# Tāwhia te Mana Research Fellowships Portal – A Guide for Research Officers

IMPORTANT NOTICE: Generic research office profiles (accessible by more than one individual) will no longer be allowed after **15 May 2025** for security and accountability reasons.

## If you have used this portal in the past

The Tāwhia te Mana Fellowships Portal is a relatively new portal. If you have used this type of portal before (e.g., for the Prime Ministers Science Prize, Ngā Puanga Pūtaiao Fellowships or Tāwhia te Mana Fellowships 2024), you may already have an **individual** profile. If so, please continue to use this existing Username and Password to access the Mana Tūāpapa portal.

## If you have not used this portal before

If you have not interacted with this type of portal before, you will find that it is different from other portals you might have used in the past to make applications for funding administered by the Royal Society Te Apārangi.

Research Office Personnel **must sign up individually** to the Tāwhia te Mana Fellowships Portal using an email address unique to them. Once you have signed up youneed to **request Research Office Access privileges** (i.e. to nominate applicants and to review all applications from your institution). Please email tawhia@royalsociety.org.nz and indicate any email addressesthat you wish to haveresearch office level access. Please note, it is much easier for us if research office personnel have registered with the portal before we are contacted.

These logons will be retained for all applications to these new portals. Eventually this will include most of the schemes administered by the Royal Society Te Apārangi.

If personnel leave their employment at a research office please notify us and we will remove their research office level privileges for your organisation.

## Sign up to the portal

Go to <https://tāwhia.royalsociety.org.nz> and click on Sign Up. Input your email address (either personal or generic) and choose a password.

You will be prompted to verify your email address. You should receive an email in the chosen email address inbox. If this does not arrive, ensure that you check your junk mail folder as it may end up there. Click on the link in the email to confirm your email address.

## Personal Profile

Every person (including applicants, referees and research officers) using the portal for the first time must create a profile and must input, at a minimum, the following information:

* Name.
* Contact email address.
* Primary place of employment or education (i.e. the institution the research office serves).
* Agree to the Privacy Statement.
* Provide Protection Pattern settings

Other questions that are asked for making a profile are not required for research officers. There is no need to answer, just press “Skip and Complete” or “Next” through all unrequired sections.

## Nomination of Applicants

In order for an applicant from your organisation to apply for a Tāwhia te Mana Fellowships, you will need to nominate them. Please note you will only be able to nominate applicants to apply once the funding round is open (tentatively from Mid-May 2025). To do this, log on to the portal and go to the home page. Click the “Nominate” button under the appropriate fellowship scheme. Input the name of the applicant and their email address and click “Submit” to invite the applicant to apply. The applicant should then receive an email in their inbox; if the email does not appear, get them to check their “junk” folder.

## Withdrawing a Nomination

If you wish to withdraw an nomination, click on the individual nomination and select “Withdraw Nomination”. This can be used to remove nominations from the list if an individual changes their mind about applying this year or wants to apply to a different scheme.

## Application Drafts

Once an applicant you have nominated has started an application (i.e. saved a draft), you will be able to review it at any time (pre- or post-submission by the applicant) from your portal home page.

## Submitted Applications

Once applicants have submitted their application, research officers can review them and “request resubmission” from the applicant if additional changes are required.

## Withdrawing an Application

Once an application is submitted it can be withdrawn by clicking the “Withdraw” button.

## Approving an Application

Once the application is considered ready to be sent for consideration by the research office, it should be marked as “Approved”

## Contact us

Please address enquiries by email to: tawhia@royalsociety.org.nz or phone: + 64 4 470 5764