

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

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

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

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Applications Logout

1B. Associate Investigators

Enter the name and email address for any Associate Investigator(s). Their other contact details etc. can only be entered by the individuals themselves. Use the "Email People Portal Login" button to send them an email containing their personal login code. This will give them access to their details on the People pages.

Title: Dr
Given Name: Mark
Initials: MA
Family Name: Stagg
Email: mark.stagg@royalsociety.org.nz

Portal ID: STAGMAR099
Emailed

Add Edit Delete Email Researcher Portal Login Save Cancel

Name	Institution	Country
Dr Mark Stagg	Royal Society of New Zealand	NEW ZEALAND
Dr K Arentsen	Massey University, Palmerston North	NEW ZEALAND

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

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Title: Dr
Given Name: Mark
Initials: MA
Family Name: Stagg
Email: mark.stagg@royalsociety.org.nz

Portal ID: STAGMAR099
Emailed

Enter the email address of the applicant and click Lookup. The portal will check if the person's details are on record.

alice.tappenden@vuw.ac.nz

Lookup Cancel

Add Edit Delete Email Researcher Portal Login Save Cancel

Name	Institution	Country
Dr Mark Stagg	Royal Society of New Zealand	NEW ZEALAND
Dr K Arentsen	Massey University, Palmerston North	NEW ZEALAND

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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.

portal.royalsociety.org.nz says

The email address alice.tappenden@vuw.ac.nz not found. A new person has been created.

OK

FUNDING FOR RESEARCH EXCELLENCE
Administered on behalf of the Marsden Fund

EN FUND
RANGAHAU
EN

**ROYAL SOCIETY
TE APĀRANGI**

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Title Portal ID
Given Name Emailed
Initials Include initials for both first and (if applicable) middle name.
Family Name
Email

Add Edit Delete Email Researcher Portal Login Save Cancel

Name	Institution	Country
Dr Mark Stagg	Royal Society of New Zealand	NEW ZEALAND
Dr K Arentsen	Massey University, Palmerston North	NEW ZEALAND

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

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Title Portal ID
Given Name Emailed
Initials Include initials for both first and (if applicable) middle name.
Family Name
Email

Add Edit Delete Email Researcher Portal Login Save Cancel

Name	Institution	Country
Dr Mark Stagg	Royal Society of New Zealand	NEW ZEALAND
Dr K Arentsen	Massey University, Palmerston North	NEW ZEALAND

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’.

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Enter the name and email address for any Associate Investigator(s). Their other contact details etc. can only be entered by the individuals themselves. Use the "Email People Portal Login" button to send them an email containing their personal login code. This will give them access to their details on the People pages.

Title

Ms

Given Name

Alice

Initials

AE

Include initials for both first and (if applicable) middle name.

Family Name

Tappenden

Email

alice.tappenden@vuw.ac.nz

Portal ID

TAPPALI667

Emailed

Add

Edit

Delete

Email Researcher Portal Login

Save

Cancel

Name	Institution	Country
Dr Mark Stagg	Royal Society of New Zealand	NEW ZEALAND
Dr K Arentsen	Massey University, Palmerston North	NEW ZEALAND
Ms Alice Tappenden		

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Logout

Please confirm.

This will create a login ID / password for Ms Alice Tappenden, who will then be able to maintain their portal details. An email message of the ID and password will be sent to: alice.tappenden@vuw.ac.nz. Please confirm that the name and email address are correct and you wish to continue

Yes

No

Title

Ms

Given Name

Alice

Initials

AE

Include initials for both first and (if applicable) middle name.

Family Name

Tappenden

Email

alice.tappenden@vuw.ac.nz

Portal ID

TAPPALI667

Emailed

Add

Edit

Delete

Email Researcher Portal Login

Save

Cancel

Name	Institution	Country
Dr Mark Stagg	Royal Society of New Zealand	NEW ZEALAND
Dr K Arentsen	Massey University, Palmerston North	NEW ZEALAND
Ms Alice Tappenden		

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

Personal Details	Contact Details
Contact Details	Using the Edit button, enter your contact details, noting the requirements for the institution's address related fields.
Academic (Fast-Start Contact)	Title <input type="text" value="Ms"/> Create or Connect your ORCID iD
Research Expertise	Given Name <input type="text" value="Alice"/>
Statistical Information	Other Given Names <input type="text"/>
Terms and Conditions	Initials <input type="text" value="AE"/> Include initials for both first and (if applicable) middle name.
	Familyname <input type="text" value="Tappenden"/>
	Position / Job Title <input type="text"/>
	Department <input type="text"/>
	Institution <input type="text"/>
	Postal Address <input type="text"/>
	In this address field exclude Department, Institution, City, Postcode and Country. The correct form of an institution's address can be found here: Addresses
	City <input type="text"/> Postcode <input type="text"/>
	Country <input type="text"/>
	Work Phone <input type="text"/>
	Fax <input type="text"/>
	Email <input type="text" value="alice.tappenden@vuw.ac.nz"/>
	Your URL <input type="text" value="https://portal.royalsociety.org.nz/mfp/\$/Start/?uid=TAPPALI667\$pid=bc3Lt06y"/>
Applications	<input type="button" value="Add"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
<input type="button" value="Logout"/>	<input type="button" value="Save"/> <input type="button" value="Cancel"/>

8. They now need to tick declaration boxes in two places:

a. Under “Terms and conditions”:

Personal Details

Contact Details

Academic (Fast-Start Contact)

Research Expertise

Statistical Information

Terms and Conditions

Applications

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Personal Declaration

I give my permission to be part of this proposal.

The Royal Society Te Apārangī and the Marsden Fund Council undertake to collect, use and store the information you provide to enable research funding applications and the effectiveness of the schemes to be evaluated.

The personal information supplied in this form will be used in accordance with the principles of the Privacy Act 1993.

The Royal Society Te Apārangī is not subject to the Official Information Act 1982, but holds information as an independent contractor engaged by MBIE. Under section 2(5) of the Official Information Act, the information held by the Royal Society Te Apārangī is deemed to be held by MBIE.
I acknowledge the information contained herein is accurate and can be used in the manner described.

I accept that in the future I could be approached to participate in evaluation of Research Funding schemes administered on behalf of the New Zealand Government by the Royal Society Te Apārangī (in compliance with the 2007 Unsolicited Electronic Messages Act concerning email spam).

Please tick the "Agreed" boxes to indicate your acceptance of the Terms and Conditions.

I, Ms Alice Tappenden, acknowledge that on 25th January 2019 I read and agreed to the above statements.

If I am on a proposal(s) associated with research organisations other than my own, I give my permission for the role(s) and institution(s) to be made available to my home organisation.

☐ Agreed

☐ Agreed

b. Under “Applications”:

Personal Details

Contact Details

Academic (Fast-Start Contact)

Research Expertise

Statistical Information

Terms and Conditions

Applications

Logout

Funding Applications

This page lists the applications in which you are involved and the type of involvement. Click the "I Agree" button(s) to record that you have given your agreement to be involved.

If you are a Contact PI on any of the applications, clicking the ► button will take you to that application.

Application 19-DUM-002

Title

Agreed Date

Application	Status	Involvement As	Involvement Agreed
19-DUM-002	New	Associate Investigator	<input type="checkbox"/> I Agree

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.

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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

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