



Last updated: **February 2015**

FACTSHEET

How best to search for funding opportunities on ResearchProfessional.com

This guide is aimed at researchers and research support staff who would like to set up tailored funding searches on ResearchProfessional.com. Below we are giving examples on how best to search, potential pitfalls to avoid, and screenshots of popular searches you may adapt for your own purposes.

This document should be read in conjunction with our [Quick Start Guide](#), which gives a basic overview of the system and provides information on setting up e-mail alerts, saving, sharing and printing funding opportunities.

All RP documents can be found at www.admin.ox.ac.uk/researchsupport/findfunding/

1. How Best to Search	2
Simple Search.....	2
Advanced Search (recommended).....	2
Broadening or narrowing your Discipline Searches: 'Exactly', 'Generally', 'Advanced' options	3
Adding time-based criteria to Advanced Searches (e.g. Closing date and/or opportunities without deadlines)	4
Combining search criteria	5
Match all criteria vs. Match any criteria.....	5
'Is any of'	6
'Is all of'.....	6
'Is not any of'.....	6
Avoid Full text / All text searches.....	6
Sorting your search results.....	6
2. Do's and Don'ts	7
3. Example Searches you can adapt for your own purposes	7
Key Funders and Discipline.....	7
PhD/DPhil Funding	8
Early Career Funding	8
Mid-Career and/or Senior Funding.....	9
Travel Funding	9
EU funding.....	10

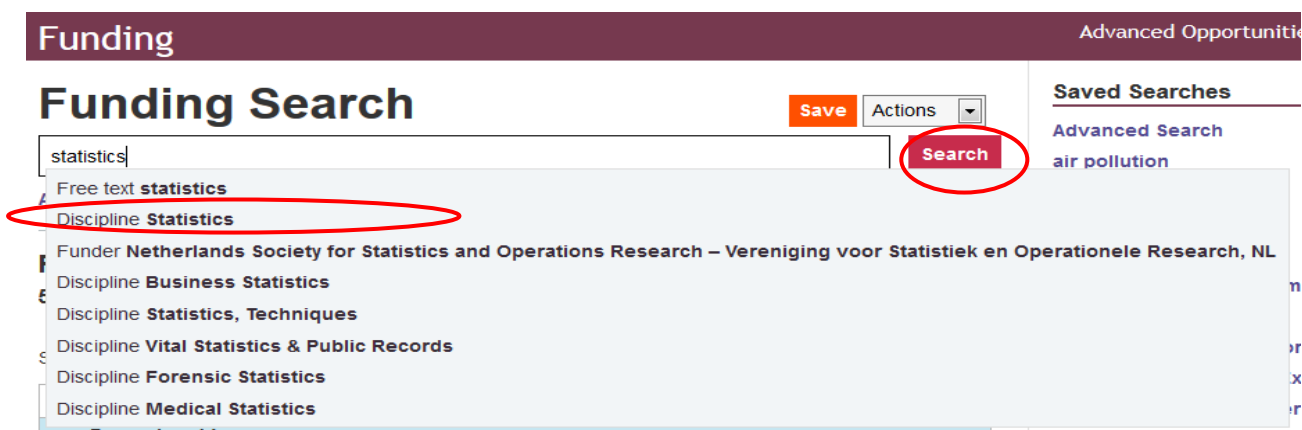
Horizon 2020 funding	11
Amending an old FP7 search to a new Horizon 2020 search	11
Networking/Collaboration Grants.....	12
Foreign funders	12
Hosting visiting researchers and/or hosting access to facilities	13
4. Disclaimer	13
Appendix 1: New Thesaurus: ResearchProfessional.com’s explanation (Dec 2014).....	14

1. How Best to Search

We recommend you start searching by Discipline, ideally in combination with other criteria. You can search for very specific discipline terms in both the Simple Search and Advanced Search. If you are just intending to search by Discipline or Funder you can do this in the **Simple Search**. For better, more effective searching, we recommend the **Advanced Search**, where you can combine search criteria and decide how specific your search results should be.

