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

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 or Ngā Puanga Pūtaiao Fellowships), you will already have a profile. Please use this exiting Username and Password to access the Mana Tūāpapa portal.

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 Offices have a choice in how they sign up to the Tāwhia te Mana Fellowships Portal. You can either sign up with a generic email address and circulate the username and password to all required research office staff, or individual researcher officers can sign up for individual accounts. Either way, research officers will be able to view all Tāwhia te Mana Fellowship Applications nominated by their institution to apply.

If you have not used this kind of portal before (acted as a research officer for Ngā Puanga Pūtaiao Fellowship applications) **you need 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 addresses** that you wish to haveresearch office level access.

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.

## 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 (this could be an individual’s name e.g. Mx Alex Jones, or a generic “name” e.g. [Organisation] Research Office).
* 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 institution 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 (expected to be mid-year 2024). 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.

## Application Drafts

Once an applicant you have nominated has commenced an application, 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