not be collaborators. *i.e.*
 - “A referee cannot work in the same team, department, of the applicant/team applying for this Prize”.
 - “A referee cannot have worked in the team, department, or small company in the last five years as the applicant/team applying for this Prize”.
 - “A referee cannot be a Panellist who serves on this particular Prize panel”. (names of panellists are on the website)
 - “A referee cannot be a family member”.
 - “A referee cannot have co-authored an academic paper, with 15 authors or less, in the last five years with either the Principal Investigator, or any team member of the application.”
 - “A referee cannot have co-authored an academic paper, with more than 15 authors, in the last five years with either the Principal Investigator, or any team member of the application, if either the referee, the Principal Investigator, or any team member of the application is lead, corresponding, or last author on the academic paper”.
 - “A referee cannot have co-authored three or more academic papers, with more than 15 authors, in the last five years with either the Principal Investigator, or any team member of the application.”
 - Working in the same faculty or a larger Company is treated on a case by case basis by the selection panel.
- 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.

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

- \$400,000 of the Prize is to be used to support the on-going work of the individual or team. A plan for the use of this funding must be included (though this is not part of the selection criteria).
- \$100,000 of the Prize money is available to the successful individual or team, with no expectations on its use.
- The Individual or Team Representative receiving the Prize will be expected to be involved in promotional opportunities appropriate for a recipient of The Prime Minister's Science 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.

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

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)___

Guidelines for Applicant/Team Leader

It is important that you read the information above in regards to applying through the portal.

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 templates](#)

The Application Template requires you to answer the one criteria question (see below). Please keep your answer to approximately three pages in total.

Question

To what extent has this transformative scientific¹ discovery or achievement led to significant economic, health, social and/or environmental impact on or for New Zealand, or internationally?

Within the Application Template you will also have the opportunity to add up to **10** pages of material for your **Evidence Portfolio**. This should be cross referenced with what you have written in the application template.

Other Tasks

- The Applicant/Team Leader will also be asked to Upload a photo ID and to upload a CV.
- The Applicant also completes the Budget Template on how prize will be used. This just needs to be a summary with approximate costs. (this is not judged)

All of these templates are available within the portal but also on the website page [Link to templates](#)

Checklist

- I have received acknowledgement from all team members that they consent to be part of our application.
- All referees that I requested have provided a report and uploaded their CV.

NB: The Prize requires two NZ-based and two-International referees. The portal shows you what stage each referee has fulfilled, and you are able to remove referees if you need to replace an unresponsive or refusing referee.

- I have uploaded my CV and (photo ID)
- I have uploaded my application answering the one criteria question and including information for the Evidence Portfolio and indicative budget (the budget is not judged.)
- I have either uploaded an ethics statement, or explained why one is not required.
- I have accepted the Prize Terms and Conditions.

Once all of the above has been 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, contact the Prize Secretariat to return your application to an editable state.

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Guidelines for Referees

The applicant nominates four referees (two national and two international referees). Please note referees cannot be collaborators.

Once the referee's names and contact details have been entered into the portal by the applicant a verification email will be sent to the referees with a link. They will need to log in and create a profile within the portal.

The referee is required to complete the **Referee Template**. This template is available in the portal but also on the website for your convenience. [Link to templates](#)

Each referee is required to answer the following questions. Please stay to approximately three pages in total when answering these questions.

Questions

- How long you have 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 discovery or achievement has had an economic, health, social and/or environmental **impact** on New Zealand or internationally. Can be evidenced in a variety of ways which could include the examples further up in the document.

Other tasks:

The referee will also be asked to upload a CV.

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