

## *User Guide*

# Using the funding search tools



## 1 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 your current status. 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 your nationality. 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 will be defaulted to the residence selected for your profile on the *Your details* page. You can change this by beginning to type the name of the required country in the search box and selecting from the options that will be provided.

## About your research

### **What research activities do you want to undertake?**

This question asks you to define the objectives of your research project – that is, the purpose or activities for which 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 you intend to carry out the research activity. If you are prepared to work anywhere, leave the selection blank. You can select multiple countries if appropriate.

## 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	<input type="text" value="Enter search term"/>
Search:	<input checked="" type="radio"/> All text <input type="radio"/> Fund name
Match:	<input checked="" type="radio"/> All words <input type="radio"/> Any word <input type="radio"/> Exact phrase
Word Match:	<input checked="" type="radio"/> Start of word <input type="radio"/> 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.

**Search results**

Results (3238)  
Individual search results within the NORTH WEST area.

3238 items have been identified.  
Click on the item title to view more details.  
Showing page 1 of 324  
All Funds

**150th Anniversary Postdoctoral Mobility Grants** UPDATED

Provided by: London Mathematical Society  
Maximum value: £ 7,200  
Status: Open for Applications  
Application deadline: 31/03/2016

Grants are available to support early career mathematicians undertaking a short period of study and research in mathematics at one or more institutions other than the holder's home institution (or at the home institution if circumstances make moving impractical).

**44th International Congress of Americanists Fund**

Provided by: British Academy (BA)  
Maximum value: £ 1,000  
Status: Closed to Applications  
Application deadline: None specified

Grant for researchers to help with travel costs for projects relating to Latin American Studies.

**A.B Wood Medal**

Provided by: Institute of Acoustics  
Maximum value: Discretionary  
Status: Closed to Applications  
Application deadline: None specified

Award is presented in alternate years to early-career acousticians based in UK/Europe and in the USA/Canada, for work associated with the sea.

**Page options**

- Go back
- Show criteria
- Start a new search

**Filter results**

- Filter by funding source
- Filter by funding type
- Filter by status

[Apply filter](#)

**Sort results by**

- A to Z
- Deadline
- Funding type
- Status
- Research discipline

**Select items**

Select items to save to your profile or include in a report. You can choose to select only the items listed on this page or all items on all pages of your results.

- Select all items (only on this page)
- Clear all items (only on this page)

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.

## 2 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.

**Browse**

**Status**  
Locate your individual status for which you require funding opportunities and click "Filter results further".

**Help and advice**

- Help with searching

**Early Career Researcher (2697)**  
[Filter results further >>>](#)

**Mid Career Researcher (2132)**  
[Filter results further >>>](#)

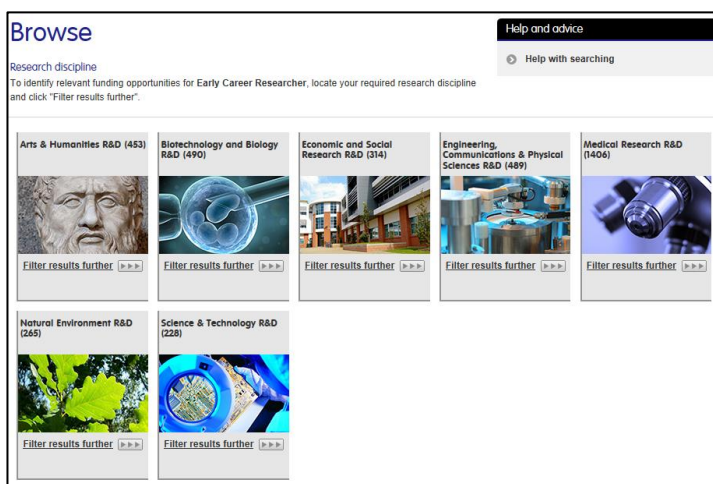
**Postgraduate (1727)**  
[Filter results further >>>](#)

**Senior Career Researcher (2008)**  
[Filter results further >>>](#)

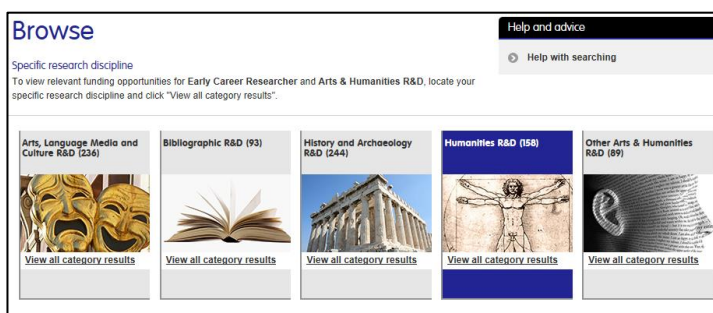
**Teaching (788)**  
[Filter results further >>>](#)

**Undergraduate (861)**  
[Filter results further >>>](#)

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 a full results listing, featuring information on all applicable funds based on your selection.

### 3 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 type, funding source 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.
- **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) and click **Produce report**. 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.

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.

## 4 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.

The screenshot displays a 'Save search' dialog box overlaid on a list of funding opportunities. The dialog box contains the following text: 'Please enter a memorable name for your saved search and click "OK" to save. You can access your saved searches from "Saved searches".' Below this, there is a 'Name \*' field with a text input box, an 'Optional comments' field with a text area, and an 'Email notifications' section with a checkbox labeled 'To receive email notification of new funds matching your search, please check the box'. At the bottom of the dialog are 'OK' and 'Close' buttons. The background shows a list of funding opportunities with checkboxes for selection. The first item is '150th Anniversary Postdoctoral Mobility Grants' with details: Provided by: London Mathematical Society, Maximum value: £ 7,200, Status: Open for Applications, Application deadline: 31/03/2016. The second item is '44th International Co...' with details: Provided by: B..., Maximum value: E..., Status: C..., Application deadline: N... The third item is 'A.B Wood Medal' with details: Provided by: Ir..., Maximum value: D..., Status: C..., Application deadline: N... The fourth item is 'A.J Clark Studentship' with details: Provided by: British Pharmacological Society (BPS), Maximum value: £ 63,400, Status: Closed to Applications, Application deadline: None specified. On the right side of the page, there is a 'Filter by status' section with an 'Apply filter' button, a 'Sort results by' section with options: A to Z, Deadline, Funding type, Status, Research discipline, and a 'Select items' section with options: Select all items (only on this page), Clear all items (only on this page), and a 'Save' section with options: Save search, Save selected items, Save to local support.

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 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.

## 5 How can I get more from the portal?

- The **News** section of the portal features national and international funding announcements relevant to your area of residence 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 initially 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.