

Organizing your funding opportunities at SDU and OUH.

How to make:

- Saved searches with known funders
- Bookmark folders with relevant calls

#### **Definitions:**

- A saved search always performs a new search: it is a dynamic, automatically updated list.
- A bookmark always brings up the same item; it can only be changed manually.

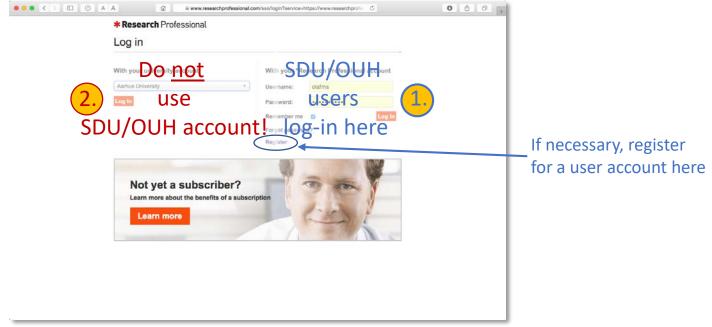
- Saved searches are very good for keeping track of calls from known funders.
- Bookmark folders are very good for archiving and keeping track of specific calls.

# What you need for this exercise:

- A list of funders of interest
- An active user account in Research Professional

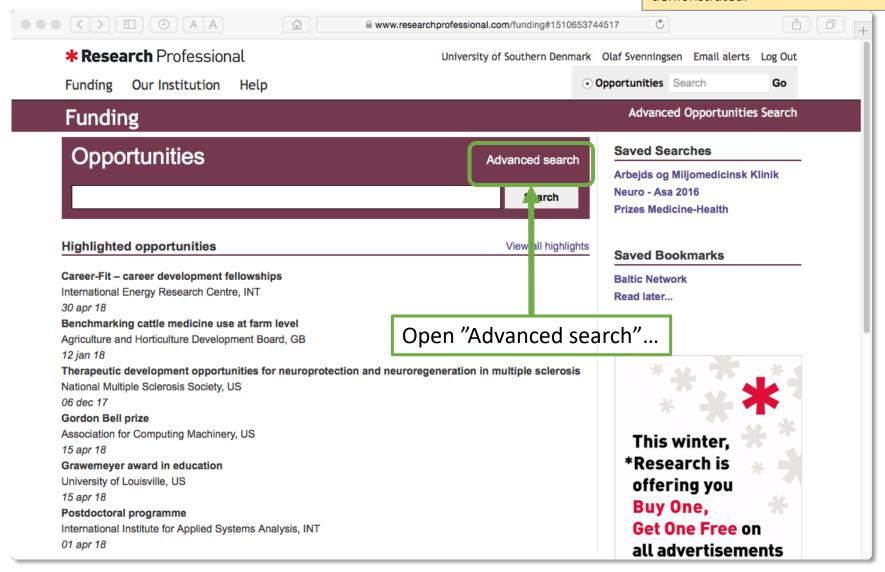
Important! There are two log-in boxes, but one is more tedious for SDU/OUH:

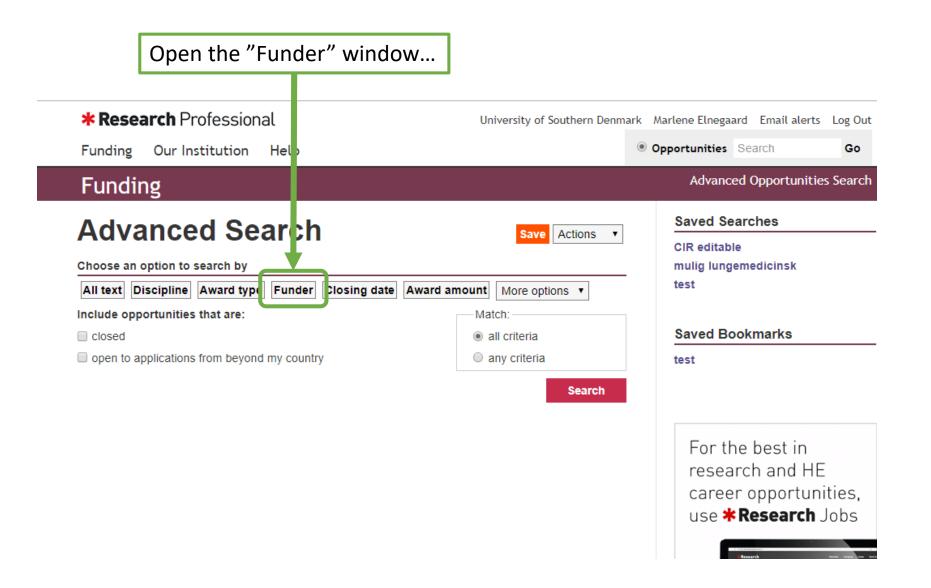
- 1. With your individual username/password always use this for SDU/OUH
- 2. With a university account works but requires more steps Do not use!

