

THE PRIME MINISTER'S SCIENCE TEACHER PRIZE

GENERAL TIPS AND INFORMATION FOR NOMINATOR, NOMINEE AND REFEREE (principal)

- Take time to complete this information and please do not leave it until the last minute.
- The Nominator must take the first step by signing into the portal.
- You may find this [Visual Flow Chart](#) useful
- [About the Award](#) contains information about eligibility, criteria, selection panel, and eligibility etc)
- The Principal cannot be the nominator. The Principal has to be the referee.
- **Portal Profile:** Every person that enters the portal must create a profile. (This includes Nominator, Nominee and Referee). 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'.
- Both the Nominator and Nominee have to upload a current CV when completing their profile. Please make sure that CV's are current.
- The Science Teacher Prize requires you to have **one** referee and this must be your Principal.
- The Nominator template, application template, referee template and budget template can be found in the portal. However you can also download these documents from the portal or from the Prime Minister's Science Prizes website: [Nomination, Nominee and Referee and Budget Templates](#)

PREVIOUS NOMINEES WHO SUBMITTED AN APPLICATION IN 2021 THROUGH THE PORTAL

- Log into the portal. <https://portal.pmscienceprizes.org.nz>
- You will not be required to make a profile as you will already have one in the system.
- An orange banner will appear at the top of the page advising you that you have a copy of the application you submitted last year in the system. If you wish to use that as the basis of a new application you can click 're-enter' and you can continue to edit and update the document. Alternatively if you click on the home page in the portal and then click on the 'apply now' Prize you will be provided access to your past application also.
 - ❖ Please note that if you wanted to be nominated by a new nominator then you would need to start the process afresh.
- Make sure that you read all [current documents for 2022](#) as there may have been updates.

NEW USERS

1. STEPS FOR THE NOMINATOR

2. Sign up <https://portal.pmscienceprizes.org.nz>
3. Your email address will need to be verified by the Secretariat. An email verification email will be sent to you. You should receive this within 48 hours. If you have not check your **spam or junk folders** or contact the Secretariat. pmscienceprizes@royalsociety.org.nz
4. **Click on the link in the verification email.** This will take you to the portal log in. Log in.
5. Everyone who enters the portal needs to set up a Profile. Not all fields are mandatory and so those that are optional you can choose to enter information or click on 'next'
6. That completes the profile set up.
7. Once your profile is set up you will be taken to the 'home' page where it lists the five prizes. On the Science Teacher Prize click on '**apply to nominate**'
8. You will be asked to upload the completed nomination form which can also be found in the portal or here for your convenience: [Nomination, Nominee and Referee and Budget Templates](#)
9. Upload the completed nominator template.
10. You will be asked for the nominee's (teacher's) name and email address.
11. Click on submit.
12. Let the nominee know that you have completed the referee template. They should have received their email so that they can log in.

STEPS FOR THE NOMINATED TEACHER/NOMINEE

- Allow yourself plenty of time to complete your application. You are permitted to write up to **three** pages in total when answering the criteria questions. However you also have the opportunity to add up to 10 pages (Evidence Portfolio) for material that should support your application.
 1. You will receive an email verification because you have been nominated for this Prize.
 2. Click on the verification link within the email.
 3. Sign up and log in.
 4. You are required to set up a Profile. There are mandatory and optional fields. If you do not wish to complete the optional fields then please press '*next*'.
 5. Upload your CV.
 6. You can then start the application process
 7. You can download the nominee template from the portal or download here from the Prime Minister's Science Prize website at any time [Nomination, Nominee and Referee and Budget Templates](#)
 8. Once you have completed your template/evidence portfolio you can upload it to the portal. You can change this at any time as it remains in 'draft' form until it is submitted.

9. You will also be asked to input your referee details (**THIS IS YOUR PRINCIPAL**). Please input their name and email address and they will in turn receive an email verification email.
10. Once the Principal has uploaded their referee template and the budget template you can then go back into the portal and submit the whole application. You will not be able to do this until your Principal has uploaded their completed documents.

STEPS FOR THE REFEREE THAT BEING THE NOMINEE'S PRINCIPAL

1. You will receive an email verification. Please click on the link within the email.
2. This will take you to the portal. Please sign up and log in.
3. You are required to create a profile. There are mandatory fields and optional fields. If you do not wish to enter information into the optional fields please click on 'next'.
4. This completes the Profile process.
5. You then need to download the referee template and budget template from the portal or from the Prime Minister's Science Prize website here: [Nomination, Nominee and Referee and Budget Templates](#)
6. The budget should be agreed with the nominee.
7. Complete both documents and upload them.
8. Let the nominee know that you have uploaded your forms and they can then go into the portal and press the 'submit' key to complete their application.

CHECKLIST

- The Nominator has completed all that is required including their profile, and completing the Nomination Template and uploaded it to the portal.
- The Nominee (teacher who has been nominated) has made a profile, uploaded CV and completed the nominee template including the Evidence Portfolio.
- The Referee (Principal) has completed all that is required including completing a profile, uploading a completed referee template and the budget template (please note the budget is not judged) and uploaded them to the portal.
- Once all the steps have been completed the Nominee can go back into the portal and submit the completed application.

Applications must be received by 1:00pm on Tuesday 18 October 2022. Late applications will not be accepted.

NEED HELP? HAVE OTHER PĀTAI QUESTIONS?

Ko te Kaiwahakahaere 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
C/-Royal Society Te Aparangi
PO Box 598
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Waea telephone: (04) 470 5762

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