



# Research Professional User Guide

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

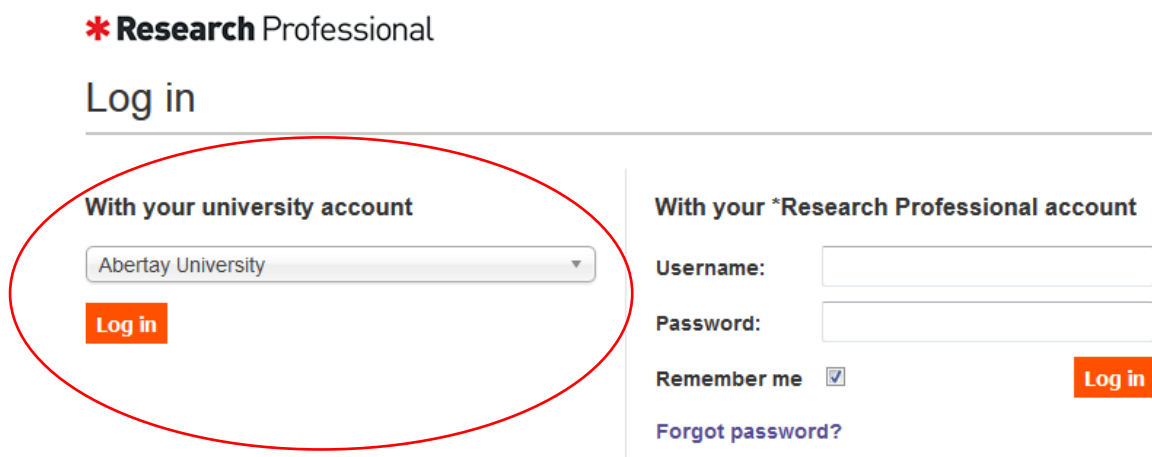
## Contents

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## Logging In

Open a web browser and go to <https://www.researchprofessional.com>. You will be presented with the following login screen



**\*Research Professional**

### Log in

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**With your university account**  

Abertay University

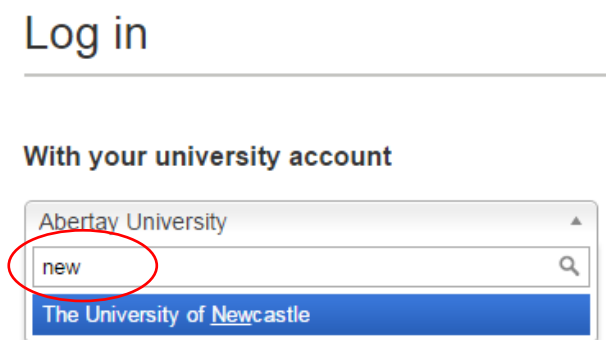
Log in

**With your \*Research Professional account**  
Username:   
Password:   
Remember me ☒

Log in

[Forgot password?](#)

In the **'With your University account'** section, select 'The University of Newcastle' from the drop down list. You can also search using the search box as per below. If you use the search box, it is limited to one word i.e. typing either 'the', 'university', 'of', or 'newcastle' will bring up The University of Newcastle, however typing 'The University' will not produce any results.



### Log in

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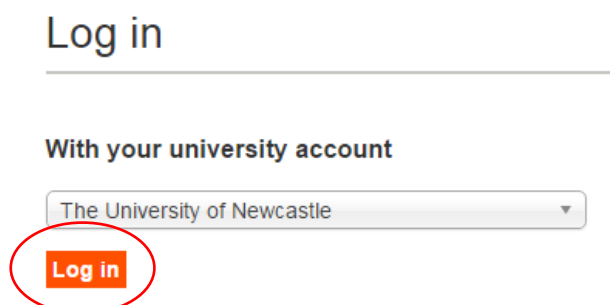
**With your university account**

Abertay University

new

The University of Newcastle

Once you have selected 'The University of Newcastle', click the 'Log in' button located under the drop down menu.



### Log in

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**With your university account**

The University of Newcastle

Log in



The login will direct you to the University's OKTA Single Sign-on login system. This login system allows staff and students to access Research Professional using their standard University login and password.

Enter your University staff username (number plate) and password and select 'Login'.

Following login you will be taken to the Research Professional home page, as per below. On this page you will find the Opportunities quick search box, the Our Institution section and links to your profile and other features.

This screen may vary slightly depending on your individual configuration options.

**\*Research Professional**

The University of Newcastle   Test User   Email alerts   Log Out

Funding   Awards   Conferences   Our Institution   Help

● Opportunities   Search   Go


## Opportunities

Advanced Search

Search

How to set up email alerts   Tips to fine tune your searches and alerts

### Our Institution - The University of Newcastle



Welcome to The University of Newcastle's Research Professional homepage. Research Professional allows you to search for funding opportunities specific to your interests. Some important things to note when using the site: Research Professional can be used to search for and save funding opportunities. There is no functionality within Research Professional to apply or otherwise action opportunities. All

**My Profile**  
Test User

**Expressions of Interest**  
Researchers from your institution who have expressed an interest in applying for a funding opportunity.

## RhD Students

Research Students who do not have staff credentials may not automatically have a Research Professional account. Please contact [research-applications@newcastle.edu.au](mailto:research-applications@newcastle.edu.au) to have an account set up for you.

The login process for these accounts varies to the staff log in. Once your account has been set up, you will be assigned a username and password.

On the Research Professional log in page, enter your username and password in the '**With your \*Research Professional account**' section as shown below.

**\*Research Professional**

## Log in

**With your university account****Log in****With your \*Research Professional account**Username: Password: Remember me ☒**Log in**[Forgot password?](#)

Following login you will be taken to the Research Professional home page. After logging in for the first time, please click on your name in the user links in the top right of the screen (shown as Test User in the screenshot). This will take you to 'My Profile'. From here, select 'Edit Profile' and change your password from the one provided by Research Services.

The University of Newcastle **Test User** Email alerts Log Out☒ Opportunities Search **Go**