Simple Search

Just type in your search term and choose the tag that best suits your search. Don't choose 'Free text' as you will get less well-matched results. Click **SEARCH**.



Advanced Search (recommended)

The Advanced Search gives you a comprehensive search interface in which you can easily combine all search criteria available by just clicking on important search terms, such as **Discipline**, **Award type**, **Funder**, **Award amount** and **Closing date**. You can now also search by **Nationality of Researcher** (under the 'More Options' drop-down menu).

We recommend you first get started with **Discipline** and then add **Award** types if applicable.


Click on **Discipline**, type in your keyword and hit **SEARCH**. Choose your keyword(s) from the automatically suggested keyword prompts. In the example screenshot below, we choose 'Cancer Cell Biology'.

Note: If you hover over the keywords you can see how they have been indexed in the system, e.g. "Cancer Cell Biology" is indexed as follows:
 Bio/Medical > Medicine & Health > Clinical Medicine > Cancer Studies & Oncology > Cancer Cell Biology

Broadening or narrowing your Discipline Searches: ‘Exactly’, ‘Generally’, ‘Advanced’ options

When you set up a Discipline search, the default is to search for funding opportunities indexed **exactly** at the level of that Discipline (in this example, “Cancer Studies & Oncology”).

However, in the **Advanced Search** option, you can also choose to broaden or narrow your search by

clicking on the ‘Edit’ icon  in the ‘Discipline’ line, then ticking the relevant boxes next to ‘Match these disciplines’ under the ‘Advanced’ radio button. (See screenshot below.)

- You can choose any combination within the Advanced option.
- The radio button ‘Generally’ will give you the same results as choosing ‘Exact matches’ **and** ‘Broader matches’ **and** ‘Narrower matches’.

Examples

Level 1 (Hub) Discipline terms: if you search for a top-level term on the Rodman Index (e.g. ‘**Social Sciences**’), you can choose to receive funding opportunities matched at the following levels:

- *Broader matches:* The discipline ‘Any’ (this means you will get funding opportunities that are relevant to non-subject specific disciplines [Level 0])

- *Exact matches*: All 'Social Sciences' matches (Level 1)
- *Narrower matches*: **All** of the sub-terms of Social Sciences in the Rodman.

Level 2 /Unit of Assessment terms: if you search for a lower level term on the Rodman Index (e.g. 'Law'), you can choose to receive funding opportunities matched at the following levels:

- *Broader matches*:
 - the discipline 'Any' (indexed at "Level 0". You will get funding opportunities that are relevant to all disciplines)
 - all 'Social Sciences' matches (Level 1)
- *Exact matches*: All 'Law' matches (Unit of Assessment terms)
- *Narrower matches*: **All** of the sub-terms of 'Law' in the Rodman Index (Levels 3,4,5 etc).

Lower-level Discipline terms: if you search for lower-level terms on the Rodman Index (e.g. 'Legal Reform'), you can choose to receive funding opportunities matched at the following levels:

- *Broader matches*:
 - the discipline 'Any' (this means you will get funding opportunities that are relevant to all disciplines)
 - All 'Social Sciences' matches (Level 1)
 - All 'Law' matches (Level 2)
 - All 'Legal Theory' matches (Level 3)
- *Exact matches*: 'Legal Reform' (in this case, this is the lowest term at Level 4.)
- *Narrower matches*: **No** narrower matches, as there are no sub-terms underneath Level 4 **in this particular case** on the Rodman Index. (However, other discipline terms may have up to 6 or more levels.)

Broad searches generally will give you much less well-matched results, but can still be useful if you then narrow them down by various criteria. They will give you a very broad picture of what funding opportunities are available in your chosen discipline.

