



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

How to find funding & setup email alerts

### Log-in or create your user account

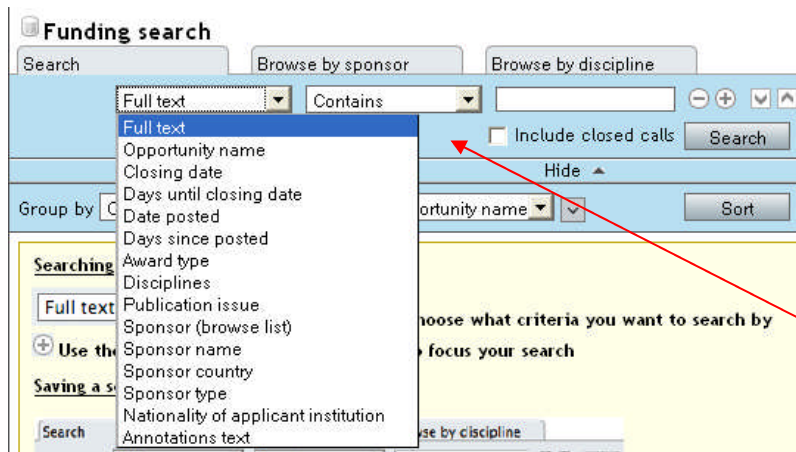
If you don't already have one, create a user account on [www.researchprofessional.com](http://www.researchprofessional.com) (click Self-registration) whilst on campus at Oxford. Once you have a user account you can access RP.com from any computer, anywhere. When you first log-in, an Induction wizard will pop-up - we suggest you cancel this and use the guidance below, along with the help on ResearchProfessional.

### Browse Workgroups

Click on the **Directory** tab in the navigation bar to view workgroups. Workgroups contain pre-created saved searches and collated funding opportunities. A workgroup exists for each division and for some 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.

### Create your own search

Click on the **Funding** tab in the left-hand navigation bar, and then click **Funding Search**.



Select your search criteria from the first drop-down box

Use the **+** and **-** buttons to add and remove additional search criteria

Combine your search criteria with: **AND**, **OR**, **AND NOT**

**Search bar**


### Tips for your searches:

- **Do not use 'Full text' as your only search criteria!** You cannot use Boolean search terms and will receive less well-matched results
- We recommend searching by Disciplines, Award type, Sponsor and Closing Date / Days until closing date
- All funding opportunities (fops) are indexed with disciplines in the Rodman Index. The Index is organised into 3 hierarchical levels. E.g. Social Sciences (top-level), Geography (second-level), Human Geography (third-level)
- Searching Disciplines > is any of > Geography will return fops indexed with **exactly** Geography
- Searching Disciplines > is broader or exact > Geography will return fops indexed with **exactly** Geography **and the level above**, e.g. Social Sciences
- Searching Disciplines > is narrower > Geography will return fops indexed with **any of the index terms below** Geography, e.g. Human Geography **but not** Geography
- Each operator (AND, AND NOT) you use to combine search criteria acts upon the result of all previous criteria; apart from OR which will always search the entire database
- If you search by closing date but *also want to see fops with no fixed deadline*, you must also add the criteria Closing date > No date

## Save your search

Click anywhere within the [search bar](#) (see screenshot above) to select it and turn it blue. Click **Save** in the Action bar. You need to save a search before you can receive email alerts.

## Set up an email alert

Receive a weekly email of all the new funding opportunities **added to RP.com in the past week** that match your saved search(es). Set up an email alert in one click when saving a search, by clicking  in the save search pop-up box.

Alternatively you can set up email alerts by clicking **Alerts** (top right of screen, next to your user name) and check the tick box of the search(es) you want to receive as email alerts. Click **Save** (at the bottom of the screen, not on the Action bar in this instance!)





**Important: Do not set up email alerts from searches with time-based criteria as you will get very few results in your weekly email alert.** For example, a search for fops with a closing date within 90 days used for an email alert, means your alert will only show fops added in the past week **and** with a closing date within 90 days.

## 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 **Save** 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'.

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

Straight **printing** of search results or funding folder content does not work at the moment due to system restrictions. The best way to work around this is as follows: 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.)

<input checked="" type="checkbox"/>	Closing date	2 items	50 100 <b>200</b>	results per page.	Flag
Sep 11					
<input checked="" type="checkbox"/>	15 Sep 11	<b>Computer science small grants</b> London Mathematical Society, GB			 
<input checked="" type="checkbox"/>	20 Sep 11	<b>ESRC/Hong Kong bilateral</b> Economic and Social Research Council (ESRC), GB			 

Click the 'Export' button on top of the toolbar. Select 'Download summary only' to get a short overview of the funding opportunity. Save this text file, open it and print. Alternatively, click 'Download Calendar' 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. Please note that colleagues will have to register with ResearchProfessional.com using their ox.ac.uk email address before being able to view (and save) your searches or folders themselves. Select the saved search or funding folder you would like to share and copy and paste the URL into an email. Alternatively, you can also select the search or a selected funding opportunity and press **Email** on top of the toolbar.

### Further information and example search guides

- More information and details of training sessions can be found on our Find Funding web pages on [www.admin.ox.ac.uk/researchsupport/findfunding](http://www.admin.ox.ac.uk/researchsupport/findfunding).
- Please also see our example search guides for step-by-step help in setting up searches for:
  - [Early Career Researchers](#)
  - [Travel Funding](#)
  - [Visiting Researchers / Hosting Visits](#)
  - [Common example funding searches](#)