

Research Professional training

Exercises

Exercise 1 – using the simple search

1. On the Research Professional homepage, type '**politics**' in the simple search box
2. Select **Politics and international studies (discipline)** and run the search
3. Sort the results by **funder country**
4. Look at the details of a funding opportunity

Exercise 2 – using the advanced search

1. Go to 'Advanced opportunities search'
2. Search for funding opportunities in **geography** ('exactly') with a closing date more than **21 days** away or no closing date
3. Sort your results by **funder name**
4. Amend your search: click on 'Funder', find the Royal Geographical Society and **exclude** it from your search (by selecting 'is not any of')
5. Refresh the results
6. **Repeat the exercise** with your own choice of criteria.

Exercise 3 – exploring the discipline field

1. In the advanced search, go to the **discipline** index by clicking on 'Discipline' in the search options, and then on the 'Browse' tab. Find a discipline relevant to your area, and select it
2. Go to the **award type** options and select one
3. Run the search
4. Go back to the discipline field, click on '**generally**', run the search and compare results
5. Go back to the discipline field, click on '**advanced**', select '**exact**' and '**broader**', run the search and compare results

Exercise 4 – saving results

1. In the advanced search, set up a new search that matches your interests, combining at least two criteria
2. **Bookmark** at least one funding opportunity
3. **Save** your search and set up an **alert**

Exercise 5 – using shared resources

1. Go to '**Our institution**'
2. Browse the list of saved searches and click on one
3. Click on the padlock to **edit** the search
4. **Refine** the search to match your interests
5. **Save** your search (and create an alert if you wish)

Exercise 6 – news and articles

1. Go to the **News** tab, select **UK**, and then **REF** (or another section of your choice), and register for alerts
2. Go to the **Funding** tab, select **Know how**, and then **Early careers** (or another section of your choice), and register for alerts
3. Run an article search on “**GCRF**”, click **save** and select **save and alert**

Exercise 7 – managing your alerts

1. Go to **‘Email alerts’**
2. Under the **‘Funding’** tab, check the alerts you have saved and untick the boxes for any searches you do not want to receive alerts on
3. If you wish to have separate emails sent for separate searches, set up a new profile by clicking on **‘Create new profile’**. You can then allocate alerts to this profile by ticking the relevant boxes
4. Under the **‘News’** tab, untick any categories and searches you do not want to receive email alerts for
5. Under **‘Publications’**, select which publications you would like to receive by email
6. If you would like your email alerts and publications sent to your personal email address, click on your name at the top of the screen to access your profile. Then click on **‘Edit profile’**, add a personal email address and tick **‘Use personal email’**

Exercise 8 – managing your searches and bookmarks

1. To delete any unwanted saved information from these exercises, go to your **profile** by clicking on your name
2. You will see links to **‘Articles: saved searches and bookmarks’** and **‘Funding: saved searches and bookmarks’**. The process to delete searches and bookmarks is the same for both.
3. To manage bookmarks, click on the relevant **bookmark folder**.
 - To **delete the entire folder**, select **‘Delete’** under the **‘Actions’** drop-down next to the **‘Email’** button.
 - To **delete individual bookmarks**, tick the box next to them in the list, and select **‘Delete’** under the **‘Actions’** drop-down next to the **‘Bookmark’** button
4. To **delete a saved search**, click on the search, and select **‘Delete’** under the **‘Actions’** drop-down next to the **‘Save’** button