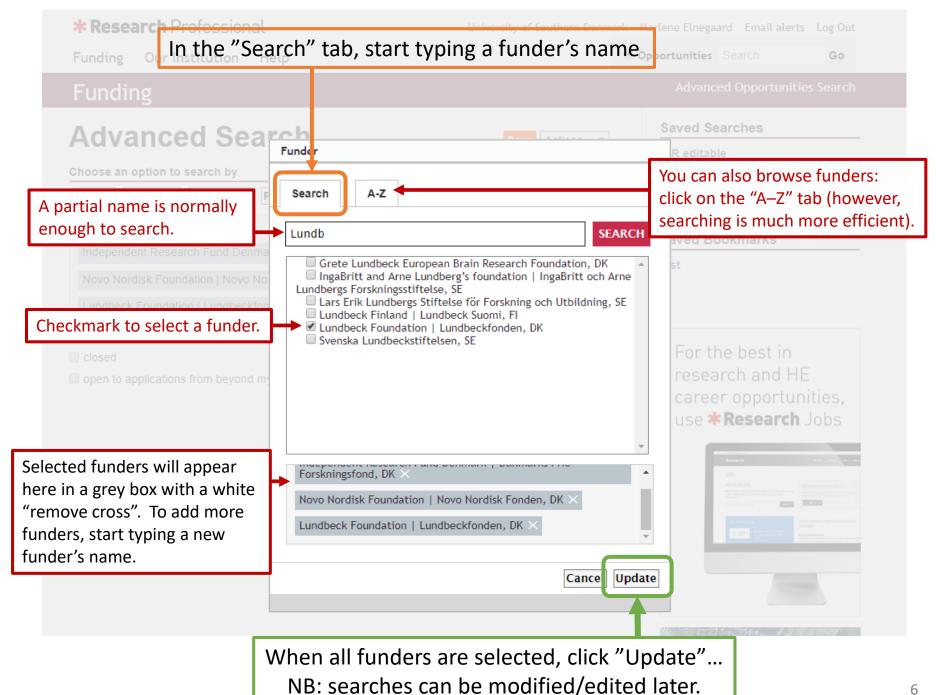


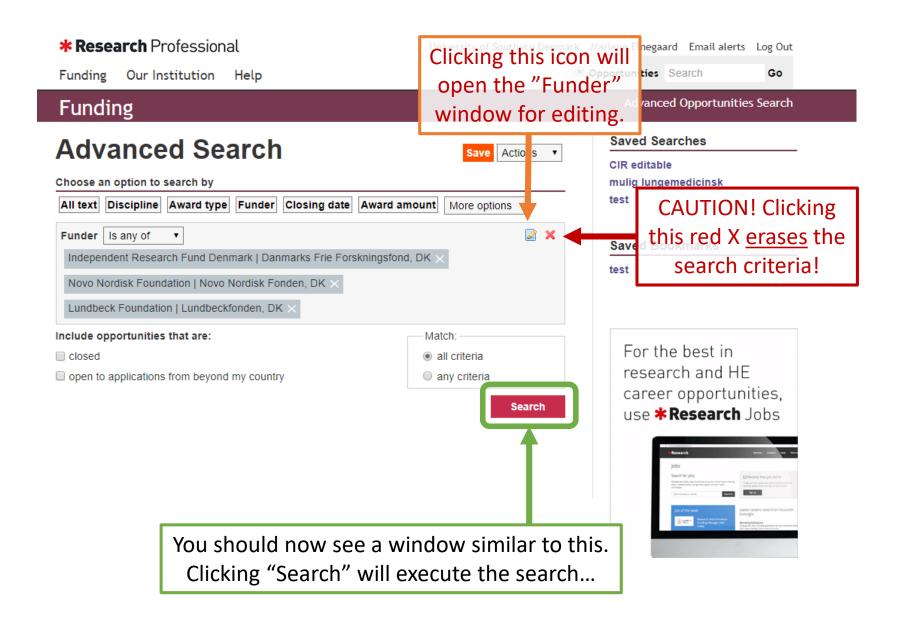
# Saved searches

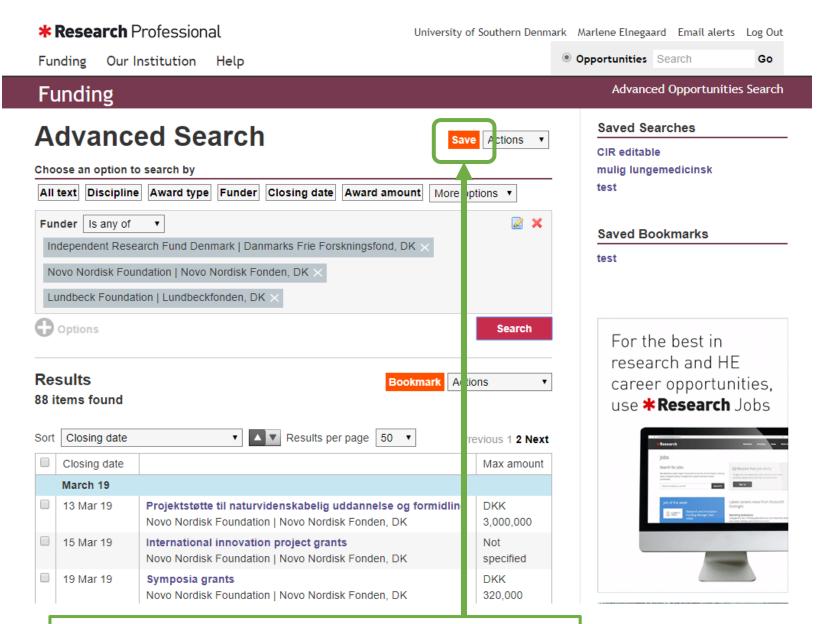
