UNIVERSITÉ DE GENÈVE

open4research
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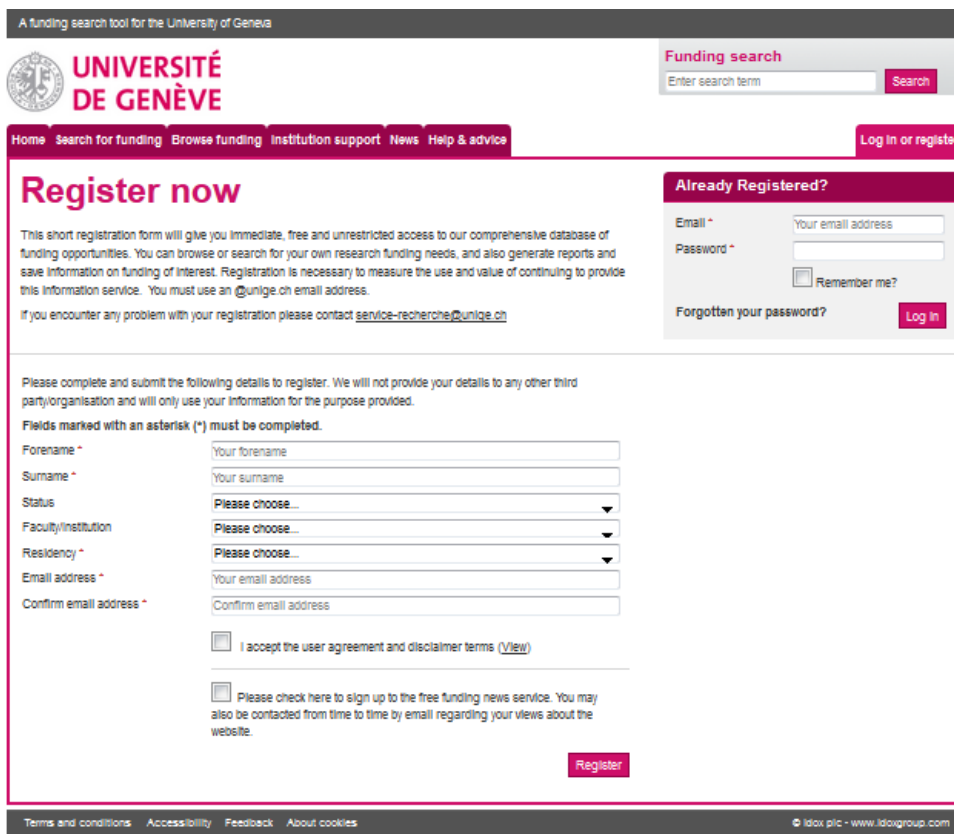
User Guide

Using the funding search tools

Open 4 Research

Université de Genève Open 4 Research offers you **easy access to international funding opportunities** for research and training activities on all disciplines. This tool is reserved to individuals studying or working at the University of Geneva. You can login or register with an *unige.ch* email account, run personalized search for funding, filter search results, get access to the user guide and information about institutional contacts for support.

Your feedback is welcome to service-recherche@unige.ch.

1   Log in or Register

This short registration form will give you immediate, free and unrestricted access to our comprehensive database of funding opportunities. Registration is necessary to measure the use and value of continuing to provide this information service. In the registration form, faculties are specified in the original language (French); residency refers to the country location of your work place and should be set to Switzerland.

2   Search for funding

The **Search** tool helps you to seek out grants, awards and other funding which may be relevant to your research by answering a few simple questions.

To begin searching, you are presented with a number of questions about you and your funding needs. These questions have been specifically designed to help make sure your search results are always relevant and useful.

None of the questions are mandatory – however, the more information you provide at this stage, the more specific your search results will be.

About you

What is your status?
This question asks you to provide information about the status of the applicant. Click **Select** and place a tick in the box next to each relevant option. (Leaving all options unchecked will return funds regardless of your current status.) Click the **OK** button once you are happy with your selection.

What is your research discipline?
This question asks you to provide information about the research discipline(s) in which you are interested. Browse the classification tree and tick the relevant box(es). Alternatively, you can use the **Search phrase** text box to search for words and phrases. Type in a word or phrase and the system will offer you choices from which you can make a selection. The system will automatically locate your discipline within the tree.

If you need clarification as to what an individual discipline covers, you can hover over it to bring up a short description.

Click the **OK** button once you are happy with your selection.

What is your nationality?
This question asks you to select the nationality of the applicant. Leave blank if not known or not relevant.