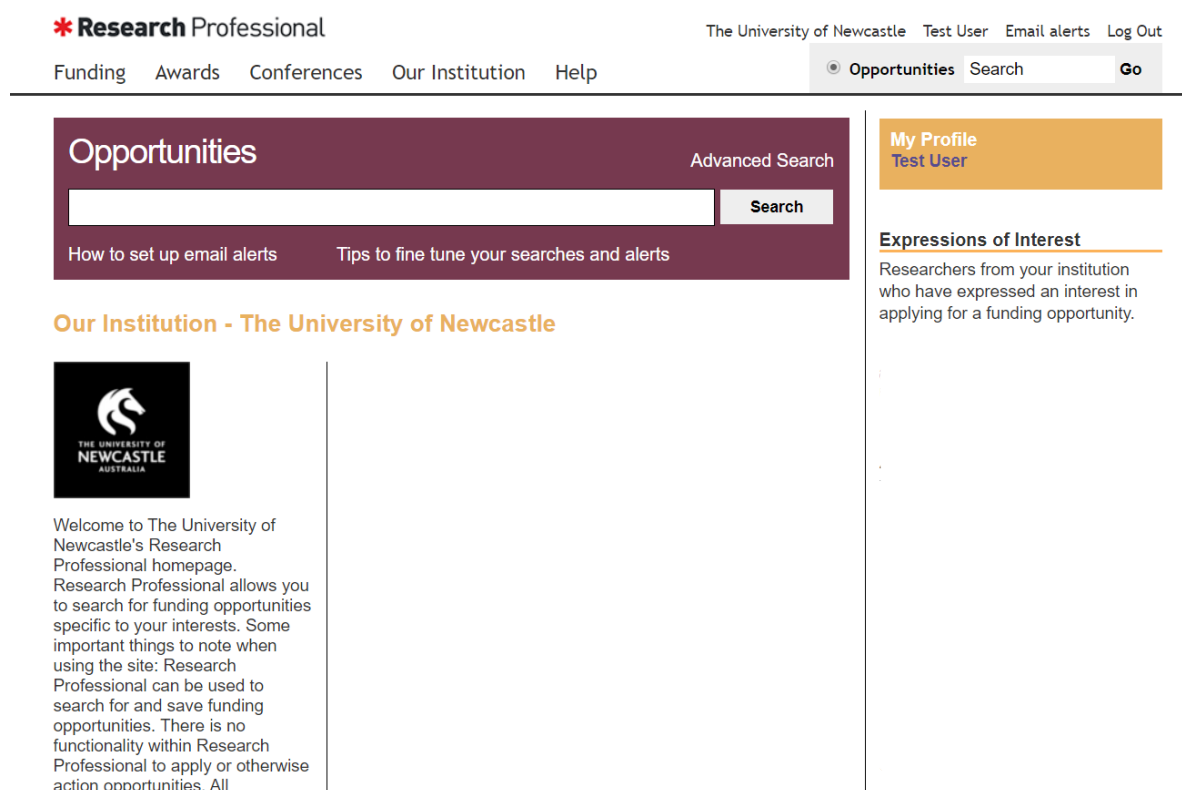
## Logging Out

To Log out select the 'Log Out' link in the top right-hand corner of the page.

## Navigation

In addition to this guide, Research Professional has a video describing how to search for and review funding opportunities. This is available on the Research Professional You Tube page under [Search for Funding](#).

Once logged in to Research Professional, you will be presented with the following home screen.



The screenshot shows the Research Professional home screen. At the top, there is a navigation bar with the Research Professional logo on the left and links for 'The University of Newcastle', 'Test User', 'Email alerts', and 'Log Out' on the right. Below this, a secondary navigation bar contains links for 'Funding', 'Awards', 'Conferences', 'Our Institution', and 'Help'. The main content area is divided into two columns. The left column features a large 'Opportunities' section with a search bar and a 'Search' button, and a section titled 'Our Institution - The University of Newcastle' which includes the university logo and a welcome message. The right column contains a 'My Profile' section with a 'Test User' link and an 'Expressions of Interest' section with a brief description.

**\*Research Professional** The University of Newcastle Test User Email alerts Log Out


Funding Awards Conferences Our Institution Help ● Opportunities Search Go

**Opportunities** Advanced Search

Search

How to set up email alerts Tips to fine tune your searches and alerts

**Our Institution - The University of Newcastle**



Welcome to The University of Newcastle's Research Professional homepage. Research Professional allows you to search for funding opportunities specific to your interests. Some important things to note when using the site: Research Professional can be used to search for and save funding opportunities. There is no functionality within Research Professional to apply or otherwise action opportunities. All

**My Profile**  
Test User

**Expressions of Interest**  
Researchers from your institution who have expressed an interest in applying for a funding opportunity.

The key features of the page are described below.

### Site Title

Clicking on the tile bar at any time in the application will return you to the home screen.



Funding Awards Conferences Our Institution Help

## Site Links

Clicking on any of the listed links will redirect you to the following functions:

### Research Professional

[Funding](#) [Awards](#) [Conferences](#) [Our Institution](#) [Help](#)

**Funding:** Opens the funding search page. This page allows you to search for and identify funding opportunities. It also lists some highlighted funding opportunities.

**Awards:** Opens the Awards search page. This page allows you to search awarded funding.

**Conferences:** Opens the Conferences search page. This page allows you to search for conferences and calls for papers. You can search by keywords or browse by subject.

**Our Institution:** Opens the Our Institution page. The Our Institution page will provide University wide information and saved searches.

**Help :** Opens a new browser tab with Help information.

## User Links

Clicking on any of the listed links will redirect you to the following functions:

[The University of Newcastle](#) [Test User](#) [Email alerts](#) [Log Out](#)

☒ [Opportunities](#)  [Go](#)

**The University of Newcastle:** Opens the Our Institution page – described above.

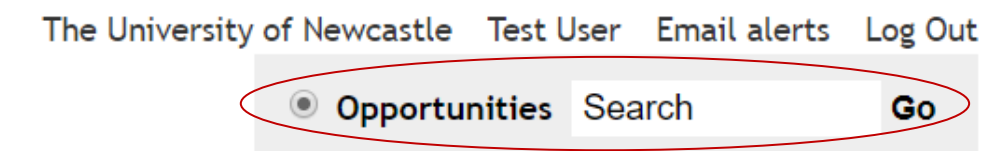
**User Name (Test User in screenshot):** Opens your Research Professional profile. You can edit your profile to maintain email alerts and saved funding searches, change your password or email address.

**Email Alerts:** This will take you directly to the email alerts page in your Research Professional profile, where you can edit your email alerts. Email alerts will send updates to your email address listed in your profile when new opportunities are found that match your saved searches.

**Log Out :** Will log you out of the system.

## Quick Search

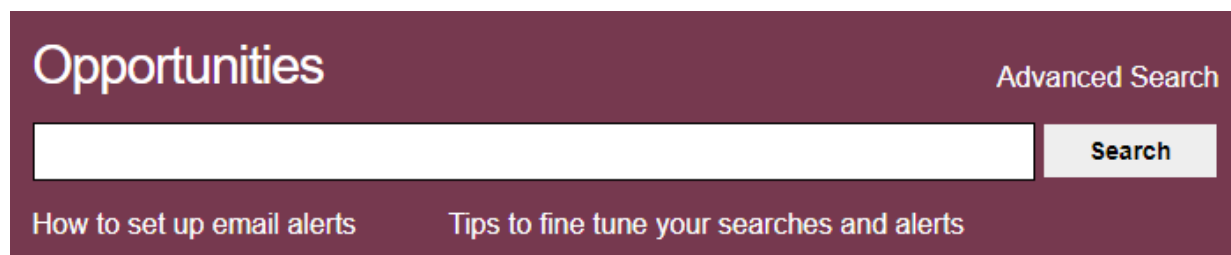
Allows you do a quick search for funding opportunities. Select the 'Opportunities' option, type in your search criteria and click 'Go'.



Whilst available, this is not generally the recommended method to search for opportunities. It is recommended that you use the funding search page, as it allows you to use advanced search criteria to identify and select opportunities.