Narrow searches will give you very specific and hence far fewer results, but will miss out general funding opportunities that you may be eligible to apply for. For example, only searching *exactly* for a low-level term 'Legal Reform' will miss many general opportunities that are indexed under 'Social Sciences', 'Law', and 'Legal Theory', which Law researchers could still be eligible for.

Now you can refine your Advanced Search by clicking on e.g. **Award type, Funder, Nationality of Researcher** (under 'More Options') and/or **Closing date**.

Adding time-based criteria to Advanced Searches (e.g. Closing date and/or opportunities without deadlines)

In any Advanced Search you can also add a limit for the deadline by clicking on the **Closing Date** tab (e.g. 'Close after 31/12/2015'). This will, however, exclude any opportunities without deadlines, so you need to add another criterion: 'Do not have a deadline' if you wish to see **open-ended funding opportunities as well**.

Closing date

Show me all funding opportunities which:

Do not have a deadline

Close in more than days time

Close in less than days time

Close after 11/12/2015

Close before

You can also choose from other closing date options, see screenshot above.

Combining search criteria

You can combine as many search criteria as you need, bearing in mind that you will get more refined (i.e. fewer results) the more criteria you add.

- To add more criteria, simply click on the options to search by, e.g. first **Discipline**, and after having chosen your discipline keyword(s), simply click on e.g. **Award type, Funder, Closing date, or Award amount**. Once you click on any of these buttons, a pop-up menu will appear. In the **Discipline** menu you first need to type in the discipline keyword you are looking for and hit **SEARCH**, then choose your keyword(s) from the automatically suggested keyword prompts and click 'Update'. In **Award Type**, you simply tick the award criteria you are looking for.
- You can also choose from the '**More options**' menu to add e.g. **Nationality of Researcher or Country of funder**. A new search criterion for **Funder involvement** is also available, which allows you to search specifically for opportunities that provide funding to applicants from our institution's country (=UK) (as opposed to 'participation only' opportunities).

Choose an option to search by

Match all criteria vs. Match any criteria

Discipline

Funder

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

- '**Match all criteria**' in the Advanced Search is selected by default (equivalent to RP.com's old 'AND' operator). In the example above, you are searching for funding opportunities that have been indexed with all of the discipline **and** funder keywords on the system. This means that your search results will be quite refined (i.e. only History opportunities from the AHRC in the example above.)
- '**Match any criteria**' (equivalent to the old 'OR' operator) in the above example would give you any results of 'History' on the system, as well as any funding opportunities from the AHRC, irrespective of discipline.

Please consider carefully how changing the above options will affect your search results.

'Is any of'

Discipline **Is any of** Humanities Social Sciences

If you have selected more than one discipline keyword, the default is to look for anything that matches *either* keyword.

'Is all of'

Discipline **Is all of** Humanities Social Sciences

If you have selected more than one discipline keyword, you can also choose to search for only those funding opportunities that *both* keywords apply to. This would give you far fewer results, as not many funding opportunities are indexed with exactly those two disciplines you search for.

'Is not any of'

Discipline **Is any of** Humanities Social Sciences

Funder **Is not any of** Arts and Humanities Research Council, GB

In the example above you are not interested in receiving any grants offered by the AHRC, but you will receive anything else tagged with your chosen discipline keywords.

You can also exclude other criteria, but please **don't** exclude any Award Type keywords (see [Do's and Don'ts](#) section) as you will lose funding opportunities that have been indexed with more than this particular award type.

Avoid Full text / All text searches

Searching by Discipline will always return a higher number – and better tailored - results than a Full text/All text search. Please don't rely on full text searches but use the **Discipline** keywords instead. You can filter your discipline searches by text if necessary.

Sorting your search results

Once your search is finalised, you can sort your search results, e.g. by funder country or closing date.

