



UNIVERSITY OF  
OXFORD

## Quick-start Guide: [www.ResearchProfessional.com](http://www.ResearchProfessional.com)

How to find funding & set up email alerts

### Log-in or create your user account

Create your user account on [www.researchprofessional.com](http://www.researchprofessional.com) (click on 'Register' on the top-right corner of the screen) *whilst on campus* at Oxford (*please don't use eduroam but your department's/ college's wifi*). Please don't use the left-hand 'University account' drop-down box but the main user name and password option on the right. Once you have a user account you can access RP.com from any computer, anywhere. If you already have an account you can continue using your current username and log-in.

### Create your own search

#### 1. 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 the search terms.

Choose an option to search by



We recommend you start with **Discipline** and then add **Award type** if applicable. First click on **Discipline**, type in your keyword and hit **Search**. Choose your keyword(s) from the list.

**Note:** If you hover over the keywords you can see how they have been indexed in the system (e.g. "Philosophy of Mind". This term is indexed as follows:

Humanities > Philosophy > Philosophy of selected fields > Philosophy of Mind

At the bottom of the pop-up screen you can choose how broad or narrow you want your search to be. Let's take the term 'Philosophy' as an example:

- Choose "Match these disciplines: '**Exactly**'" to just receive funding opportunities indexed *exactly* at the level of the search term 'Philosophy'.
- Choose '**Generally**' to receive opportunities indexed *above* the search term (e.g. 'Humanities' and opportunities open to any discipline), *at the level of*, and *below* the level of 'Philosophy' (e.g. 'Philosophy of Mind', 'Philosophy of Language', etc.).
- Choose the '**Advanced**' option to include a combination of *exact* matches, *broader* matches (i.e. indexed above the search term), or *narrower* matches (i.e. indexed *below* the search term).

Click 'Update' once you are happy with your search. Now you can refine your search by clicking on **Award type**, **Funder** and/or **Closing date**, and **Award amount**. **New:** you can now also search by **Nationality of Researcher** and by **Funder Involvement** (both under 'More options').

#### 2. Simple Search

The Simple Search offers a single search box for quick searching. It features an auto-suggester that presents users with disciplines, funders, award types and free text tags you might want to search for. You can access it on the homepage or via the **Funding** tab. Start typing and add as many criteria as you like, but the more criteria you add the more refined your search will become and the fewer funding results you will see. If you have selected a discipline, you can click on 'Show more matches' on the Results page to receive anything indexed above, at the same level and beneath the level of that discipline, although this search may be too broad for you. **For more effective searching (incl. a list of all award types) we recommend the Advanced Search.**

#### Tips for your searches:

- **Don't use 'All text'/'Free text' as your only search criteria.** You will receive less well-matched results.
- If you search by closing date in the Advanced Search but also want to see opportunities with no fixed deadline, you must add the criteria **Closing date > Do not have a deadline**.
- **Keep 'Match all criteria' ticked**, which is selected by default in the Advanced Search. Example criteria 'Philosophy' and 'AHRC': you will receive results that have been filtered by the criteria you have chosen (i.e. only funding opportunities in Philosophy offered by the AHRC).

## Save your search / Set up an email alert



Click **Save** on top of the screen. **You need to save a search before you can receive email alerts.** Once logged-in, you will see a pop-up screen prompting you to name your search. If you want to set up a weekly email alert of all the new funding opportunities **added to RP.com in the past week** that match your saved search(es), at this stage, click **Save and Alert**. Otherwise click **Save** to save the search for future reference.

Alternatively you can set up email alerts by logging in and clicking **Email Alerts** (top right of screen, next to your user name) and simply check the tick box of the search(es) you want to receive as email alerts.

**Important: Don't set up email alerts from searches with time-based criteria** as you will get very few results in your weekly email alert.

## Bookmark interesting funding opportunities (Create funding folders)

Select the funding opportunities you are interested in from your search results by ticking the boxes on the left next to the Closing Date, then click on **Bookmark** on top of the toolbar. Either save the funding opportunities in an existing folder or create one by typing in its name into the empty field, then press **Save**.

## Browse Workgroups

Click on the **Our Institution** tab in the top menu to view workgroups (you will see the full 'Our Hierarchy' list on the right-hand side). Workgroups contain pre-created saved searches and collated funding opportunities. Currently, workgroups exist for each division and many departments. You can save a workgroup search and set up an email alert from it and/or use a workgroup search as the starting point for your own search.

## Printing, exporting or sharing saved searches/folders or selected funding opportunities

Straight **printing** of search results or funding folder content does not work due to system restrictions.

**Workaround:** if you have more than 50 funding opportunities in your folder or search results, set the maximum results per page to 200, so all of them will fit onto one page. Tick the box on top of the search results (next to the 'Closing date' heading) to select the whole folder's content. (Or, if you are just interested in a few funding opportunities, just select those by ticking their individual boxes.)

Sort  Results per page  Previous 1 2 3 Next

<input checked="" type="checkbox"/>	Closing date		Max amount
<b>October 13</b>			
<input checked="" type="checkbox"/>	21 Oct 13	<b>Royal Academy of Engineering/ERA Foundation entrepreneurs award</b> Royal Academy of Engineering, GB and other funders	£40,000



Click the **Download** button on top of the toolbar.

Select 'Summary only (.txt)' to get a short overview of the funding opportunity. Save this text file, open it and print. Alternatively, click **Calendar (.ics)** to save an .ics file which you can then import into your Outlook Calendar to show deadlines.

You can also **share** your saved searches, folders or selected funding opportunities with your colleagues at Oxford University. Select the saved search or funding folder you would like to share and copy and paste the **URL** into an email. Colleagues on 'campus' will be able to view what you send them, but will have to register with ResearchProfessional.com using their ox.ac.uk email address before being able to save your searches or folders. Alternatively, you can also select the search or a selected funding opportunity and press **Email** on top of the toolbar.

Find more information and search examples ('How best to search for funding opportunities on RP') on [www.admin.ox.ac.uk/researchsupport/findfunding/rp/](http://www.admin.ox.ac.uk/researchsupport/findfunding/rp/)