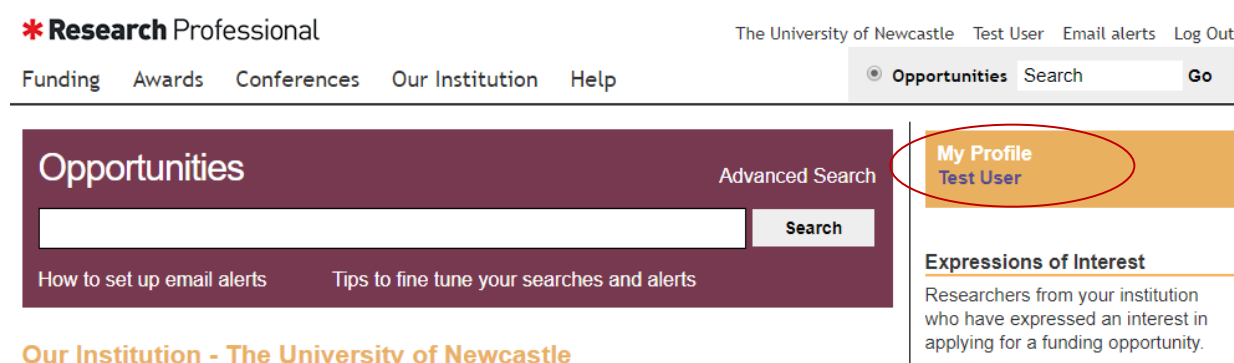
## Opportunities

Allows you do a full search for funding opportunities. For more information on how to utilise the full functionality of the search, refer to the Searching for Funding and Awards section of this user guide.



## My Profile

In addition to your name in the user links, this will also link you to your Research Professional profile.



## Our Institution – The University of Newcastle

Below is a display of the 'Our Institution' page, which has some additional links and functionality to the home page.



## Our Institution



## The University of Newcastle

Administrators: . ., Test User, Shireen Bennett

Leave this group

Edit

Actions

Start page

People

Expressions of Interest

Welcome to **The University of Newcastle's** Research Professional homepage.

Research Professional allows you to search for funding opportunities specific to your interests. Some important things to note when using the site:

- Research Professional can be used to search for and save funding opportunities. There is no functionality within Research Professional to apply or otherwise action opportunities. All applications for funding should be made through UON's Research Office.
- The 'Express Interest' option should NOT be used. Expressing interest in an opportunity does not provide any form of notification to Research Services. Additionally, expressions of interest do not expire and will remain on the site unless removed by the user. For these reasons we ask that this button is not used.
- Help resources are available both within Research Professional at the Help link, as well as on the **UON Research Professional page**.

Any questions regarding the use of Research Professional should be directed to [research-applications@newcastle.edu.au](mailto:research-applications@newcastle.edu.au) or call +61 2 4921 7733, or your faculty contact listed on your Faculty group homepage.

### 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

### My Groups

Faculty of Science

Research and Innovation Division

The University of Newcastle

Contact Support

**Our Hierarchy:** Links to each faculty/division group page, which displays the same information as the Our Institution page, however it is modified for each faculty/division group.

**My Groups:** My Groups will display the groups you are a member of. You may be a member of more than one group but are generally a part of your Faculty Workgroup. If you do not appear to be a member of any group or think you are in the wrong workgroup, please contact [research-applications@newcastle.edu.au](mailto:research-applications@newcastle.edu.au) and you will be added to the correct group.

**Start page:** Links to the Institution (or group) home page.

**People:** View and search for users within Our Institution and individual groups.

**Expressions of Interest:** View users' expressions of interest in specific funding opportunities.

**Please note:** It is recommended that you do not use the expressions of interest function. Expressing interest in an opportunity does not provide any form of notification to Research Services of your intent to apply for that opportunity. Expressions of Interest can be seen by all other UON users of Research Professional. Additionally, expressions of interest do not expire and will remain on the site unless removed by the user. For these reasons we ask that this button is not used.

If you wish to apply for an opportunity that you find in Research Professional, please advise Research Services via [research-applications@newcastle.edu.au](mailto:research-applications@newcastle.edu.au) as early as possible and we can advise you of the institutional requirements for your application.

# Searching for Funding, Awards & Conferences

Research Professional provides a standard search function that allows users to search for and investigate funding opportunities aligning with their current or future research, and/or areas of interest. In addition, Research Professional also allows users to search for information on funding previously awarded as well as conference and calls for papers.

Research Professional has two videos that describe how to search for and review funding opportunities. These are available on their You Tube page at [Search for Funding](#) and [Interacting with Funding](#).

## Funding

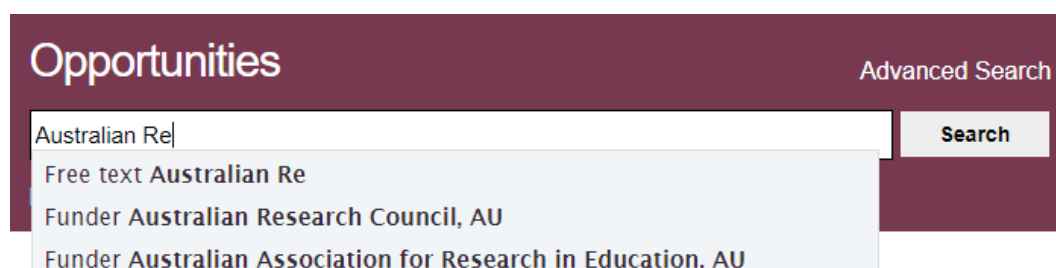
Research Professional provides users with the ability to search for and review funding opportunities using a range of search criteria. There are two main methods to search for funding.

### Simple Search

Simple searches allow the user to add keywords to find opportunities. To use the simple search, type your search criteria in the Opportunities search box. The system will suggest options based on your entry.

To search for a phrase you will need to put quotation marks (") on either side of the phrase; otherwise Research Professional will search for each word individually.

It is also important to note that when a discipline is used in the simple search, the results will not include sub-disciplines. Searching within sub-disciplines is explained further in 'Advanced Search' below.



Select a suggestion or proceed with typing and click the Search button. A list of results based on the search criteria will be generated and the system will provide an indication of the number of opportunities found.

You can display the details of each opportunity by clicking the opportunity hyperlink. This provides further details such as closing dates, key contacts, eligibility criteria and other relevant information.

## Results

11 items found

Bookmark

Actions

Sort


Closing date



Results per page

50

Previous 1 Next

<input type="checkbox"/>	Closing date		Max amount
<b>November 19</b>			
<input type="checkbox"/>	13 Nov 19	<b>Future fellowships</b> Australian Research Council, AU 	AUD 1,137,330
<b>December 19</b>			
<input type="checkbox"/>	04 Dec 19	<b>Australian laureate fellowships</b> Australian Research Council, AU 	AUD 3,671,990
<input type="checkbox"/>	11 Dec 19	<b>Industrial transformation research hubs</b> Australian Research Council, AU 	AUD 5,000,000

As shown below, you can use the dropdown list to sort the opportunities by a range of criteria.

## Results

11 items found

Bookmark

Actions

Sort




Closing date



Results per page

50

Previous 1 Next

<input type="checkbox"/>	Closing date		Max amount
<b>December 19</b>			
<input type="checkbox"/>	13 Nov 19	<b>Future fellowships</b> Australian Research Council, AU 	AUD 1,137,330
<input type="checkbox"/>	04 Dec 19	<b>Australian laureate fellowships</b> Australian Research Council, AU 	AUD 3,671,990
<input type="checkbox"/>	11 Dec 19	<b>Industrial transformation research hubs</b> Australian Research Council, AU 	AUD 5,000,000

To filter the number of opportunities returned you can add additional criteria in the search box.