Results Bookmark Actions

96 items found

Sort **Closing date** Results per page 50 Previous 1 2 Next

<input type="checkbox"/>	Closing date	
<input type="checkbox"/>	Date added	
<input type="checkbox"/>	Funder name	Max amount
<input type="checkbox"/>	Funder country	
<input type="checkbox"/>	Funder country and funder name	
<input type="checkbox"/>	Funder type	£30,000
<input type="checkbox"/>	Funder and programme name	

You can then save your search so you can re-run (or amend it) at any time in the future.

2. Do's and Don'ts

- **Do not use 'All text/ Free text' as your only search criteria!** You will receive much less well-matched results.
- **Do** set up at least a couple of different searches and compare their results before turning them into e-mail alerts, so you know you get well-matched results every time. If you get few results, consider broadening your search criteria.
- **Don't** set up email alerts from searches with **time-based criteria** (e.g. closing date within 90 days) as you will get very few (if any) results in your weekly email alert.
- If you search by **Closing date** but also want to see fops with no fixed deadline, **do** add the criteria **Closing date > Do not have a deadline**.
- **Don't** exclude by Award type, i.e. don't use the operator 'is not any of' with any Award types. (**Example:** Award type = 'Mid-career fellowships' and another Award type 'is not any of' = 'Travel' will exclude those awards listed with *both* mid-career fellowships and Travel.)
- **Do** keep your searches as simple as possible to avoid any mistakes in setting up the search.

3. Example Searches you can adapt for your own purposes

All examples below give you basic search criteria to get you started. Please see [Section 1](#) for more information on how to refine your search, e.g. how to broaden or narrow your search by discipline and how to add time-based and other criteria.

Make sure that you click 'Update' in your criteria screen after adding each new search criterion. Having added your search criteria, update the whole search by clicking on **Search**.




Once your search is finalized, you can sort your search results, e.g. by funder name or closing deadline. You can then save your search so you can re-run (or amend it) at any time in the future.

For information about setting up e-mail alerts, saving, sharing and printing funding opportunities, please see our [Quick Start Guide](#).

Key Funders and Discipline

In the following **Advanced Search** example, we choose some funders by clicking on the **Funders** tab, typing in the funder's name or acronym, and clicking 'Search' and 'Update'. Next, we add the discipline 'Social Sciences' by using the **Discipline** tab.

Choose an option to search by

All text	Discipline	Award type	Funder	Closing date	Award amount	More options ▾
Funder <input type="text" value="Is any of"/> Economic and Social Research Council, GB  						
Discipline <input type="text" value="Is any of"/> Social Sciences  						
<input type="checkbox"/> Show me opportunities that are closed <input checked="" type="radio"/> Match all criteria <input type="radio"/> Match any criteria						Search

PhD/DPhil Funding

ResearchProfessional.com has only a limited amount of PhD funding opportunities (most of its funding opportunities are at post-doctoral level). Depending on the funder, it is still sometimes possible for senior academics to apply for a standard or student-linked grant that includes a PhD/DPhil studentship. You may, in the first instance, want to check the relevant funders' funding guides for further information and also contact your departmental administrator or Research Facilitator for further guidance.

In this example we search for PhD/DPhil funding indexed with the term 'Engineering' in the **Advanced Search**. Add the **Discipline** 'Engineering'. You can then add the **Award types** most relevant to your situation, e.g. 'Thesis/Dissertation funding', 'Financial aid for postgraduate students', 'Student awards', 'Studentship allocations', possibly also 'Predoctoral fellowships', 'Predoctoral training fellowships'.

ResearchProfessional.com will give a detailed explanation of any award types before you add them if you hover over the award terms with your mouse.

Discipline Is any of

Award type Is any of

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

Early Career Funding

In the following example, we search for funding for early career researchers in the Social Sciences. To do this, we first need to select the **Advanced Search** option from the **Funding** menu on top of the screen and then select **Award type** as our first search criterion.

We then add the following award types, including the award type 'Early-Career fellowships'. ResearchProfessional.com will give a detailed explanation of any award types before you add them if you hover over the award terms with your mouse.

