

# ANU Research Professional FAQ for Academics

## General FAQ

### **What is Research Professional?**

Research Professional is an online database of research funding opportunities and a source of international research policy and practice news. As a member of ANU, you are free to browse the content of the site, create customised searches of its content and share this information with colleagues.

### **Why were/weren't my details added to Research Professional?**

The ANU will be sending information received from Human Resources and Colleges to Research Professional for user registration. The ANU intend on including academic staff, Research Office staff and adjunct professors in this registration process. If you fit within these categories and have not yet received an email from Research Professional it is possible that you have not yet been added or that your email address has been written incorrectly. Please contact [rsd.rphelp@anu.edu.au](mailto:rsd.rphelp@anu.edu.au) to arrange access.

### **How was my generic profile set up for me?**

Your College provided us with information including your name, u-number and which workgroup they thought you would best fit in. This information was sent to Research Professional so your profile could be set up.

### **How do I change my generic profile?**

Login to Research Professional, then click on your name in the top right of the screen. Click "Edit Profile" to change your profile.

### **Can I join multiple workgroups?**

Yes. To join an additional workgroup, go to the workgroup page (under "Our Hierarchy" on the "Our Institution" page) then click "Join this group".

### **Who can I ask for assistance within the ANU?**

The ANU Research Professional Helpdesk can be contacted on (02) 6205 6736, (02) 6125 4858 or at [rsd.rphelp@anu.edu.au](mailto:rsd.rphelp@anu.edu.au).

### **Where can I find further information?**

Go to the Help page at <http://www.researchprofessional.com/help/Home/Help.html> and look in the column at the right to find FAQ, video instructions and documents on how to use Research Professional.

## Access FAQ

### **Why can't I access Research Professional outside of the ANU?**

Computers on the ANU network can access Research Professional, however you will need to register for Research Professional on an ANU computer to log in and use it outside of the ANU.

### **How do I get Access to Research Professional?**

For guest access, use an ANU computer to go to

<http://www.researchprofessional.com/institution/41050295/>. To check if you are registered, go to “Log in” then select “forgot password” and enter your email address and a new password will be emailed to you if you are registered. If you are not registered, you should get a “Sorry, email not found” message. In this case, please contact [rsd.rphelp@anu.edu.au](mailto:rsd.rphelp@anu.edu.au) to arrange access; your email address may have been listed incorrectly.

## **Search FAQ**

### **What categories can I search by?**

Any combination of: text, discipline, award type, funder, closing date, date added, publication issue, country of funder, type of funder, nationality of applicant institution, annotations and Australian Category.

### **How do I search a discipline and all of the categories underneath it?**

This advice is for when you wish to conduct a search of a discipline and all sub-disciplines, without individually selecting each sub-discipline. When you conduct a search by discipline, under “Match these disciplines”, instead of leaving “Exactly” checked, check “Advanced” and then “Narrower matches”. The search should then include the discipline you selected and any sub-disciplines.

### **What if I know about a funding opportunity that isn't listed on Research Professional?**

If there is a funding opportunity that is not listed in Research Professional, please let us know at [rsd.rphelp@anu.edu.au](mailto:rsd.rphelp@anu.edu.au) and we'll arrange to have it added.

### **How do I limit the search to exclude grants only available to those in other States and Territories?**

Unfortunately at this stage, this is not possible and you will need to look through the information provided to ensure that you are eligible to apply.

### **How can I make sure that I receive search results including any changes made later by workgroup administrators?**

If your account was created by the Research Services Division, then you should continue to receive workgroup search results weekly, including any changes that the administrators have made to the search. If you registered on your own, then joined a workgroup, then you will need to select “Save Shortcut” to ensure you receive the search including any later administrative changes.

### **What do the small icons under the grant information in the search stand for?**

- A stack of papers signifies that it is a recurring opportunity.
- A star signifies that the opportunity is newly listed.
- Two people signify that a consortium is required.
- A purple sticky note signifies an internal note placed by the ANU (this could be an internal deadline notification)

**How does the “Discipline” search category relate to Field of Research (FOR) and ERA classifications?  
Can FOR/ERA classifications be used instead?**

The system used on Research Professional is based on the Rodman Index of terminology. We have created a reference map of FOR/ERA to the Rodman Index for ease of use, however FOR/ERA cannot be used to search Research Professional.

**Is it possible to search by Australian Category of Grant?**

Yes – when conducting a search, go to "Advanced Search", then under the “More options” drop down box, select “Australian Category”.

**Can I create a calendar of funding opportunities?**

Yes. Grant dates will appear in the calendar on the day they are due to the funding provider and will not include any opening dates or ANU deadlines. To create a calendar, once you have conducted a search, select the relevant funding opportunities and select “Calendar” from the drop down box next to “Save” or “Bookmark”, then click “Save” or “Bookmark”. The calendar will appear in a new window, so make sure that Pop-ups are not blocked. This information can be exported to your Outlook calendar by clicking on “Subscribe”. The entries will then be automatically updated over time so that you always have the up-to-date list of deadlines in your calendar.