Research Professional

User Guide

This guide provides all of the information you need to take your first steps with Research Professional. A few of the features described are only available at institutions with particular levels of subscription. For information on exactly what you institution's subscription covers, contact your institutional administrator, or email us at *clientservices@researchresearch.com*

Accessing the site

When you access *www.researchprofessional.com*, you will either be asked to log in, or if you are using a computer located at a subscribing institution, given Campus Access:

- *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 accessing the site using campus access you will be able to browse the content, but will be prompted to log in if attempting to save your work or access personalised information

When using Campus Access, you also have the option to:

- *Register:* You can create a personal account using the 'Register' button shown at the top of the page

The Home Page

On the Home Page, you will find:

'My Profile', giving links to your saved resources

The funding quick search box

A selection of top news stories

The 'Our institution' section, displaying shared resources created by your institutional administrators

Funding

To access the funding opportunities database, click 'Funding' in the navigation bar. There are two ways to search the database for funding opportunities:

1) **Simple Search**: Type freely into the search box. You can search for the text you entered, or select from a list of discipline areas, funders and award types offered by the auto-suggester

2) **Advanced Search***:* This allows you to use a wide variety of criteria to build complex searches. Select the criteria you want to use by clicking on the buttons shown

To sort your results

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

Sort [Closing date ▾] [▲ ▼] Results per page [50 ▾]

Viewing your results

Your results contain a summary of each funding opportunity, displaying the closing date, opportunity title, funder and maximum award amount (if available).

To view further information about an opportunity click on its title. You will see a full description of the opportunity, 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.** Select one or more funding opportunities from your results using the tick box, then click the **Bookmark** button, which can be found above the search results.

You can view your saved searches and bookmarks on the right hand side of the page.

Creating an opportunities calendar

If your institution has a Networked level subscription to Research Professional, you can view the results of your funding searches in an online calendar.

After building a search, open the 'Actions' menu next to the 'Save' button, and select 'Calendar'. Your calendar will open in a new tab.

Funding Insight

If your institution has a subscription to Funding Insight, you will see extra information available when you click the Funding button in the navigation bar. This includes:

- **The funding hubs:** You will see headings for the major research disciplines above the search bar. Each one has it's own page dedicated to that area, displaying breaking news, new funding opportunities and details on the major funders.

- **Know how:** Guidance from leading experts on everything involved in making winning proposals.

- **Top funders:** Pages pulling together information taken from around the site on the most prominent funding bodies.

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News

In this section you will find detailed coverage of research policy and practice news from around the world.

Viewing the news

The news is organised under a number of topic headings, each with a selection of sub-topics underneath. Use the navigation towards the top of the page to select the topic you wish to view.

Receiving News alerts

You can receive email updates on recent news articles within your areas of interest. To start receiving news alerts, navigate to a topic page that interests you, and click the **Email me updates** button. You can choose to receive updates on multiple topics.

Searching the news archive

If you would like to search through our archived news stories, click the 'Advanced Articles Search' option in the news navigation. The advanced news search works in the same way as the advanced funding search, described earlier.

Awards

If your institution subscribes to Funding Insight, you will have access to the awards section. Here you can search see details of past awards from a number of funders. For details of the funders currently covered in the Awards section, please see our help website.

Search for the awards you are interested in using any combination of the listed criteria: *Project title, PI name, Award year, Funder, Host institution, Reference ID and Award value (£).*

Viewing your results

Your results list will show the title of each funded project, the name of the principle investigator, the funded institution, the funder and the value of the award.

You can sort your results by using the toolbar:

To view further information, click on the project title. You will be able to view additional details on the award itself. Additionally, if the opportunity that funded the project is still available, you can view its entry in Research Professional by clicking on 'View the funding opportunity'.

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' in the navigation bar. You will see your administrators' 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 the **Save** or **Bookmark** buttons.

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

Your administrator may have set up additional workgroups. You can view these on the right hand side under the 'Our hierarchy' heading. 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 funding opportunities and news items selected by that Workgroup's administrators.

To join, click on the **Join this group** button. To leave, click on the **Leave this group** button.

Your Profile

Click on your name in the top right hand corner of the page. Here you will be able to:

- **Edit your Profile.** You can 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.

- **Saved Searches and Bookmarks.** You can access your personalised Article or Funding from here.

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