

## 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](mailto:clientservices@researchresearch.com)

### Accessing the site

When you access [www.researchprofessional.com](http://www.researchprofessional.com), you will be able to log in, or if you are not a current user, you can create a new account. You will be able to access the site via the Campus Access:

- **Log in:** If you already have an account, you will be able to log in. The site will ask you for your username and password. If you are a new user, you will be able to create a new account.
- **Campus Access:** You will be able to log in via the site. When you access the site via campus access, you will be able to log in via the campus, but you will be able to access the site via the campus access. You will be able to access the site via the campus access.

When you access the site via the campus access, you will be able to:

- **Register:** You can create a new account via the 'Register' button. You will be able to create a new account via the 'Register' button.

### The Home Page

On the Home Page, you will find:

'My Profile', which will allow you to view your profile.

The 'Funding' section, which will allow you to view the funding section.

A 'Research' section, which will allow you to view the research section.

The 'Quick Search' section, which will allow you to view the quick search section. The 'Quick Search' section will allow you to view the quick search section.

### Funding

To access the funding section, you will need to log in. The funding section will allow you to view the funding section. The funding section will allow you to view the funding section.

- 1) **Simple Search:** The funding section will allow you to view the funding section. The funding section will allow you to view the funding section. The funding section will allow you to view the funding section.



- 2) **Advanced Search:** The funding section will allow you to view the funding section. The funding section will allow you to view the funding section. The funding section will allow you to view the funding section.



## 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 **Calendar** button to view the opportunities calendar.

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

## Funding Insight

If you are interested in a New or Emerging technology, click on the **Funding** button to view the funding insight.

- **The funding hubs:** You can see a list of the funding hubs available to you. Each hub is dedicated to a specific area, and you can see the funding opportunities and details for each hub.
- **Know how:** Guidance for leading the way in the field of research and innovation.
- **Top funders:** Page showing 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 latest news for each topic and discipline.



### Receiving News alerts

You can receive alerts by email for each topic and discipline. To receive alerts, go to the 'Email me updates' link. You can choose to receive alerts for each topic and discipline.

### Searching the news archive

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

## Awards

If you want to search the Awards database, go to the 'Awards' page. Here you can search for awards by year, funder, host institution, reference ID, and award value. The search results will be displayed in a table.

Search for the award by year, funder, host institution, reference ID, and award value (£). Project title, PI name, Award year, Funder, Host institution, Reference ID and Award value (£).

### Viewing your results

You will see a list of results for each search. The results will be displayed in a table. You can click on the results to view the full details of the award.

You can also view the results by year, funder, host institution, reference ID, and award value (£).



The first column of the table is the 'Organisation' column. You will be able to click on the results to view the full details of the award. The second column is the 'Results per page' column. You can click on the results to view the full details of the award.

## Our Institution

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### Workgroup membership

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[Take a class](#) [Join this group](#)
[Take a class](#) [Join this group](#)

## 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/ address, add a new page address, add a new page address, add a new page address.
- **Edit your email alerts.** You can edit the email address for each of the email alerts you have set up. You can edit the email address for each of the email alerts you have set up. You can edit the email address for each of the email alerts you have set up.
- **Saved Searches and Bookmarks.** You can access the Saved Searches and Bookmarks.