Portal Guidelines

The link to the portal is: https://portal.pmspaceprizes.org.nz

All applicants, referees and nominators are required to log in to register in the portal and then make a profile. The only exception to this, is if you have logged into the Prime Minister's Science Prizes before and already have a profile.

How to sign into the portal

- You can sign in using a few options i.e. TUAKIRI; ORCID; Google or create a new account.
- **If you are based at a CRI or Tertiary Institution, then it is highly recommended that you sign in with TUAKIRI.** 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.
- **If you are a student/teacher then it is best that you sign in using google.**
- Please use the same email address throughout the whole process.

(this is what you will see when you sign in or log in)

Email invitation:

The applicant will received an automated email invitation once they are signed in. Click on the link.   The administrator will approve within 24 hours.

Creating a Profile in the portal

All new portal users have to create a Profile and must input at a **minimum** of the following:

- Name
- Contact email address
- Primary place of employment or education
- Have written an ethics statement, or note why one is not required.
- You have accepted the Prize Terms and Conditions
- Agree to the Privacy statement for the application process to be available to you.

Portal Fields

The portal has various fields, some are compulsory and some are optional. If you don't want to complete an optional field then just press **'next'.**

Organisation (compulsory)

You will need to input your primary organisation, and **optionally** any others that you are associated with. If it does not auto populate then you can just enter your organisation manually. You are able to enter your position/job title and dates, please add a new entry for each organisation and role.

NB: Can be imported from your ORCID record if you already have one.

Career Stage (optional)

Please select the research career stages that apply to you, and when you think they first applied. If not applicable or you do not wish to answer please leave blank or select Not Applicable.

Academic Record (optional)

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 (optional)

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 (optional)

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 (compulsory)

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'**

Need help? Have other pātai questions?

Ko te Kaiwhakahaere the Secretariat for The Prime Minister's Space Prizes is Royal Society Te Apārangi. Contact details are:

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