

## Quick Start Guide

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

### Accessing the site

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

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

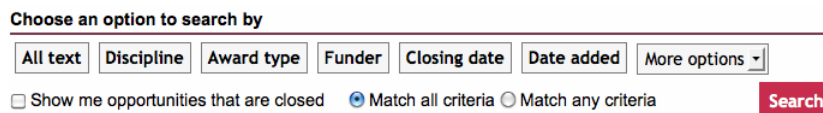
### Searching for funding

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

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



- 2) **Advanced Search:** Allows you to search with a combination of all the criteria in different orders to build complex searches and fine tune the results. To put together a search click on the buttons shown below



### To save a search and bookmark funding opportunities

- 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 save a funding opportunity.** Above the search results you will see the **Bookmark** button, click on this to save individual funding opportunities.

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

### To create an email alert

Follow the steps above in **'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.

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 available news publications.