

Quick Start Guide

Introduction

This guide will help you to take your first steps with Research Professional, the online database of research funding opportunities and research policy news.

Accessing the site

You can start browsing www.researchprofessional.com from any computer on campus at your university. To access the site from elsewhere, you will need to sign in with a personal account.

Searching for funding

Click on the Funding tab on the top toolbar. You have two ways of searching for funding:

- * **Simple Search:** Single box, type in your key words freely, with auto-suggester that presents disciplines, funders, award types and free text



The screenshot shows a dark red header with the word "Opportunities" on the left and "Advanced Search" on the right. Below the header is a white search input box and a "Search" button.

- * **Advanced Search:** Allows you to search with a combination of criteria to build complex searches and fine tune the results.



The screenshot shows a section titled "Choose an option to search by" with several buttons: "All text", "Discipline", "Award type", "Funder", "Closing date", "Award amount", and "More options" (with a dropdown arrow). Below these buttons are three radio buttons: "Show me opportunities that are closed" (unchecked), "Match all criteria" (checked), and "Match any criteria" (unchecked). A red "Search" button is on the right.

Save a search

In the Funding section, saved items will be displayed in a list on the right-hand side of the page.

To save a search: Above the search box you will see the Save button, click on this to save your search criteria.

Create an email alert

Follow the steps to save a search. In the pop-up window choose the 'Save and Alert' button, this will create an email alert. You will receive an email every Friday containing any new funding opportunities that match your search criteria.