## Funding Search

Save

Actions

Funder: Australian Research Council, AU ×

Free text: NHMRC ×

Search

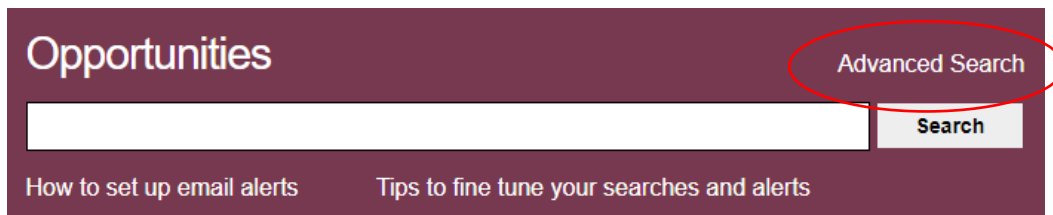
Advanced search

Any resulting list of opportunities can be saved for future use. This applies to results from both simple and advanced searches. For information on saving searches results please refer to the Saving Searches sections of this user guide.

### Advanced Search

The advanced search function allows users to undertake more specific searches based on a range of criteria.

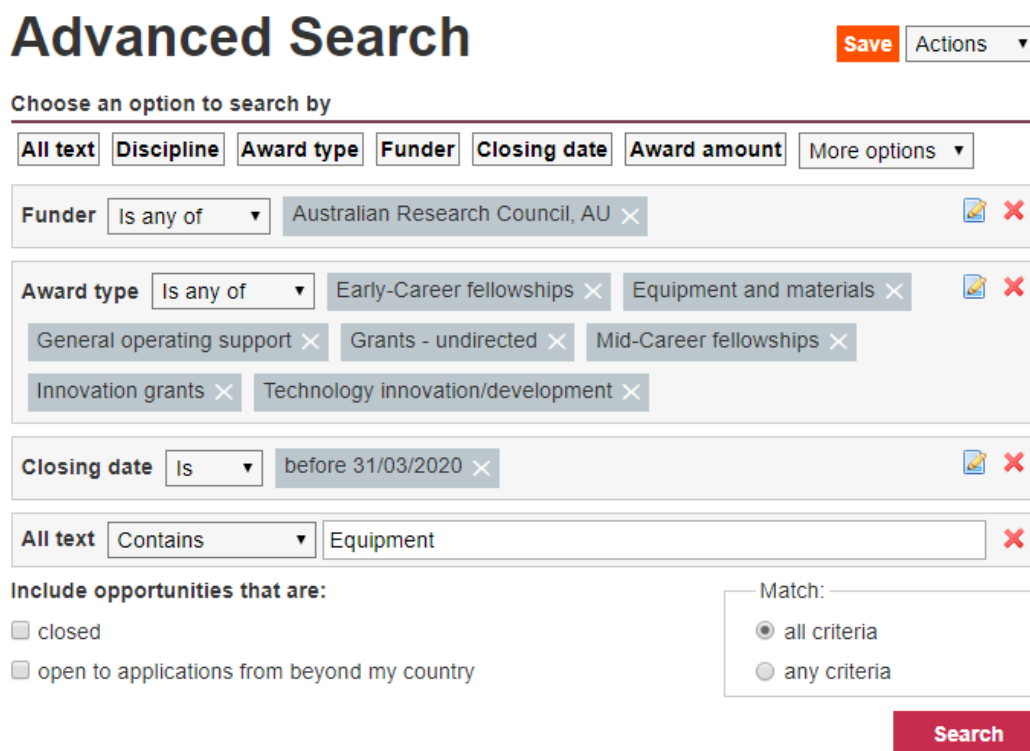
To use the advanced search select the 'Advanced Search' link.



The screenshot shows the 'Opportunities' header. In the top right corner, the 'Advanced Search' link is circled in red. Below the header is a search bar and a 'Search' button. At the bottom of the header area, there are two links: 'How to set up email alerts' and 'Tips to fine tune your searches and alerts'.

The system provides a number of variables by which searches can be tailored such as discipline, funder, award type, closing date and more. Select the variables you wish to search by, define the criteria within these (e.g. Discipline of Psychology) and click search.

Below is an example of an advanced search. Any number or combination of search criteria may be selected and defined.



The 'Advanced Search' interface includes a 'Save' button and an 'Actions' dropdown. Under 'Choose an option to search by', there are tabs for 'All text', 'Discipline', 'Award type', 'Funder', 'Closing date', 'Award amount', and 'More options'. The 'Funder' filter is set to 'Is any of' with 'Australian Research Council, AU' selected. The 'Award type' filter is set to 'Is any of' with multiple options selected: 'Early-Career fellowships', 'Equipment and materials', 'General operating support', 'Grants - undirected', 'Mid-Career fellowships', 'Innovation grants', and 'Technology innovation/development'. The 'Closing date' filter is set to 'Is' with 'before 31/03/2020' selected. The 'All text' filter is set to 'Contains' with 'Equipment' entered. At the bottom, there are checkboxes for 'Include opportunities that are: closed' and 'open to applications from beyond my country'. A 'Match:' section has radio buttons for 'all criteria' (selected) and 'any criteria'. A red 'Search' button is at the bottom right.

In addition, you can select whether the search will return opportunities that match all of the specified criteria (resulting in fewer, more tailored opportunities) or opportunities that match any one of the specified criteria (resulting in a larger set of less specific opportunities).

Some notes on different filters are below.

### Filtering by discipline

When searching by discipline, there are a few key points to note regarding the way disciplines are matched.

Discipline

Search

Browse

- ☐ Arts and Humanities
- ☐ Bio/Medical
- ☐ Physical Sciences and Engineering
- ☒ Social Sciences
  - ☐ Architecture, Built Environment & Planning
  - ☐ Business & Management Studies
  - ☐ Economics & Econometrics
  - ☐ Education
  - ☐ Geography, Environmental Studies & Archaeology
  - ☐ Society
  - ☐ Sport & Exercise Sciences, Leisure & Tourism

Social Sciences ✕

Match these disciplines: ☒ Exactly ☐ Generally ☐ Advanced [?](#)

Cancel

Update

Matching disciplines ‘Exactly’ will include only those disciplines selected. For example, in the above search only results specifically categorised as Social Sciences will be included. Sub-disciplines such as Society, Education, etc. will not be included in results. Matching disciplines ‘Generally’ will include all sub-disciplines, opportunities that have been indexed under multiple disciplines, as well funding opportunities that are not discipline specific.

In matching disciplines using the ‘Advanced’ option, selecting ‘Exact matches’ works in the same way as matching disciplines ‘Exactly’. Selecting ‘Broader matches’ will provide similar results as ‘Generally’. Selecting ‘Narrower matches’ will exclude results in the parent discipline (e.g. Social Sciences), and provide results in all sub-disciplines. Therefore, the optimum search for a whole discipline would be selecting a category, selecting ‘Advanced’ and including ‘Exact matches’ and ‘Narrower matches’.

### Filtering by award amount

When searching by award amount, currency conversions are automatically calculated and results are not currency specific. For example, searching for awards under \$50,000 AUD will also include awards funded in USD, under approx. \$35,000 USD.