Click the **OK** button once you are happy with your selection.

Where are you resident?
The residence of the work place of the applicant will by default be set to Switzerland. However, to select another country, start typing in the search phrase box and select from the options provided.

About your research

What research activities do you want to undertake?

This question asks you to define the objectives of the project of the applicant – that is, the purpose or activities for which financial assistance is required.

By clicking on the **Select** link, you can choose the most relevant project activities from the pop-up box. If you need clarification as to what an individual activity covers, you can hover over it to bring up a short description.

Click the **OK** button once you are happy with your selection.

Where is your research taking place?

Select the country where the applicant intends to carry out the project activity. You can select multiple countries if appropriate or leave the selection blank if anywhere.

Using a Keyword search

The keyword search option enables you to search for specific words, multiple words, exact phrases or word stems in fund names or descriptions. In short, use a text search when you want to:

- search for a specific activity or phrase; or
- quickly locate a funding scheme by its name; or
- conduct background research on a topic.

Selecting the **All words** option will return any funds that have all the words you entered anywhere within them while **Any words** will return funds that have any of the words you have entered. **Exact phrase** will return funds that have all the words you entered but together.

If you know the name of a specific fund, simply enter the words you know and select the **Fund name** option.

When undertaking background research, try to avoid common phrases and generic terms such as 'study', 'training' or 'work' as these are likely to bring up large numbers of results.
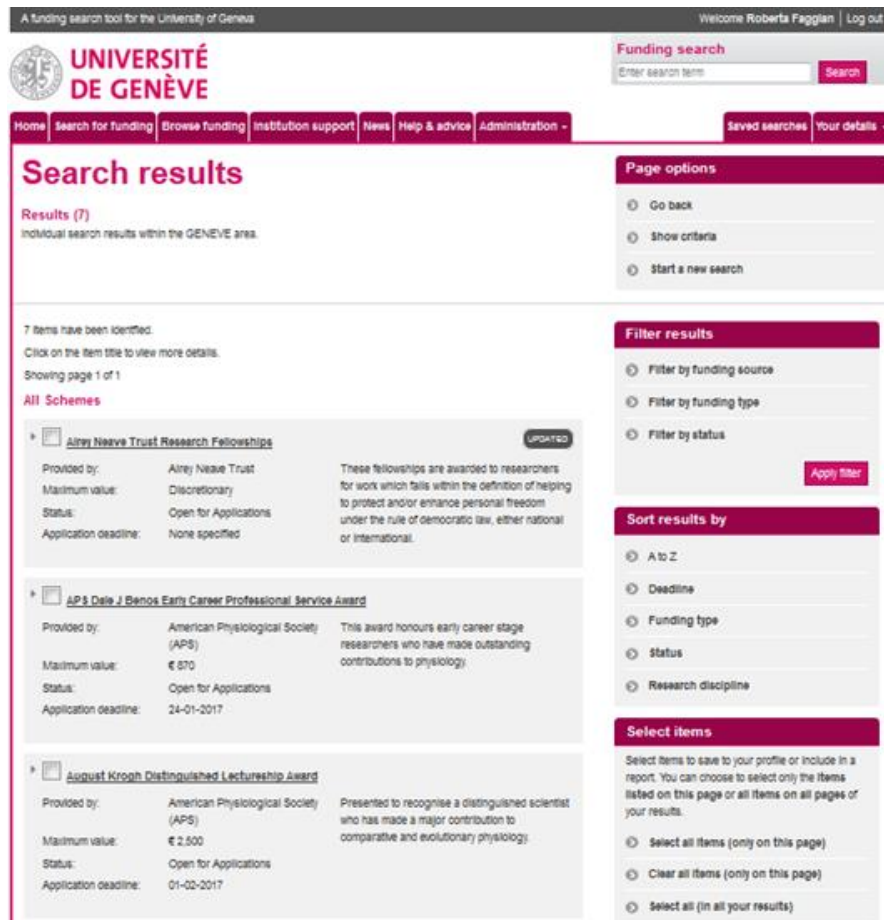
The search tool will identify funds where any or all of the keywords entered appear in whole or in part in the fund name or the information about the fund (as defined by the selected keyword matching options).

Keyword	
Looking for something in particular? Try our keyword search	Enter search term
Search:	◉ All text ○ Fund name
Match:	◉ All words ○ Any word ○ Exact phrase
Word Match:	◉ Start of word ○ Whole word

You can use the keyword section on its own as a separate search or integrate it with any of the search questions.

