

FLOW CHART OF SCIENCE TEACHER PRIZE APPLICATION PROCESS IN PORTAL

Information for Nominees who submitted an application in 2021

- If you submitted an application to this portal in 2021 please log into the portal <https://portal.pmscienceprizes.org.nz>
- 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 once in the portal you can click on the 'home page' and click on 'apply now' and your previous application will show.
- Make sure you read the current documentation for 2022 as there may have been updates
- If you want to be nominated by a new nominator then you will need to start the process afresh.

NOMINATOR (MUST MAKE FIRST STEP)

- Sign up to portal <https://portal.pmscienceprizes.org.nz>
- Wait for email verification.
- Click on link within email verification
- Log in
- Make profile
- Complete and upload Nomination Template
- The nominator has to have completed all the above steps before the email invitation is sent from the portal to the nominee.

NOMINEE (TEACHER BEING NOMINTATED)

- Portal will send you an email verification
- Click on link within email verification
- Sign up and log in.
- Make a Profile and you will be prompted to upload your CV
- Upload completed Application Nominee Template
- Enter your referee (Principal's details)
- (your application will be kept in draft form until the referee principal has submitted their referee form and budget template). You will not be able to submit until the Principal has uploaded their completed document).

PORTAL

REFeree (PRINCIPAL)

- Portal will send email
- Click on link in email verification
- Sign up and log into portal.
- Make Profile.
- Upload completed Referee Template to portal
- Upload completed budget template to portal
- Submit
- Let nominee know that you have completed and uploaded the referee template and budget template so that they can submit the complete application.

SUBMIT

The nominee (teacher) must submit the complete application. This can only be done when the referee (Principal) has completed their tasks.