Award type Is any of

Discipline Is any of

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

We can then add a discipline (in the example below, 'Social Sciences') by clicking on **Discipline**.

Mid-Career and/or Senior Funding

In the following example, we search for funding for mid-career researchers in the Arts & Humanities. To do this, we first need to select the **Advanced Search** option from the **Funding** menu on top of the screen and then select **Award type** as our first search criterion. ResearchProfessional.com will give a detailed explanation of any award types before you add them if you hover over the award terms with your mouse.

We then add the following award type(s):

The screenshot shows a search criteria interface. At the top, there is a section for 'Award type' with a dropdown menu set to 'Is any of'. Two criteria are listed: 'Mid-Career fellowships' and 'Senior fellowships', each with a close button (X). To the right of this section are edit and delete icons. Below this is a section for 'Discipline' with a dropdown menu set to 'Is any of' and one criterion: 'Arts & Humanities', also with a close button and edit/delete icons. At the bottom left, there are three radio buttons: 'Show me opportunities that are closed' (unchecked), 'Match all criteria' (checked), and 'Match any criteria' (unchecked). A red 'Search' button is located at the bottom right.

We can then add a discipline (in the example below, 'Arts & Humanities') by clicking on **Discipline**.

Travel Funding

In the following example, we search for travel funding in History. To do this, we first need to select the **Advanced Search** option from the **Funding** menu on top of the screen and then select **Award type** as our first search criterion. ResearchProfessional.com will give a detailed explanation of any award types before you add them if you hover over the award terms with your mouse.

We add all of the following award types: 'Travel for research purposes' and 'Travel to conferences, meetings, etc.'

We can then add a Discipline (in the example below, 'History') by clicking on **Discipline**.

Choose an option to search by

The screenshot shows a search criteria interface. At the top, there is a horizontal menu with options: 'All text', 'Discipline', 'Award type', 'Funder', 'Closing date', 'Award amount', and 'More options' (with a dropdown arrow). Below this is a section for 'Award type' with a dropdown menu set to 'Is any of'. Two criteria are listed: 'Travel for research purposes' and 'Travel to conferences, meetings etc.', each with a close button (X). To the right of this section are edit and delete icons. Below this is a section for 'Discipline' with a dropdown menu set to 'Is any of' and one criterion: 'History', also with a close button and edit/delete icons. At the bottom left, there are three radio buttons: 'Show me opportunities that are closed' (unchecked), 'Match all criteria' (checked), and 'Match any criteria' (unchecked). A red 'Search' button is located at the bottom right.

Note:

- We could also include particular countries of funders by selecting the 'More options' drop-down list and selecting '**Country of funder**'.

Choose an option to search by

All text **Discipline** **Award type** **Funder** **Closing date** **Award amount** More options ▾

Award type Is any of ▾ Travel for research purposes ×
Travel to conferences, meetings etc. ×

Discipline Is any of ▾ History ×

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

- More options
- Date added
- Publication issue
- Country of funder**
- Type of funder
- Country of applicant institution
- Annotations

EU funding

To look for EU funding, we select **Country of funder** from the 'More options' drop-down menu, and select 'European Institution (i.e. ESA, ESF, European Commission & others affiliated to the EU or the idea of Europe)'.
'Europe)']

Country of funder

A-Z

0-9 A B C D E F G H I J K L M N O P Q R S T U V W
X Y Z

- Ecuador
- Egypt
- El Salvador
- England
- Equatorial Guinea
- Eritrea
- Estonia
- Ethiopia
- European Institution (ESA, ESF, European Commission & others affiliated to the EU or the idea of Europe)

European Institution (ESA, ESF, European Commission & others affiliated to the EU or the idea of Europe) ×

We can then select the Discipline, e.g. 'Environmental Studies'. Many EU funding opportunities are open to any discipline, so while we can restrict our **Advanced Search** by our chosen discipline, we don't want to miss out on general funding opportunities that are open to any disciplines.

