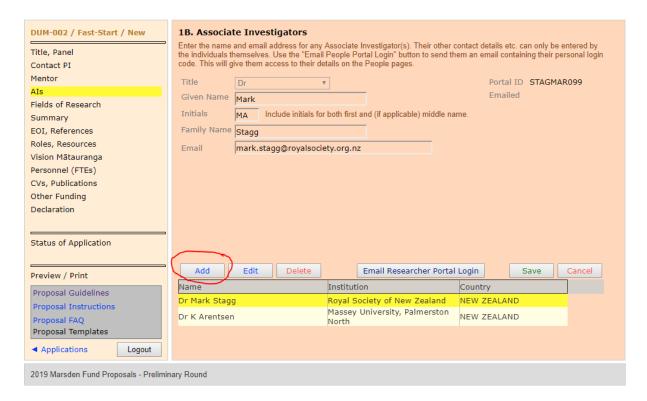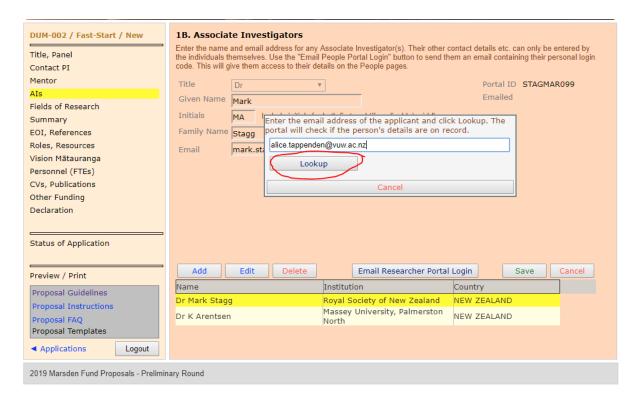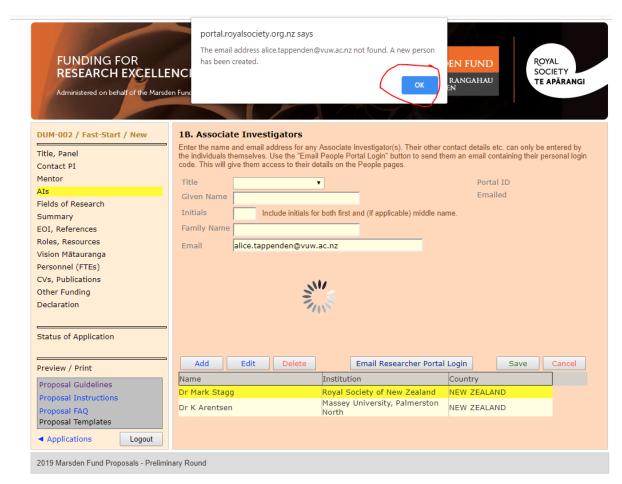# Adding Co-PIs, AIs, and Mentors to your proposal

1. Under the "Other PI", "AIs", or "Mentor" section in the portal, click "Add":



2. You will be prompted to enter your collaborator's email address; enter this in the box and click "lookup":

3. **If your collaborator is NOT in the system already**, it will tell you a new person has been created. Click "OK".
   3a. **If your collaborator is already in the system,** it will complete the next step automatically. Go to Step 5.



4. Input their Title, Name, and email, and click "Save".

5. Their name should now be highlighted in the list at the bottom of the page. Now you can click "Email researcher portal login". A pop up confirmation box will appear; click 'Yes'.

6. Your collaborator will receive an email from Marsden Fund, advising they have been named on the proposal. They need to click "Your Marsden Fund".

25 January, 2019

Dear Ms Alice Tappenden

You have been sent this email, as your name has been included on a Marsden Fund proposal (19-DUM-002) as a Associate Investigator. This proposal has been registered by Dr Jason Gush.

