

PRIME MINISTER'S FUTURE SCIENTIST PRIZE TIPS AND INFORMATION FOR NOMINATORS, NOMINEE AND MENTOR (if a mentor was used)

- The Nominator must take the first step by signing into the portal.
- **You may find this [visual flow chart](#) useful**
- [About the Award](#) (this contains information about criteria, judging, selection panel etc)
- Allow yourself plenty of time to complete your nomination and application process and please do not leave the process to last minute.
- **Portal Profile:** Every person that enters the portal must create a profile. (This includes Applicants/Referees/Mentors, Nominators). At a minimum this Profile requires your name, contact email address and primary place of education/employment, accepting the Portal's Privacy Statement, and setting NZIRS Protection Pattern. Other fields are optional and if you do not wish to enter information into the field then click on '**next**'.
- The Future Scientist Prize requires a nomination. If the nominee has also used a mentor they will need to also log into portal, set up a profile and complete the Referee Template.
- The Nominator template, application template, referee template can be found in the portal. However you can also download these documents anytime here or further down the page for your convenience.
- [Nomination Template - Future Scientist 2022](#)
- [Application Template - Future Scientist Prize 2022](#)
- [Application Template - Future Scientist Prize 2022](#)

OTHER USEFUL INFORMATION FOR THE NOMINEE (student)

- [Useful information for writing a report](#)

SIGNING INTO PORTAL

- **If you nominated for the Prime Minister's Science Portal last year, you can Sign In with the account used there; your authorisation and profile settings will be transferred. However if you are a new user follow the steps below.**
- As the portal can be used to send mail, all other account creation routes require you to verify your email address and have a portal administrator to authorise your account before full access is given. Having a complete Portal Profile will make this process quick; however, a portal administrator will be in touch if more information is needed.

STEPS FOR THE NOMINATOR (You may find this [visual flow chart](#) useful)

- Please click on this link portal.pmscienceprizes.org.nz
- Sign up to the portal.

- Your email address needs to be verified by the Secretariat. Please allow 48 hours and check your **junk and spam mail** if you have not received the email.
- Once you receive the email **please click on the link within the email.**
- This will take you to the log in page for the portal.
- Set up your profile by completing the fields. Some fields are compulsory and some are optional. You can click '**next**' if you do not wish to enter information into an optional field.
- Upload your CV.
- That completes the profile set up.
- You can now start the nomination process. The portal will take you to the home page where all five prizes are listed. Go to the Future Prize and click on the '**nominate to apply**' button.
- You can download the Nominator Form from the portal or at any time on this page. For your convenience [Nomination Template - Future Scientist 2022](#)
- When you have completed the nomination template then please upload to the portal.
- Once that is uploaded you will be asked for the nominee (student's) name and email address. Input that information.
- Advise the nominee that you have completed your part of the process and let them know to expect an email inviting them to log and sign in.

STEPS FOR STUDENT/NOMINEE (You may find this [visual flow chart](#) useful)

- You should receive an email with a link in it. Click on the link. You will have received this email because you have been nominated for the Future Scientist Prize.
- Clicking on the link in the email will take you to the sign up/log in page.
- Everyone is required to make a profile. Complete the data fields - some fields are compulsory and others are optional. If you do not wish to complete the optional fields press '**next**'.
- This completes your profile.
- You can then start the nominee process
- You can download the application template from the portal or click here:(you can download this at any time) [Application Template - Future Scientist Prize 2022](#) so that you can write your report before you start the application process in the portal. You need to write a 1 page summary about your project. You will then have the opportunity to write a five page report about your project and you can then add a further 10 pages as your Evidence Portfolio to support your application. (this can be photos; raw data; graphs etc)
- You also are required to make a three minute video about your project and you will be prompted for the youtube link.
- Once your application template is complete you can upload it.
- **If you have used a mentor** you will need to input their details and they in turn will receive a verification email so that they can make a profile and upload the referee form.
- [Mentor/Referee Template - Future Scientist Prize 2022](#)
- Make sure you let them know in plenty of time that you are asking them to do this. You will not be able to submit your application until they have completed and upload that form.

STEPS FOR THE MENTOR (You may find this [visual flow chart](#) useful)

1. You will receive an email verification to be a referee for the student. This is because you have been their mentor while completing their project/research. **Please click on the link within the email.**
2. This will take you to the portal. Please log in and sign up.
3. You are required to create a profile. There are mandatory and optional fields. You may complete all fields but if you do not wish to complete optional fields then please press 'next'.
4. This completes the profile process.
5. You then need to download the referee template from the portal or download it here [Mentor/Referee Template - Future Scientist Prize 2022](#) (for your convenience at any time)
6. Complete the referee template and upload and submit it.
7. Let the nominee know that you have uploaded the completed referee template and they can then go into the portal and press the 'submit' to complete the application.

OTHER USEFUL INFORMATION FOR THE STUDENT

[Useful information for writing a report](#)

CHECKLIST

- The Nominator has completed all that is required including completion making a profile and uploading a completed nomination template.
- The nominee/student has completed a profile and uploaded the Application Template which includes Evidence Portfolio material and uploaded it to the portal. Also required is a link to the video presentation.
- If a mentor was involved in supporting the student with their research/project then they will also need to complete a profile and upload a completed the referee/mentor form.
- Once all of the above is complete the nominee (student) can go back into the portal and submit the complete application.

Applications close at 1:00pm on Tuesday 1 November 2022. Late applications will not be accepted.

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 Tel: (04) 470 5762

Īmēra Email: pmscienceprizes@royalsociety.org.nz.

Supported by the New Zealand Government with funding from the **Ministry of Business, Innovation and Employment**. Nā Te Hīkina Whakatutuki te mana hāpai.