

## User Guide

To help you take your first steps with Research Professional, this guide provides all of the information you need to get up and running.

Lets begin...

### Accessing the site

When you access [www.researchprofessional.com](http://www.researchprofessional.com), you will be met by either:

- **Log in:** If you already have an account, enter your username and password. This will appear when using a computer off campus
- **Campus Access:** You will be taken directly to the homepage. When entering this way you will be able to browse the site, but will be prompted to log in if attempting to save your work or access personalised information
- **Register:** You can create an account using the 'Register' button shown on the log in page (only available on campus)

### The Home Page

Here you will find:

'My Profile' with your saved resources

A funding quick search box

A selection of top news stories

'Our institution' showing some of the shared resources posted by your institutional administrator

### Funding

To view the Funding section, click on the funding button on the top tool bar. There are two ways to search for funding on the database:

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

**Funding Search** Save Email Calendar

Discipline: Biotechnology × Award type: Travel for research purposes × Search

- 2) **Advanced Search:** Allows you to search with a combination of all criteria to build complex searches and fine tune your search results. Choose and add the criteria by clicking on the buttons shown below

Choose an option to search by

All text Discipline Award type Funder Closing date Date added More options ▾

Show me opportunities that are closed  Match all criteria  Match any criteria Search

## To sort your results

Using the toolbar below you can re-order your results and change how many results you see per page



## Viewing your results

Your results contain a summary with closing date, award title, funder and max award amount (if available).

To view further information click on the award title. You will see a full description with contact details for the funder and links to the funder's website. Use the back button in your browser to return to your search results.

## Saving your results

- 1) **To save a search.** Above the search box you will see the **Save** button, click on this to save your search criteria.
- 2) **To bookmark a funding opportunity.** Above the search results you will see the **Bookmark** button, click on this to save individual funding opportunities.

Once you have saved your results, you can view them on the right hand side of the page.

## Create an email alert

Follow the steps above in '**To save a search**' choose 'Save and Alert' instead of 'Save' in the pop-up window. This will generate an email alert based on this search. You will receive an email every Friday containing any new funding opportunities that match your search criteria.

To see all your searches contributing to your weekly email alerts click on the 'Email alerts' button on the top right hand side of the page. This will show you all of your Funding/News searches and Subscription services.

## Saved Searches and Bookmarks

The saved searches and bookmarks section allows you to view all your personalised saved searches, control your email alerts and view your bookmarks.

## News

Under the News button on the top toolbar you have options to view news in various ways:

**Latest News:** Page with the most current stories from all your available publications

**By Publication:** Click on a title to view its latest content

**Simple/Advanced Search:** Simple text search using keywords, advanced allows you to build more specific news searches, using multiple criteria: by text, publication and publication date.

### Viewing your Search Results

Matching articles will be displayed under search criteria.

To view the full story, click on the title, this will take you to the article, with access to further related links.

On the right hand side you will see other news stories from the same publication.

### Saving your results

- 1) **To save a search.** Above the search box you will see the **Save** button, click on this to save your search criteria.
- 2) **To bookmark a news article.** Above the search results you will see the **Bookmark** button, click on this to save individual news articles.

## Our Institution

Administrators at your institution can create shared resources for you to access (Saved searches and bookmarks).

To view this section click on 'Our institution' you will see your administrator(s) and editors names at the top of the page. Underneath you will see the sections named 'Funding resources' and 'News resources'.

To view a shared resource, click on its title.

You can save a shared resource by using **Save** or **Bookmark**

You can edit the shared resource by using the  unlock symbol by the resource's title.

Your administrator may have set up additional workgroups. You can view these on the right hand side in the 'Our institution' section. Each can have its own collection of resources.

### Workgroup membership

You can edit your Workgroup membership. Joining a Workgroup means you will be listed as a member of the workgroup, and may be emailed additional resources created by that Workgroup's administrators.

To join, click on the button **Join this group**

To leave, click on the button **Leave this group**

## **Your Profile**

### **Edit your Profile**

Click on your name in the top right hand corner of the page, here you will be able to change your username/password, add a personal email address and update any contact details.

### **Edit your email alerts**

You can edit the searches contributing to your weekly email alerts by clicking 'Email Alerts' on the top right of the page. Here you will see all personal alerts from saved searches and alerts from publications.

Check the boxes of the items you want to receive as an email alert. Your changes will be saved automatically.