## Awards

Research Professional allows users to review funding awarded in past funding rounds or years. To search for and view previous awards, click the 'Awards' link on the application home page.

### 

[Funding](#) [Awards](#) [Conferences](#) [Our Institution](#) [Help](#)

Add the criteria to search for awards and select 'Search'.

## Awards Search

Project title	<input type="text"/>
PI name	<input type="text"/>
Award year	<input type="text" value="Select one or more years..."/>
Funder	<input type="text" value="x Australian Research Council, AU"/>
Host institution	<input type="text" value="Select one or more institutions..."/>
Reference ID	<input type="text"/>
Award value	<div>Set currency: <input type="text" value="AUD (\$)"/></div> <div>More than: <input type="text"/></div> <div>Less than: <input type="text"/></div> <div><input type="checkbox"/> Include unspecified</div>

**Search**

The results of the search criteria will be displayed. You can review the awards in detail by clicking on the applicable hyperlink.

## Results

1101 items found

Sort Organisation ▼ ▲ ▼ Results per page 50 ▼ Previous 1 2 3 Next

Title	Investigator	Institution	Funder	Value
<b>Australian Catholic University</b>				
<b>Learning-rich leadership for quality improvement in early education</b>	Jocelyn Nuttall	Australian Catholic University	Australian Research Council	AUD 503,472
<b>Dementia, moral agency and identity</b>	Steve Matthews	Australian Catholic University	Australian Research Council	AUD 351,361
<b>Raising the literacy bar for economically-disadvantaged students</b>	Clarence Ng	Australian Catholic University	Australian Research Council	AUD 535,418

You can sort the order of the results via the drop down list.

## Conferences and Papers

The Conference and Papers page provides users with a database of calls for papers for upcoming conferences and special issues of scholarly journals.

### Simple Search

Conduct a free-text search of the database, searching the conference name or journal title and abstract text.

## Conferences and Papers

### Search

[Advanced Search](#)

**Search**

### Browse by Subject

Users can also browse for conferences or papers by subject or discipline terms. By selecting a term, users can browse all conferences and journals issues indexed with the selected term.

## Browse by Subject

Accounting (121)

Acoustics (99)

Aeronautical or Astronautical Engineering (131)

Aerospace Engineering (131)

Aerospace Medicine (2)

Agriculture (173)

Alternative Medicine (1)

Anatomy (46)

Andrology (36)

Anthropology (70)

Information Technology (889)

Instructional Technology (556)

Intellectual History (46)

International Relations (154)

Internet or World Wide Web (WWW) (874)

Journalism (68)

Jurisprudence (242)

Knowledge Management (379)

Landscape Architecture (39)

Language or Literature (322)

## Advanced Conference and Paper Search

The advanced search gives you set of check boxes to more tightly define your query, as well as additional criteria to refine your results

## Search

[Advanced Search](#)

Search

## Check Boxes

**Special issues:** Include/exclude special issues of scholarly journals from your search results.

**Conferences:** Include/exclude conferences from your search results.

**Conference name:** Include/exclude the conference or journal name from the free text search.

**Abstract:** Include/exclude the conference or journal abstract from the free text search.

**Abstract submission deadline:** See conferences and journals with an abstract submission deadline on or after your chosen date.

**Manuscript submission deadline:** See conferences and journals with a manuscript submission deadline on or after your chosen date.

**Event date:** See conferences where the event takes place on or after your chosen date.

**Country:** See only conferences taking place in the selected countries.

**Keyword:** See only conferences or journal issues index with one or more of the selected discipline terms.



# Advanced Search

[Simple Search](#)

Search conferences and calls for papers

☒ Special issues

☒ Conferences

☒ Conference name

☒ Abstract

## Abstract submission deadline

All

AND

## Manuscript submission deadline

All

AND

## Event date

All

## Country

Select countries



## Keyword

Select keywords



**Search**

Clear all

## Saving Searches

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'.



The screenshot shows the 'Advanced Search' interface. At the top right, there is a 'Save' button (highlighted with a red circle) and an 'Actions' dropdown menu. Below this, a section titled 'Choose an option to search by' contains tabs for 'All text', 'Discipline', 'Award type', 'Funder', 'Closing date', and 'Award amount', along with a 'More options' dropdown. The 'Funder' section is active, showing a dropdown menu with 'Is any of' and two selected options: 'Australian Research Council, AU' and 'National Health and Medical Research Council, AU'. The 'Award type' section is also active, showing a dropdown menu with 'Is any of' and three selected options: 'Early-Career fellowships', 'Clinical trials', and 'Directed grants for individual investigators'. At the bottom left, there is a '+ Options' button, and at the bottom right, there is a red 'Search' button.

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**

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**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

Country of applicant institution

Award amount

Discipline

Include opportunities that are:

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

Match:

- ☒ all criteria
- ☐ any criteria

Search

## Research Fingerprint

Research Professional provides each researcher with a Research Fingerprint, a personalised profile that draws from publicly available information (e.g. UON staff profile), and creates a list of keywords to generate alerts to funding opportunities relative to your research.

**Please note:** You will only have a Research Fingerprint if you are an academic staff member with an active Staff Profile.

Your Fingerprint can be accessed in your profile, under 'Email Alerts'.

[Funding](#) [Awards](#) [Our Institution](#) [Help](#)

### My profile

## Manage my profile

Choose one of the following options below to manage different settings for your profile

[Edit Profile](#)

[Email Alerts](#)

[Funding: saved searches and bookmarks](#)

Below is a snapshot of a Research Fingerprint. The areas of research are listed so as to reflect their weighting/relevance to you, with the most heavily weighted terms appearing at the top of the list and lesser weighted terms appearing towards the bottom.

Your Research Fingerprint will send you a weekly email notifying you of new funding opportunities matching your profile. You're able to turn these notifications on and off using the 'Weekly email notifications' toggle (turned off below).

You are able to permanently delete areas of research from your Fingerprint by clicking the 'x'. If you want to have an area of research temporarily excluded from your tailored funding alerts, you can toggle it on and off using the checkbox.

## My profile

# Email alerts

**Unsuspend all alerts**

Editing alerts for: Test user (Test.User@newcastle.edu.au)

