

## How to create a search on Research Professional

To create a search, click on Funding at the top left of the [Research Professional](#) screen, then click Advanced Search. It is recommended that you search by **Discipline** (using both **Search** and **Browse**, and under **Match these disciplines** selecting **Advanced**, **Exact match** and **Narrower matches**) If you would like to reduce the number of results you receive, you can also search by **Closing date** and select **Close in more than ... days time** and **Close in less than ... days time**. For most searches this should find all relevant funding opportunities. To change an existing workgroup search, go to the search, then click on the lock below the search name.

If you would like to further specify your search then please use the other search filters and guide below.

<b>All text</b>	You can enter specific text such as the name of a grant or a word that should appear in any grant results.
<b>Discipline</b>	<p><b>Search</b> - search for all disciplines containing a certain term (be aware that this may not bring up all relevant categories – for example if you type “Italy” it will not bring up “Italian language”)</p> <p><b>Browse</b> - use the blue arrows to navigate to different levels and search manually for the relevant criteria. This is fairly intuitive</p> <p><b>Match these disciplines</b> -</p> <p><b>Exactly</b> - returns opportunities indexed with the terms chosen</p> <p><b>Generally</b> - includes opportunities indexed with related terms (for example if the discipline you have chosen is “Italian history” it may include items indexed with “Europe”)</p> <p><b>Advanced</b> - select any or all of the following three:</p> <p><b>Exact matches</b> – as it suggests, opportunities indexed with the search term you used.</p> <p><b>Broader matches</b> – opportunities indexed at a higher level</p> <p><b>Narrower matches</b> – will search any categories listed under the search term you used (for example if you selected the mathematics discipline, this would search algebra, arithmetic etc.)</p>
<b>Award type</b>	The kind of grant (travel, prize etc)
<b>Funder</b>	You can select the funders whose grants you wish to know about
<b>Closing date</b>	When a grant opportunity closes (by date, number of days from today)
<b>Date added</b>	When the opportunity was added to Research Professional
<b>Publication issue</b>	Which issue of a publication the opportunity was advertised in
<b>Country of funder</b>	Country providing the funding
<b>Type of funder</b>	Type of funder
<b>Nationality of applicant institution</b>	Searches on Research professional should already be limited to grant opportunities available to Australian institutions (as applicant or partner organisation)
<b>Annotations</b>	Words that ANU administrators have added to a funding opportunity
<b>Australian category</b>	Category 1, 2, 3 or 4 grants

To save a search for future use, click on **Save**. To create a funding alert for a search, go to **Email alerts** at the top right of the screen and check the box next to your saved search. To save particular funding opportunities that appear in a search, select the check box to the left of the funding opportunities, then click **Bookmark**.

If you would like to receive the results of a search already set up in another workgroup, open the search then select **Shortcut** from the drop down menu next to **Save**.

For further assistance contact [rsd.rphelp@anu.edu.au](mailto:rsd.rphelp@anu.edu.au), (02) 6205 6736 or (02) 6205 4858