

## Quick Start Guide

### Introduction

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

### Accessing the site

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You can start browsing [www.researchprofessional.com](http://www.researchprofessional.com) from any computer on campus at your university. To access the site from elsewhere, you will need to sign in with a personal account.

### Searching for funding

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

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



- \* **Advanced Search:** Allows you to search with a combination criteria to build complex searches and fine tune the results.



### Save a search

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

To save a search: Above the search box you will see the Save button, click on this to save your search criteria.

### Create an email alert

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Follow the steps 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.