Research Professional (*RP) is an online database of External Research Funding Opportunities. This subscription enables you to search for funding opportunities, and set up email alerts to stay informed on new funding opportunities in your research domain.

To access *Research Professional website, kindly follow these steps:
Step 1. Click on [www.researchprofessional.com](http://www.researchprofessional.com)

If you are accessing the website on campus (IAU domain), you will be directed to this screen.

You can search by simply typing any keyword in the search box. For specified search, use Advanced Search option.

You can access *Research Professional services with your *Research professional account from anywhere, it’s a non-IP based subscription.
In order to access Research Professional off campus, or to save searches or to create e-mail alerts to saved search, you need to login.

Step 2. Click on “Login” shown at the top on the right hand side of the page. You will see the below screen.
Login with your University email and the password received in your welcome email from *RP (Client Services) Email: Research@cmp.dotmailer.co.uk

You can access *Research Professional services with your *Research professional account from anywhere, it’s a non-IP based subscription.
No account?
If you don’t have account, you can create account by clicking on “Register”. Please note this option is available when you are on campus, at IAU domain. Fill in your details, provide your IAU email and then click OK.

Forgot password?
If you forgot password, click forgot password. Provide your UOD Email and click OK. You will receive the new password to your email.
Step 3. Search for Funding

If you login, you will see the following screen:

To access the funding opportunities database, click **Funding** in the navigation bar.

There are two ways to search the database for funding opportunities:

**Step 3.a**

**Simple Search:** Type freely into the search box. You can search for the text you entered, or select from a list of discipline areas, funders and award types offered by the auto-suggester.

**Step 3.b**

**Advanced Search:** This allows you to use a wide variety of criteria to build complex searches.
Step 3 b.,

Advanced Search: Select the criteria you want by clicking on the buttons shown: All text /Discipline/Award type/Funder/Closing Date/Award amount/Country of Funder/Country of Applicant etc. After selecting each criteria, click Update.

**All text** - This option will search all text for words entered. **Discipline** - Funding opportunities in Research Professional have been organized into a tree of disciplines containing several thousand terms from "Arts & Humanities" down to "Museum Architecture" or "Engineering" down to "Mining Safety". You can carry out a free-text search for your discipline or browse.

**Award Type** - This allows you to search for funding opportunities according to how the award prize can be used. Searches for awards that cover travel costs can be specified, or awards that cover publishing costs, with tens of other options available.

**Funder** - This allows you to search by the organization providing funding. You can search for funders by acronym or full name; for example NIH or National Institute of Health.

**Closing Date** - This search criterion allows you to refine a search by closing date; whether you are interested in funding opportunities that close in the next fortnight, or after a certain date, you can specify here.

**Type of Funder** - This option allows you to filter searches according to the type of funder, whether you are curious about grants from non-profit organizations or public sector agencies.

**Country of Applicant Institution** - You will only see funding opportunities which are open to researchers from the country that your institution is based in.

**Country of Funder** - This option allows you to filter searches according to the country of funder.
After selecting and updating your search criteria, click on Search. You will see the available funding opportunities.

If you couldn’t find funding opportunities for your search this time and want to save your search criteria, Click on Save. A pop-up window will open. Name your search. Then Click Save/Save and alert.

**Save:** This will allow you to run your search while you log in next time.

**Save and alert:** If you want to create email alert for your search, click save and alert and provide your email.

You can have many searches contributing to email alerts.

Your saved searches and bookmarks can be viewed on the right hand side of the page when you login.
Step 5: Viewing your results

Your results contain a summary of each funding opportunity, displaying the closing date, opportunity title, funder and maximum award amount (if available). You can sort your results by using the toolbar.

Step 6: Further information about the opportunity

To view further information about an opportunity click on its title. You will see a full description of the opportunity, with contact details for the funder and links to the funder’s website. Use the back button in your browser to return to your search results.
If you want to edit your profile or to change your password...

Click on your name in the top right hand corner of the page. Here you will be able to:

- **Edit Profile** You can change your password, add a personal email address and update any contact details.
- **Email Alerts** You can edit the searches contributing to your weekly email alerts by clicking Email Alerts on the top right of the page. Here you will see all personal alerts and alerts from publications. Check the boxes of the items you want to receive as an email alert. Your changes will be saved automatically.
- **Funding: saved searches and bookmarks**

You can access your personalised funding searches and bookmarks from here.