We may want to initially select 'Match these disciplines' > 'Generally', as a broader search will get us more funding opportunities.

Note: for Oxford-specific guidance on European funding, please see the [Oxford Gateway to Europe](#).

Discipline

Search Browse

SEARCH

Environmental Studies x

Match these disciplines: Exactly Generally Advanced ?

Cancel Update

Country of funder Is any of [dropdown] [icon] [X]

European Institution (ESA, ESF, European Commission & others affiliated to the EU or the idea of Europe) x

Discipline Is any of [dropdown] Environmental Studies x [icon] [X]

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

We may then want to narrow the search down further by Award type, e.g. 'Networking/Collaboration'.

Note: for Oxford-specific guidance on European funding, please see the [Oxford Gateway to Europe](#).

Horizon 2020 funding

To look for Horizon 2020 funding, we select **Funder**, and type in 'Horizon 2020' in the search box. We click 'Search', select the Horizon 2020 programme(s) we are interested in and click 'Update'.

Note: for Oxford-specific guidance on European funding, please see the [Oxford Gateway to Europe](#).

Funder

Search A-Z

horizon 2020 SEARCH

- Horizon 2020: Euratom, EU
- Horizon 2020: Excellent Science, EU
- Horizon 2020: Industrial Leadership, EU
- Horizon 2020: Science With and For Society, EU
- Horizon 2020: Societal Challenges, EU
- Horizon 2020: Spreading Excellence and Widening Participation, EU

Cancel Update

Amending an old FP7 search to a new Horizon 2020 search

Please see RP.com's [mapping document to Oxford users](#), which shows how the programme names changed from FP7 to Horizon 2020 on the RP.com database.

Note: for Oxford-specific guidance on European funding, please see the [Oxford Gateway to Europe](#).

Networking/Collaboration Grants

In the following example, we search for Networking/Collaboration Grants in Engineering. To do this, we need to select the **Advanced Search** option from the **Funding** menu on top of the screen and then select **Discipline** as our first search criterion. Select 'Engineering'.

We then select **Award type** and add 'Networking/Collaboration'. ResearchProfessional.com will give a detailed explanation of any award types before you add them if you hover over the award terms with your mouse.

The screenshot shows two filter boxes. The first box is for 'Discipline' with a dropdown menu set to 'Is any of' and a tag for 'Engineering'. The second box is for 'Award type' with a dropdown menu set to 'Is any of' and a tag for 'Networking/collaboration'. Both boxes have edit and delete icons.

Foreign funders

In this **Advanced Search** example, we are searching for funders from the US, Canada and Germany only who provide funding for researchers in the Social Sciences. Add the Discipline 'Social Sciences', then click on the 'More options' drop-down menu, selecting **Country of funder**. Choose the countries you are looking for and click 'Update'.

The screenshot shows the search interface with the 'Discipline' filter set to 'Social Sciences'. The 'More options' dropdown menu is open, showing 'Country of funder' as the selected option. Other options include 'Date added', 'Publication issue', 'Type of funder', 'Country of applicant institution', and 'Annotations'. Below the filters, there are checkboxes for 'Show me opportunities that are closed', 'Match all criteria', and 'Match any criteria'.

Your search will look like this:

The screenshot shows two filter boxes. The first box is for 'Discipline' with a dropdown menu set to 'Is any of' and a tag for 'Social Sciences'. The second box is for 'Country of funder' with a dropdown menu set to 'Is any of' and tags for 'Germany', 'United States', and 'Canada'. Below the filters, there are checkboxes for 'Show me opportunities that are closed', 'Match all criteria', and 'Match any criteria', and a red 'Search' button.

You can also *exclude* a specific funder country. In the example below, we want results from everywhere except the United Kingdom by using the operator 'is not any of'.

