

Research Professional User Guide

Saving Searches

NOTE: The website's appearance may differ from the screenshots provided depending on the device being used e.g. Tablet vs desktop computer.

Research Professional allows users to save funding searches for reuse at a later date. Searches may be saved at various locations in the site and are available as:

- Individually saved searches – searches created by users and available to themselves only.
- Group based searches – searches created by administrators and available within individual workgroup pages. For example, a search setup specifically for staff within the Faculty of Science.

The saved searches may also be used to send email notifications when new opportunities become available that match the saved search criteria.

A video describing how to save searches is available at [Saving Searches and Creating Email Alerts](#).

Save an individual search

To save a search to your personal profile, use the simple or advanced search functionality to define your search then click 'Search'.



Advanced Search

Save Actions ▾

Choose an option to search by

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

Funder Is any of ▾ Australian Research Council, AU ×
National Health and Medical Research Council, AU ×

Award type Is any of ▾ Early-Career fellowships × Clinical trials ×
Directed grants for individual investigators ×

+ Options

Search

Once the results are displayed, select the 'Save' button. The following screen will be displayed.

Save search

Create a new saved search or save over an existing one.

Choosing the "Save and Alert" option will save the search and set you up to receive weekly alerts of this search via email.

My saved searches

Our institution

☒ Create new search:

Save over existing search

- ☐ A Saved Search
- ☐ ATSE
- ☐ Aust-India Strategic Research Fund
- ☐ Australia Council of the Arts
- ☐ Cancer Funding
- ☐ Cancer Research
- ☐ Defense
- ☐ Design and Visual Arts
- ☐ Education
- ☐ Engineering
- ☐ Engineering & Maths
- ☐ Engineering & Physical Sciences

Cancel

Save and alert

Save

You can either 'Create a new search' by adding the new search name (as shown above) or 'Save over an existing search', which will replace that saved search and its defined criteria.

You can save the search with no alerts, or 'Save and Alert' the search. Save and Alert will save the search as well as create an alert for the search. You will receive an email once a week containing any new funding opportunities that match your search criteria.

Save search

Your search was saved successfully.

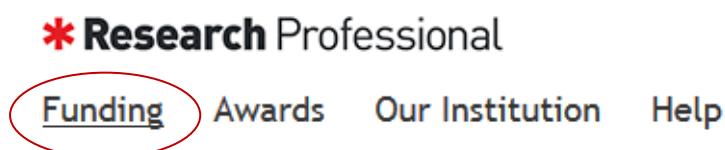
Close

'Close' the confirmation message.

For more information on alerts please refer to the Alerts section of this User Guide.

Access an individually saved search

To access a saved search select the Funding link.



Your saved searches will be display on the right hand side of the page.

Saved Searches

ARC Search

Saved Search

Select the search to you wish to use.

Alternatively, Saved Searches can be accessed via your profile. Click on your name in the top right corner of the screen, and under the 'Manage my profile' option, click on 'Funding: saved searches and bookmarks'.

Modifying an individually saved search

To modify a saved search access it as described above.

Select the search you wish to modify, change the search criteria as desired, select the 'Save' button, select the existing saved version, and 'Close' the confirmation message.

☐ Create new search:

Save over existing search

☒ ARC Search
☐ Saved Search

Access and save a group search

You can access a group saved search and save it you your own personal searches. You can save the search as currently configured, or modify it to suit your individual requirements.

To access the group saved search, navigate to your respective faculty workgroup page and select your group.

Our Hierarchy

The University of Newcastle

- ▶ Academic Division
- ▶ Academic and Global Relations Division
- ▶ Affiliates
- ▶ Faculty Of Education and Arts
- ▶ Faculty Of Engineering and Built Environment
- ▶ Faculty Of Health and Medicine
- ▶ Faculty of Business and Law
- ▶ Faculty of Science
- ▶ Research and Innovation Division
- ▶ The Wollotuka Institute

The saved searches will be displayed in the funding resources section of the page.

Funding resources

Searches

Architecture & Built Environment Mid-size Grants

Computing and Mathematics Mid-size grants

Engineering Mid-size grants

By selecting 'Save', you can save this search and its set criteria to your individual searches. Alternatively you can modify the search criteria before saving the search to your individual saved searches. To do this, open the group search and select the padlock icon. This will unlock the criteria selection.

Once unlocked, you can modify the search criteria and then select the 'Save' button. Save the search as a new or existing search.

Please note: You cannot overwrite the group search with the new criteria.

Engineering Mid-size grants

Save

Actions ▾



Shared to Faculty Of Engineering and Built Environment

Choose an option to search by

Closing date Is ▾ in more than 10 days

Country of applicant institution Is any of ▾ Australia

Award amount Is ▾ more than 5000 AUD less than 100000 AUD Unspecified

Discipline Is any of ▾ Engineering

Include opportunities that are:

- ☐ closed
- ☐ open to applications from beyond my country

Match:

- ☒ all criteria
- ☐ any criteria

Search