**Funding**

**Publications**



**My \*Research Fingerprint**

Weekly email notifications



### My areas of research

Public Health



Health Service Providers



Health Promotion



Health & Medical Informatics



Cancer Studies & Oncology



Primary Care



Behavioural Medicine



Clinical Decision-making & Analysis



Medical Effectiveness & Patient Outcomes



Health Insurance



Patient Compliance

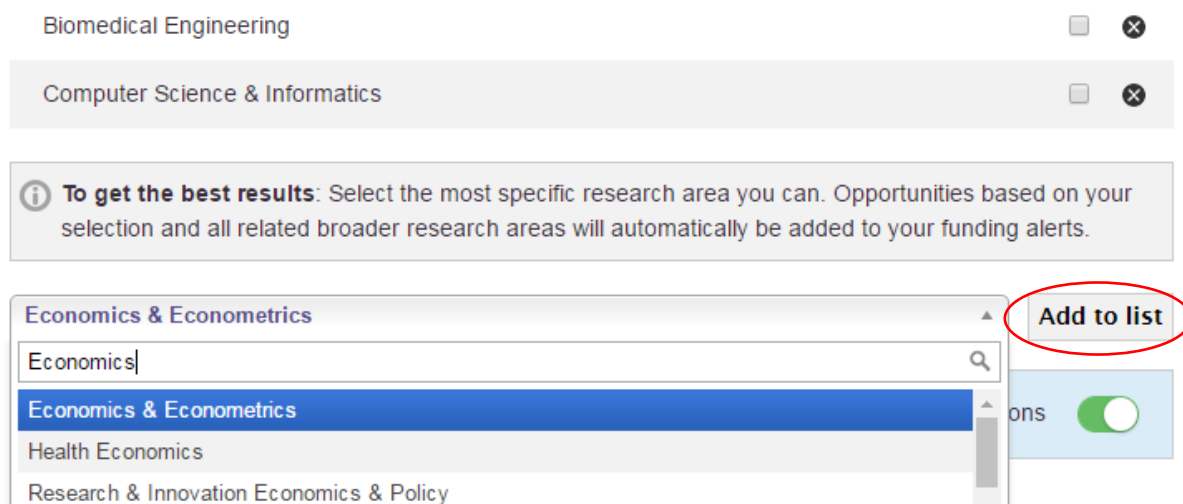


Health Education





To add areas of research to your Research Fingerprint, use the search function found at the bottom of the list. Simply click the dropdown arrow and type in keywords to bring up a list of related research areas. Once you have identified an area you would like to add, click on it and then click 'Add to list'.



The screenshot shows a user interface for managing research areas. At the top, there are two existing entries: "Biomedical Engineering" and "Computer Science & Informatics", each with a checkbox and a close button (X). Below these is an informational message: "To get the best results: Select the most specific research area you can. Opportunities based on your selection and all related broader research areas will automatically be added to your funding alerts." The main section is a search interface. It has a header "Economics & Econometrics" with a dropdown arrow. Below the header is a search input field containing the text "Economics" and a magnifying glass icon. A list of suggestions is displayed below the input field: "Economics & Econometrics" (highlighted in blue), "Health Economics", and "Research & Innovation Economics & Policy". To the right of the search input field is a button labeled "Add to list", which is circled in red. Below the search input field is a toggle switch labeled "ons" (likely "Notifications") which is currently turned on.

If you do not feel your Fingerprint shows an accurate reflection of your research interests but would still like to be notified of tailored funding opportunities, feel free to turn the weekly notifications off and instead create and save your own advanced search.

Further information on doing this can be found in the Saving Searches section of this User Guide.

## Alerts and Notifications

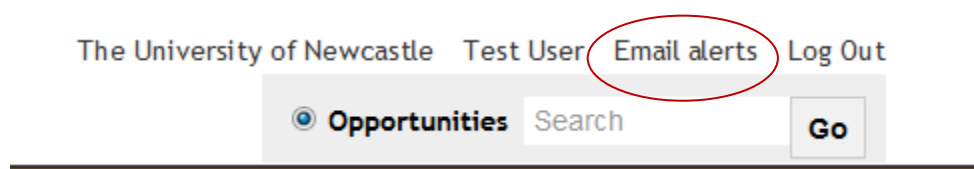
Research Professional allows users to manage the notifications that are sent to them on a weekly basis via 'Email alerts'. This function allows the activation and suspension of all alerts, or the activation and suspension of alerts for saved searches (either personal or group).

**Please note:** This function does not prevent manual email notifications sent by administrative staff.

A video describing how to manage alerts is available on the Research Professional You Tube page under [Email Alerts and Your Profile](#).

### Alerts

To manage alerts, select the 'Email alerts' user link.



The currently configured alerts will be displayed.

## Email alerts

Suspend all alerts

Funding


Publications

My profile


Weekly email notifications ☒

My saved searches

ARC Search


✓ 

Saved Search


✓ 

My institution's saved searches


Funding Opportunity

✓ 

Group Opportunity

✓ 

Institution Opportunity

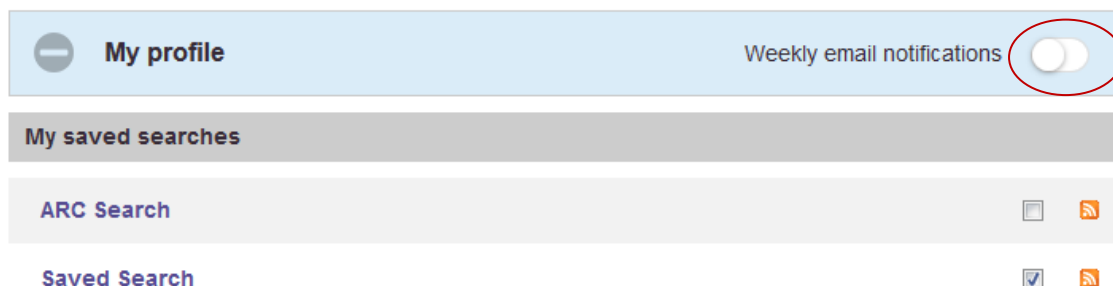
✓ 

You can modify the alerts via any of the following:

### Turning on/off Weekly email notifications

This will enable/disable all saved search notifications, regardless of individual saved search preferences.

The email notifications are active when the indicator is shown green and inactive when not.



### Modifying saved searches

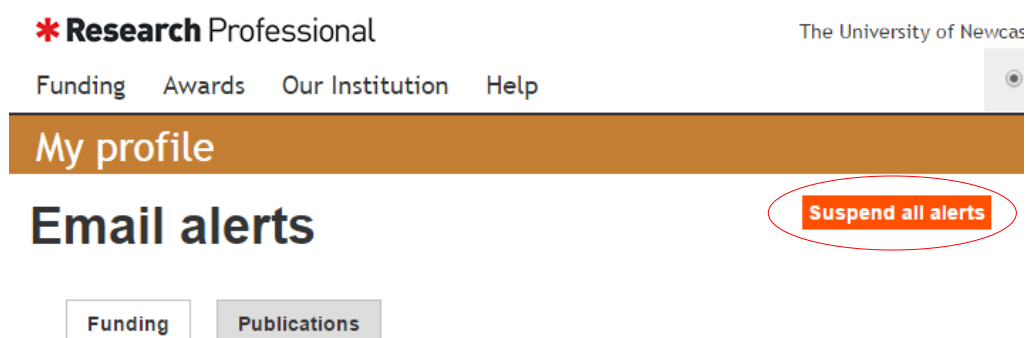
This will turn off/on the email notifications for the selected searches



As is standard, checked items are active and unchecked items are inactive. You may modify either your personal saved searches or the group searches.

### Suspend all alerts button

This will suspend all notifications. Once selected, the button will become an 'Unsuspend all alerts' button.



## Notifications

Research Professional notifies all users of information on opportunities available via email, on an automatic or manual basis. There are three main sources of email notifications:

1. Automatic – the system will generate an email with new opportunities that have become available within that week, based on saved search criteria and opportunities that you have identified and saved previously (as per above).
2. Individual users – administrators and other users can email opportunities to selected users.
3. Groups – administrators can email opportunities to a group of users based on faculty or other workgroup setup in Research Professional.