Generating a list of results

Once you have answered the questions that you want to and/or entered keywords, click the **Search now** button at the bottom of the page. You will be shown your results.

You will see the title of each fund, along with a brief synopsis and an overview of the fund's scope, provider, maximum value, application deadline and status, allowing you to quickly determine if the fund is of interest.

To view comprehensive information for a particular fund, click on its hyperlinked title. This takes you to the full fund view, which includes details such as a full description, eligibility criteria, application procedure, contact information and useful links.

3   Browse for funding

If you are keen to get a broader picture of what types of funding might be available to support your research, the **Browse** feature is for you.

This feature allows you to browse a vast amount of relevant funding information effectively by breaking it down into manageable, easy-to-digest portions.

To begin browsing, click on the **Browse funding** link on the portal menu and select your status.
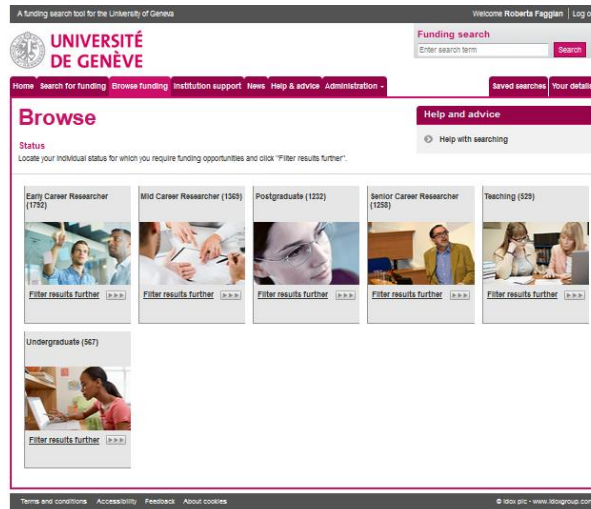
Once you have selected the relevant option, you will be taken to a new screen. This list will be broken down into research disciplines, with the number of individual funds belonging to each clearly specified.
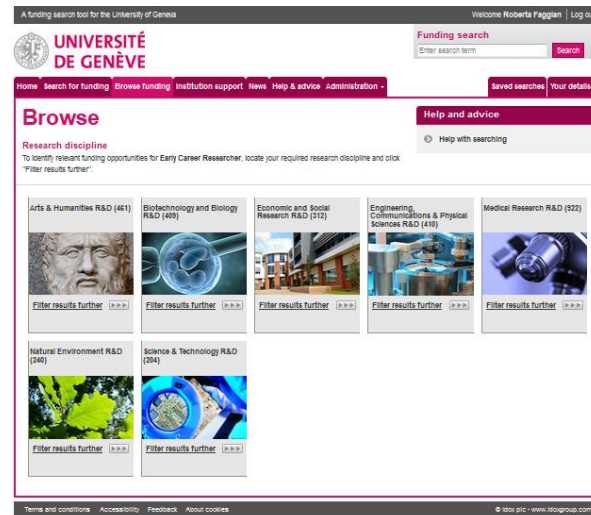
Click **Filter results further** for the research discipline in which you are interested in. You will then be able to select a more targeted area within your selected discipline.
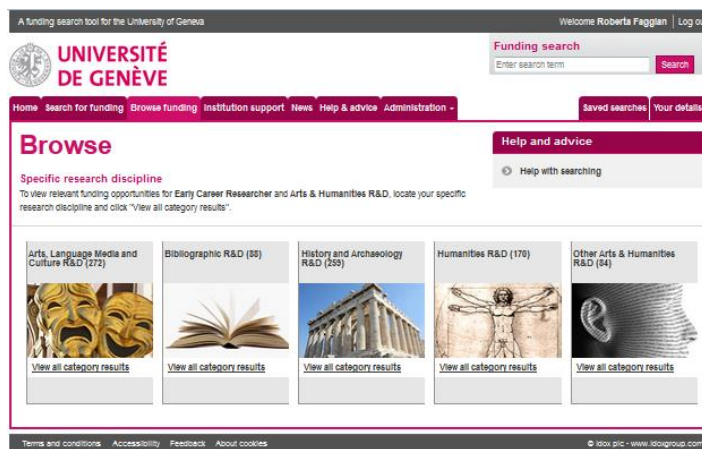
To view relevant funding opportunities for your chosen category, click **View all category results**. You will be taken to full results listing, featuring information on all applicable funds based on your selection.