The screenshot shows two filter boxes. The first box is for 'Discipline' with a dropdown menu set to 'Is any of' and a tag for 'Social Sciences'. The second box is for 'Country of funder' with a dropdown menu set to 'Is not any of' and a tag for 'United Kingdom'. Below the filters, there are checkboxes for 'Show me opportunities that are closed', 'Match all criteria', and 'Match any criteria', and a red 'Search' button.

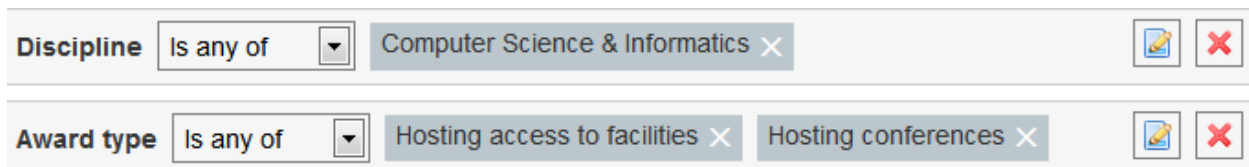
Hosting visiting researchers and/or hosting access to facilities

In the following example, you are searching for funding for visiting researchers in the Computer Sciences. To do this, you first need to select the **Advanced Search** option from the **Funding** menu on top of the screen and then select **Award type** as your first search criterion.

Add all of the following award types: 'Hosting access to facilities' and 'Hosting visits'. ResearchProfessional.com will give a detailed explanation of any award types before you add them if you hover over the award terms with your mouse.

Tip: To help the Visiting Researcher with travel expenses you could also look for **Travel funding**.

You can then add a Discipline (in the example below, 'Computer Science & Informatics') by clicking on **Discipline**. The search screen will look like this:



The screenshot shows a search interface with two filter sections. The first section is labeled 'Discipline' and has a dropdown menu set to 'Is any of' with a selected tag 'Computer Science & Informatics'. The second section is labeled 'Award type' and has a dropdown menu set to 'Is any of' with two selected tags: 'Hosting access to facilities' and 'Hosting conferences'. Each tag has a small 'x' icon to remove it. To the right of each section are two icons: a pencil icon for editing and a red 'x' icon for clearing the filter.

4. Disclaimer

ResearchProfessional.com and Research Services aim to give the correct information about these opportunities, however, please always check the funder's website as deadline dates and other details can change.

© Research Services, University of Oxford 2015

Appendix 1: New Thesaurus: ResearchProfessional.com's explanation (Dec 2014)

"There is a single, root term at the top of the thesaurus denoting "Any Discipline". Below this, the thesaurus is organised according to a regular framework of four levels, with some additional "in-between" terms to ensure that each distinct concept is represented by a distinct term.

The four levels are:

Level 1 - Hub

Level 2 - UoA or Unit of Assessment [corresponding to UK's REF 2014]

Level 3 - Clump

Level 4 - Node.

There are four **hubs** that broadly correspond to high level organisation inside universities: Bio/Medical, Physical Sciences and Engineering, Social Sciences, Arts and Humanities.

There are 36 **UoAs** corresponding to the 36 Units of Assessment in the UK's REF 2014 exercise.

In-between terms can appear beneath any of the levels, including the bottom nodes. For example, "Physical Sciences" is an in-between term that fits between the Physical Sciences and Engineering hub and UoAs such as Physics.

Some terms have more than one parent.

A number of terms have been identified as "portfolio" terms. These indicate terms that are important for the organisational structure of the thesaurus and consistency with external systems, but which do not represent distinct concepts. Rather, they denote a portfolio of concepts, each of which may in turn be denoted by a child term. Unless necessary for consistency with external systems, portfolio terms are deprecated for classification.

Each term also comes with important metadata - scope notes, a list of synonyms and links to relevant web pages that describe the concept.

In the Economics and Econometrics UoA, we have organised the clumps according to the JEL codes used by the Journal of Economic Literature to classify work in economics, and widely adopted elsewhere [...]"