In all of the above cases the email will be distributed in the following format:

**Please note:** The content may vary according to the distribution source and the opportunities displayed.

From: Research Professional [<mailto:noreply@researchprofessional.com>]

Sent: Tuesday, 6 December 2016 9:12 AM

Subject: Useful links to Research Professional

Hi, here are some funding opportunities that you may be interested in

This funding opportunity has been forwarded to you by admin [user@newcastle.edu.au](mailto:user@newcastle.edu.au).

Public engagement fund

Wellcome Trust

This supports projects that engage the public in conversations about health-related science and research. Awards are worth between £5,000 and £3 million over five years and cover salary costs, teaching buy-out leave, materials and consumables, equipment, production and development costs and travel and subsistence.

<http://www.researchprofessional.com/funding/opportunity/1813956>

You can click on the hyperlinks to view the opportunity in further detail.

## Joining Groups

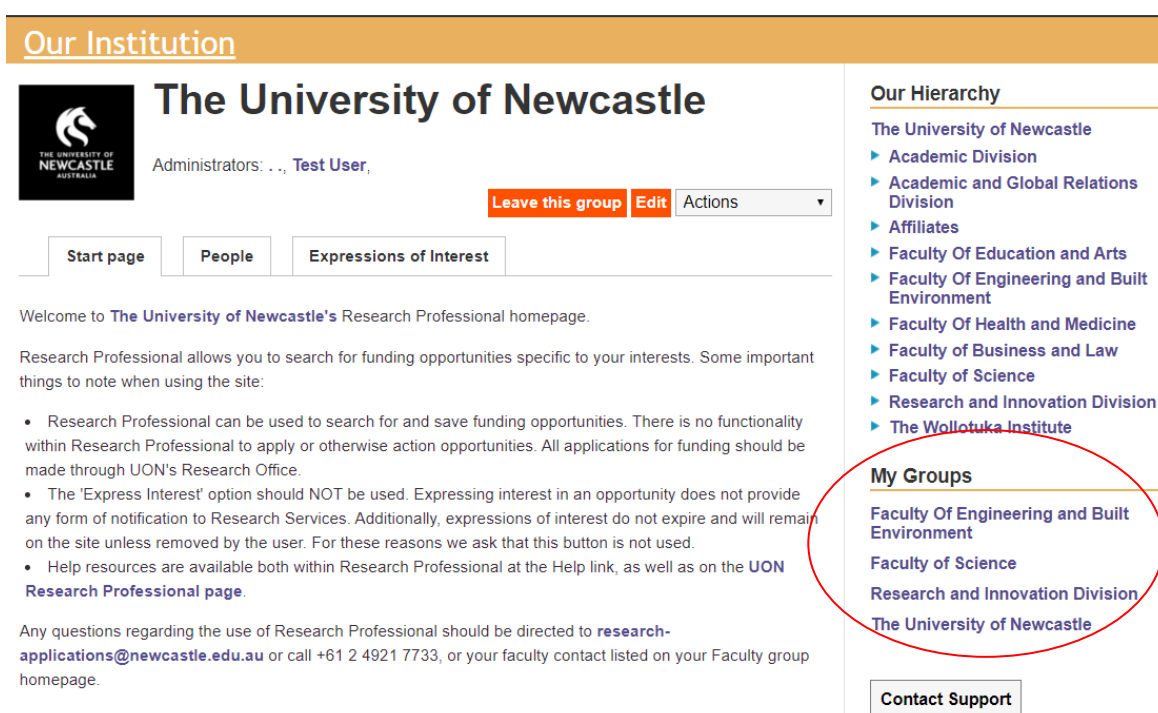
Research Professional allows users to join (and leave) groups within the system. By default, you will be allocated membership to a Faculty group based on your current employment. You can join other groups if you wish to receive notifications from that group. You can join and leave groups as you wish.

### Important note


**For email notifications to work users must be a member of at least one group.**

All communication to you will be defined within the context of the group you are a member of.

To review the groups which you are a member of, select the 'Our Institution' link and view your group membership/s under 'My Groups'.



**Our Institution**

 **The University of Newcastle**

Administrators: . . , [Test User](#), [Leave this group](#) [Edit](#) Actions

[Start page](#) [People](#) [Expressions of Interest](#)

Welcome to **The University of Newcastle's** Research Professional homepage.

Research Professional allows you to search for funding opportunities specific to your interests. Some important things to note when using the site:

- Research Professional can be used to search for and save funding opportunities. There is no functionality within Research Professional to apply or otherwise action opportunities. All applications for funding should be made through UON's Research Office.
- The 'Express Interest' option should NOT be used. Expressing interest in an opportunity does not provide any form of notification to Research Services. Additionally, expressions of interest do not expire and will remain on the site unless removed by the user. For these reasons we ask that this button is not used.
- Help resources are available both within Research Professional at the Help link, as well as on the [UON Research Professional page](#).

Any questions regarding the use of Research Professional should be directed to [research-applications@newcastle.edu.au](mailto:research-applications@newcastle.edu.au) or call +61 2 4921 7733, or your faculty contact listed on your Faculty group homepage.

**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](#)

**My Groups**

- [Faculty Of Engineering and Built Environment](#)
- [Faculty of Science](#)
- [Research and Innovation Division](#)
- [The University of Newcastle](#)


[Contact Support](#)

The full list of available groups is shown above under 'Our Hierarchy'.

To join a group, select the group and select the 'Join this group' button.

Funding Awards Our Institution Help

## Our Institution



### Faculty Of Health and Medicine

[Join this group](#) [Edit](#) Actions ▼

[Start page](#) [People](#) [Expressions of Interest](#)

You can return to the 'Our Institution' page to then confirm your membership. The new group should now appear under 'My Groups'.

To leave a group select the group and select the 'Leave this group'.

Funding Awards Our Institution Help

## Our Institution



### Faculty Of Health and Medicine

[Leave this group](#) [Edit](#) Actions ▼

[Start page](#) [People](#) [Expressions of Interest](#)

## Expressions of Interest

Research Professional allows users to express interest in an opportunity. This expression of interest is then displayed within Research Professional to other users within the relative faculty group

### Important note

***This function does not send a notification to the funding body or any Research Professional user regarding your interest in the opportunity. The function merely indicates your interest within Research Professional, and administrative staff/other users can subsequently see that a user is interested in the opportunity.***

***It is recommended that you do not use this function and instead contact [research-applications@newcastle.edu.au](mailto:research-applications@newcastle.edu.au) as early as possible to inform the Grants Team of your intent to apply. The Grants Team will subsequently inform you of any institutional requirements for submission including internal submission dates and processes for obtaining institutional approval.***

To express interest in an opportunity navigate to a funding opportunity and click on the 'Express Interest' button.

### Public engagement fund

[Bookmark](#) [Email](#) [Actions](#) ▼

Wellcome Trust, GB

The Wellcome Trust invites applications for its public engagement fund. This supports projects that engage the public in conversations about health-related science and research. Proposals should enable the public to explore health-related science and research in ways that are relevant to them, take an inventive approach or expand on

#### Closing Date

No deadline

Funder's Website

### Our Institution

The University of Newcastle

#### Expressions of Interest

Researchers thinking of applying for this opportunity

[Express interest](#)

You can remove your interest by selecting the 'Revoke interest' button, on the opportunity details page (this will replace the Express Interest button post selection).