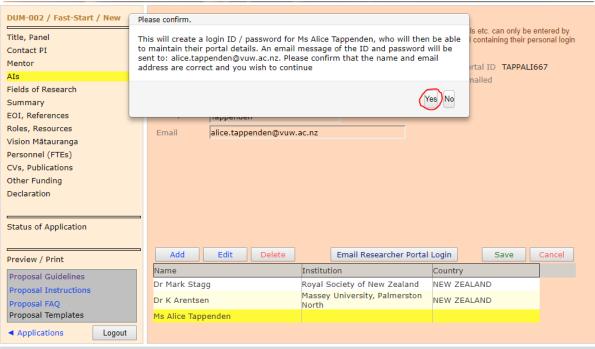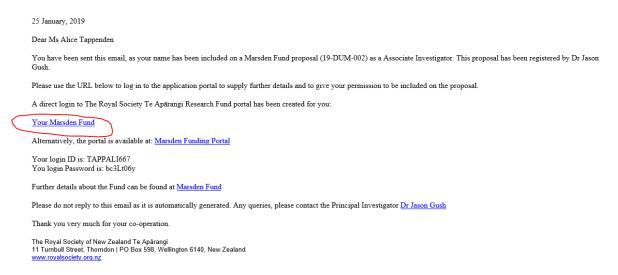Please use the URL below to log in to the application portal to supply further details and to give your permission to be included on the proposal.

A direct login to The Royal Society Te Apārangi Research Fund portal has been created for you:

Your Marsden Fund

Alternatively, the portal is available at: Marsden Funding Portal

Your login ID is: TAPPALI667
You login Password is: bc3Lt06y

Further details about the Fund can be found at Marsden Fund

Please do not reply to this email as it is automatically generated. Any queries, please contact the Principal Investigator Dr Jason Gush

Thank you very much for your co-operation.

The Royal Society of New Zealand Te Apārangi
11 Turnbull Street, Thorndon | PO Box 598, Wellington 6140, New Zealand
www.royalsociety.org.nz

7. They will then be logged into a portal much like your own Personal Details section.
   They need to fill out their:
   - Contact Details
   - Research Expertise
   - Statistical information

8. They now need to tick declaration boxes in two places:
   a. Under "Terms and conditions":



   b. Under "Applications":



**They should now be good to go on your proposal!**

## 9. Checking the status of your collaborators

At any time, you can check the status of what your collaborators have done, under the "Status of application" tab in your application section. All boxes must say "Yes" and all red "Missings" must read "Done" to submit your application.

Remember, **you** need to upload your collaborators' CVs to the application portal. They do not do this themselves.
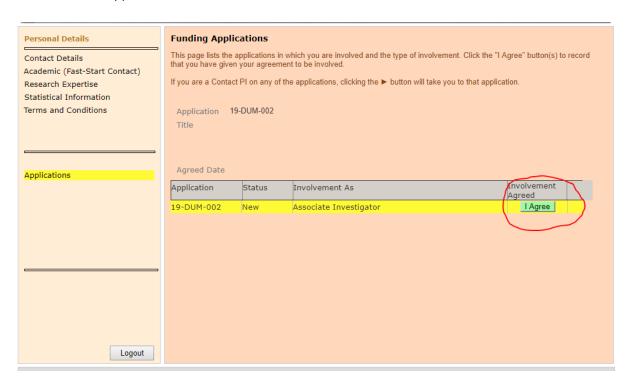
**DUM-002 / Fast-Start / New**

Title, Panel
Contact PI
Mentor
AIs
Fields of Research
Summary
EOI, References
Roles, Resources
Vision Mātauranga
Personnel (FTEs)
CVs, Publications
Other Funding
Declaration

**Status of Application**

Preview / Print

Proposal Guidelines
Proposal Instructions
Proposal FAQ
Proposal Templates

◄ Applications     Logout

**Status**

An overview of the application's status ... what has been completed and what is still to be done.

```
Application Title..................................... Done
Panel Selection....................................... Missing
Fields of Research Codes ............................. Missing
Fields of Research Keywords .......................... Missing
Application Summary................................... Missing
EOI, References (Sections 2A – 2B) ................... Missing
Roles and Resources (Section 2C) ..................... Missing
Vision Mātauranga .................................... Missing
Other Funding ........................................ None listed
Application Declaration .............................. Missing
```

| Researcher | Emailed | Contact Details | Academic Details | Research | Statistics | CV | Agreed |
|---|---|---|---|---|---|---|---|
| Dr Jason Gush (CPI) | N/A | Yes | No | No | No | No | No |
| Dr K Arentsen (AI) | 24/01/2019 | Yes | N/A | No | No | No | Yes |
| Dr Rachel Averill (AI) | | Yes | N/A | Yes | No | No | Yes |
| Dr Mark Stagg (AI) | | Yes | N/A | No | No | No | Yes |
| Ms Alice Tappenden (AI) | 25/01/2019 | No | N/A | No | No | No | No |

2019 Marsden Fund Proposals - Preliminary Round