

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 your 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 be able to log in, or if you are not a current user, you can create a new account. The 'Campus Access' button is located at the top of the page.

- **Log in:** If you already have an account, you can log in using your email address and password. The 'Log in' button is located at the top of the page.
- **Campus Access:** You can be able to access the site using your institution's proxy server. When you access the site using your institution's proxy server, you will be able to access the site using your institution's proxy server. The 'Campus Access' button is located at the top of the page.

When you access the site using your institution's proxy server, you will be able to access the site using your institution's proxy server.

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

The Home Page

On the Home Page, you will find:

'My Profile', which shows your profile information.

The 'Funding' button, which leads to the funding database.

A 'Recent' button, which leads to the recent database.

The 'Quick Search' button, which leads to the quick search database. The 'Quick Search' button is located at the top of the page.

Funding

To access the funding database, click 'Funding' at the top of the page. The 'Funding' button is located at the top of the page.

- 1) **Simple Search:** The 'Simple Search' button is located at the top of the page. You can search for funding opportunities using the 'Simple Search' button.



- 2) **Advanced Search:** The 'Advanced Search' button is located at the top of the page. You can search for funding opportunities using the 'Advanced Search' button.



To sort your results

Under the 'Advanced search' tab, click on the 'Sort by' dropdown menu to see the available options.



Viewing your results

Your search results are displayed in a table with columns for the title, date added, date published, and funding amount (if available).

The table is sorted by relevance by default. You can also sort by date added, date published, or funding amount. Use the back button to return to the search results page.

Saving your results

- 1) **To save a search.** Above the search results, click the **Save** button to save your search criteria.
- 2) **To bookmark a funding opportunity.** Select the funding opportunity you are interested in, click the **Bookmark** button, and it will be added to your bookmarks.

You can also save individual search results by clicking the **Bookmark** button.

Creating an opportunities calendar

If you are interested in a New or Emerging technology, click on the **Research Profile** tab, and you will see the **Calendar** tab.

After clicking on the **Calendar** tab, you will see the **Save** button, and the **Calendar** tab. You can also click on the **Calendar** tab.

Funding Insight

If you are interested in a New or Emerging technology, click on the **Research Profile** tab, and you will see the **Calendar** tab.

- **The funding hubs:** You will see a table of funding hubs, each with a description of the hub and a link to the hub's website. Each hub is dedicated to a specific area of research, and the funding opportunities are listed in the table.
- **Know how:** Guidance for researchers on how to apply for funding opportunities.
- **Top funders:** A list of the top funding organizations and their funding amounts.

News

Latest research news and delayed case alerts for each topic and discipline of research.

Viewing the news

The news is arranged in a table of five columns, each with a heading of its own. Under each heading is a list of the news items. The news items are arranged in a table of five columns, each with a heading of its own.



Receiving News alerts

You can receive alerts by email for each news item. To receive alerts by email, you need to create a profile and then click the 'Email me updates' button. You can choose to receive alerts by email for each news item.

Searching the news archive

If you want to search the news archive, click the 'Advanced Article Search' button. The advanced search page will then appear. The advanced search page will allow you to search the news archive by topic, discipline, and date.

Awards

If you want to search the awards archive, click the 'Advanced Article Search' button. The advanced search page will then appear. The advanced search page will allow you to search the awards archive by topic, discipline, and date.

Search for the award by name, year, funder, host institution, reference ID and award value (£).

Viewing your results

You will see a list of results for each funded project. The results will be arranged in a table of five columns, each with a heading of its own.

You can sort the results by topic, discipline, and date.



The first column of the table is the 'Sort' column. You will be able to sort the results by topic, discipline, and date. The second column is the 'Organisation' column. The third column is the 'Project title' column. The fourth column is the 'Reference ID' column. The fifth column is the 'Award value (£)' column.

Our Institution

Ad _____ a _____ a _____ ca _____ ea _____ ed _____ e _____ ce _____ f _____ acce _____ (Sa _____
ea _____ ad _____ a _____).

Tue 'e' ec... c... 'O ... ba.Y ... ee
ad ... a... 'a ded... 'a e... f... e.U de ea... ee
ec... a ed'E d... ce.' ad'Ne ... ce.'

The area, shaded in blue, is the area of the square. The area, shaded in blue, is the area of the square. Save

Y_aca ed_a me, ha ed e_a ce b_a, me ad_a c_a ba b_a me e_a ce' me.

Yad...a...a...e...add...a...Y...ca...e...e...e...
 ...a...de...de...e...Q...e...a...c...head...Each...ca...a...e...c...e...f...e...ce...

Workgroup membership

Y. ca. ed. W. e be. J. a W. ea. be. ed
a. e be. f. e. a. be. ed f. d. e. a. d. e. e.
e. ed b. a. W. ad. a.

T... c... c... the **Join this group** b... T... e... c... c... the **Leave** b...

Your Profile

C. c. . . . a. e. . . . b. a. d. c. . . . f. a. e. He e. . . . be a b. e. . . .

- **Edit your Profile.** You can change your profile page at any time, add a new page or delete a page from your collection.
- **Edit your email alerts.** You can edit the email address you use to receive alerts by clicking on "Email Address" under the "My Profile" tab. Here you will see a new page added for each address you wish to subscribe to. Check the box before you click on "Save Email Address". You can also unsubscribe from a page.
- **Saved Searches and Bookmarks.** You can access your Saved Alerts Page and find the e-