### Public engagement fund

[Bookmark](#) [Email](#) [Actions](#) ▼

Wellcome Trust, GB

The Wellcome Trust invites applications for its public engagement fund. This supports projects that engage the public in conversations about health-related science and research. Proposals should enable the public to explore health-related science and research in ways that

#### Closing Date

No deadline

### Our Institution

The University of Newcastle

#### Expressions of Interest

Researchers thinking of applying for this opportunity

[Revoke interest](#)



The expression will be displayed within the workgroup page for which you are a member



## The University of Newcastle

Administrators: [Steven Markovich](#)

Join this group to receive these funding emails: [Funding Opportunity](#), [Group Opportunity](#), [Institution Opportunity](#)

[Leave this group](#)

[Edit](#)

Actions



[Start page](#)

[People](#)

[Expressions of Interest](#)

Researchers from your institution who have expressed an interest in applying for a funding opportunity.

[Email me updates](#)

### Expressions of Interest

#### Public engagement fund

Wellcome Trust, GB

Test User

05 Dec 16

#### Public engagement fund

Wellcome Trust, GB

Steven Ma

05 Dec 16



## Downloading Opportunities

Research Professional allows users to download funding opportunities for review. The system allows a user to download a single, or group of, opportunities to a number of formats. These include MS Word, MS Excel and text format.

### Download

To download a list of opportunities, first conduct a simple or advanced search using your desired search criteria. Once the results are displayed, select an individual or group of opportunities and select 'Download' from the 'Actions' list.

**Results**  
60 items found

Sort  Results per page

☐ Closing date

**November 19**

<input checked="" type="checkbox"/>	15 Nov 19	<b>Affiliated fellowship in Rome</b> Terra Foundation for American Art, US	USD 15,000
<input checked="" type="checkbox"/>	19 Nov 19	<b>International arts strategy outcomes fund</b> Australia Council for the Arts, AU	AUD 30,000
<input checked="" type="checkbox"/>	25 Nov 19	<b>Artist in residence fellowship</b> Central European University, HU	Not specified
<input type="checkbox"/>	26 Nov 19 (Forecast)	<b>COMING SOON: Business innovation support initiatives – innovation grant scheme</b> Northern Territory Government, AU	AUD 30,000

**Bookmark** Actions  
 Actions  
**Download**  
 Advanced Download  
 Email  
 Calendar  
 Add to magazine  
 Annotate

Select the desired download format from the options shown below and select the 'Download' button.

**Download**

Choose your preferred format and click the download button

- ☐ Summary in text format (.txt)
- ☒ Summary in Microsoft Word format (.docx)
- ☐ Full text in Microsoft Word format (.docx)
- ☐ Table in Microsoft Excel format (.xlsx)
- ☐ Calendar (.ics)

**Download** **Close**

The download will open in the selected format. Depending on the download format the document may contain a link back into the opportunity in Research Professional and the Funding Body as shown in the MS word example below.

## [Affiliated fellowship in Rome](#)

### **Terra Foundation for American Art**

This supports a postdoctoral or senior scholar in conducting research on American art and visual culture prior to 1980 while in residence at the American Academy in Rome. The fellowship includes accommodation, meals, a private study and a stipend of USD 2,500 per month for a period of four to six months.

**Closing date: 15 Nov 19**

**[Link to \\*Research Professional](#)**

## [International arts strategy outcomes fund](#)

### **Australia Council for the Arts**

This supports opportunities that arise from strategic initiatives delivered by the council in the international arts strategy's target regions: Europe; North America; north Asia; south and south-east Asia. Grants are worth up to AUD 30,000 each.

**Closing date: 19 Nov 19**

**[Link to \\*Research Professional](#)**

## **Advanced Download**

The 'Advanced Download' option allows users to mix and match the fields you choose to export with the file type you prefer. To create an Advanced Download of a list of opportunities, first conduct a simple or advanced search using your desired search criteria. Once the results are displayed, select an individual or group of opportunities and select 'Advanced Download' from the 'Actions' list.

**Results**  
**60 items found**

Bookmark

Actions

Actions

Download

**Advanced Download**

Email



Calendar

Add to magazine

Annotate

Sort

Results per page

<input type="checkbox"/>	Closing date		
<b>November 19</b>			
<input checked="" type="checkbox"/>	15 Nov 19	<b>Affiliated fellowship in Rome</b> Terra Foundation for American Art, US 	USD 15,000
<input checked="" type="checkbox"/>	19 Nov 19	<b>International arts strategy outcomes fund</b> Australia Council for the Arts, AU 	AUD 30,000
<input checked="" type="checkbox"/>	25 Nov 19	<b>Artist in residence fellowship</b> Central European University, HU	Not specified
<input type="checkbox"/>	26 Nov 19 (Forecast)	<b>COMING SOON: Business innovation support initiatives – innovation grant scheme</b> Northern Territory Government, AU	AUD 30,000

In the 'Advanced Download' options box, you can either drag or double click items from the 'Available options' to add/remove them to your 'Selected options' list. Selected options can be dragged to reorder them. Once you have selected the desired options, select 'Download'

## Advanced Download

Download format Microsoft Excel format (.xlsx) ▾

**Drag** or **double click** items to add/remove them from your download. **Drag** to re-order.

**Add All** **Clear**

### Available options

Date added

Award amount max

Award amount min

Website

Award type

Disciplines

Full text

Link to \*Research Professional

Summary text

Applications per institution

Award budget total

### Selected options

Primary funder name

Closing date

Deadline information

Download Cancel

The download will open in the selected format. The below example shows results downloaded in Microsoft Excel format.

	A	B	C	D
1	<u>Name</u>	<u>Primary funder name</u>	<u>Closing date</u>	<u>Deadline information</u>
2	Affiliated fellowship in Rome	Terra Foundation for American Art	15 Nov 19	This call is repeated once a year.
3	International arts strategy outcomes fund	Australia Council for the Arts	19 Nov 19	Expressions of interest due by 12 midnight. Deadlines on: 17 September 2019, 19 November 2019, 21 January 2020, 17 March 2020, 19 May 2020.
4	Artist in residence fellowship	Central European University	25 Nov 19	Applications due by 12 midnight CET.
5				

# Support for Users

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## Research Professional

### Help Articles

Research Professional has a Knowledge Centre for users. This is located at [https://knowledge.exlibrisgroup.com/Research\\_Professional/Product\\_Documentation](https://knowledge.exlibrisgroup.com/Research_Professional/Product_Documentation)

Users can also access a number of Help Topics here <https://www.researchprofessional.com/0/rr/Help/Getting-Started.html>

### You Tube

Research Professional has a You Tube Page with End Users instructional Videos. This is located at <https://bit.ly/2PTsiOi>

### Online Training Sessions

Research Professional broadcast a number of training sessions throughout the year. A list of dates is here [https://knowledge.exlibrisgroup.com/Research\\_Professional/Training/010Broadcast\\_Demonstrations](https://knowledge.exlibrisgroup.com/Research_Professional/Training/010Broadcast_Demonstrations)

## UON Support

Access to Research Professional is managed by the UON Research Office.

If you require access to Research Professional, need assistance, or would like to book a group training session, please contact [research-applications@newcastle.edu.au](mailto:research-applications@newcastle.edu.au) or phone +61 2 4921 7733.