4   Using your results

Once you have generated a list of applicable results, whether by using the **Search** or **Browse** tools, you have the option to:

- **Filter your results** (under *Filter results* on the panel on the right-hand side of the page) – according to funding source, funding type or status. To view a description of a filter option, hover over it with your cursor.

- **Sort your results** (under *Sort results by* on the panel on the right-hand side of the page) – alphabetically (default), according to deadline, funding type, status or research discipline.

- You can select all items on the results page or clear all selected items using the options under **Select items** on the panel on the right-hand side of the page.

- **Produce a report** (under *Report* on the panel on the right-hand side of the page) – you may find it useful to export your funding search results into a Word document report which you can save or print off and read at a later date. To create a report, select the fund(s) you would like to be included by placing a tick in the relevant box(es) or using the Select items options and click **Produce report**.

You can view your search criteria by clicking the **Show criteria** link under *Page options* on the panel on the right-hand side of the page.

5   Saving your results

Saving a search means you can access it quickly and easily at a later date. To save a search, click **Save search** under *Save* on the panel on the right-hand side of the page.
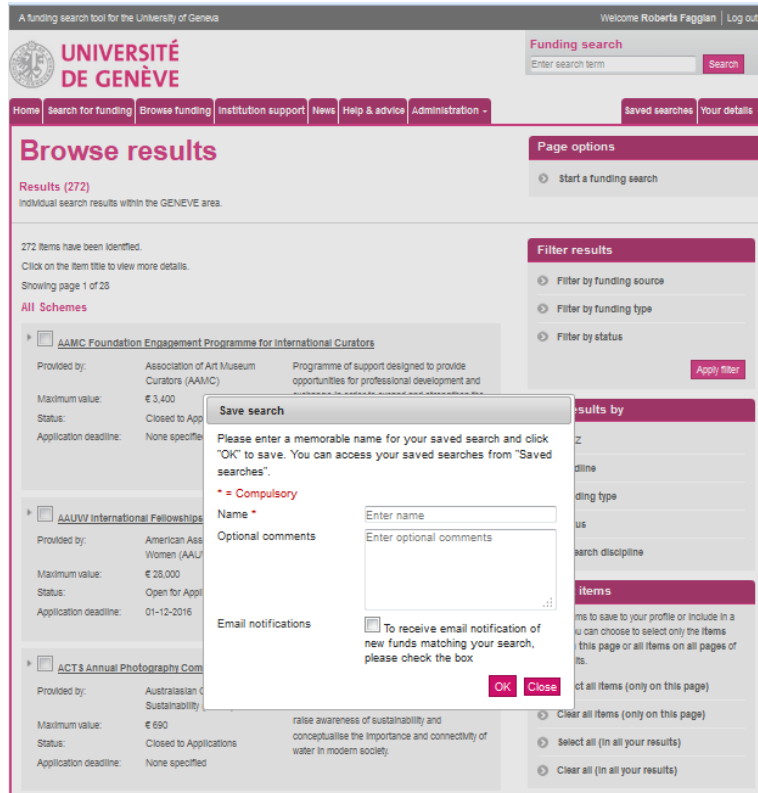
The funding portal offers an interactive grant alert service which enables you to receive email updates when funding opportunities that match the searches saved to your profile are added or updated. Perhaps an existing programme that is of interest to you has recently undergone changes? Maybe an entirely new opportunity has just been launched which is similar to those you have looked at previously? Signing up to receive email notifications will mean you will hear about these developments first and will help you to stay informed.

To do this, place a tick in the **Email notifications** box when saving a search.

As well as saving a search, you can also select individual funds and save them to a funding portfolio for easy retrieval at a later date. To do this, select the fund(s) that you want to save by placing a tick in the relevant box(es) and click **Save selected items**. (You also have the option to **Select all items** or **Clear all items** on the page.) The pop-up box that appears gives you the option to save the item(s) to a new or existing portfolio.

You can view and manage your saved searches by clicking on the **Saved searches** link on the right-hand side of the portal menu.

You can browse or search for funding as many times as you want – click on the **Search for funding** or **Browse funding** links on the portal menu to begin a new search.

6   How can I get more from the portal?

- The **News** section of the portal features new funding announcements so that you are quickly aware of when new funds have been launched, new deadlines have been announced and key statements have been made that could be of interest. Be sure to check this section regularly for the latest information. You can sign up to receive news alerts by email when registering or on the *Your details* page.

- The **Help & advice** section of the portal features information on a number of key funding aspects, such as identifying funding opportunities and writing your application. Referring to this section when carrying out funding activity will help you to focus your search and plan for making a funding application. You will find in this section the link to this User Guide.