On the following slides, setting up a saved search with specific funders is demonstrated.





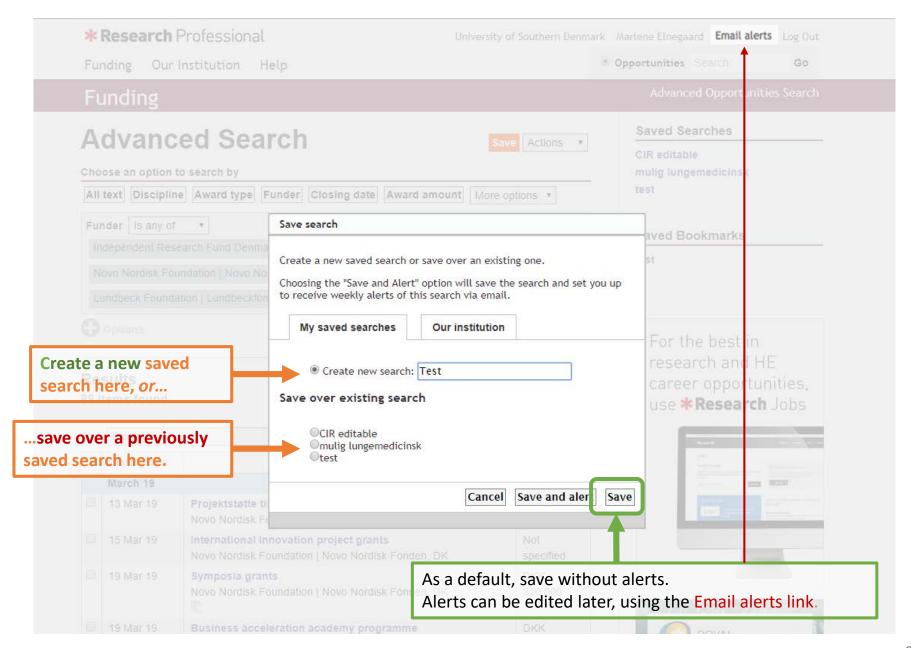


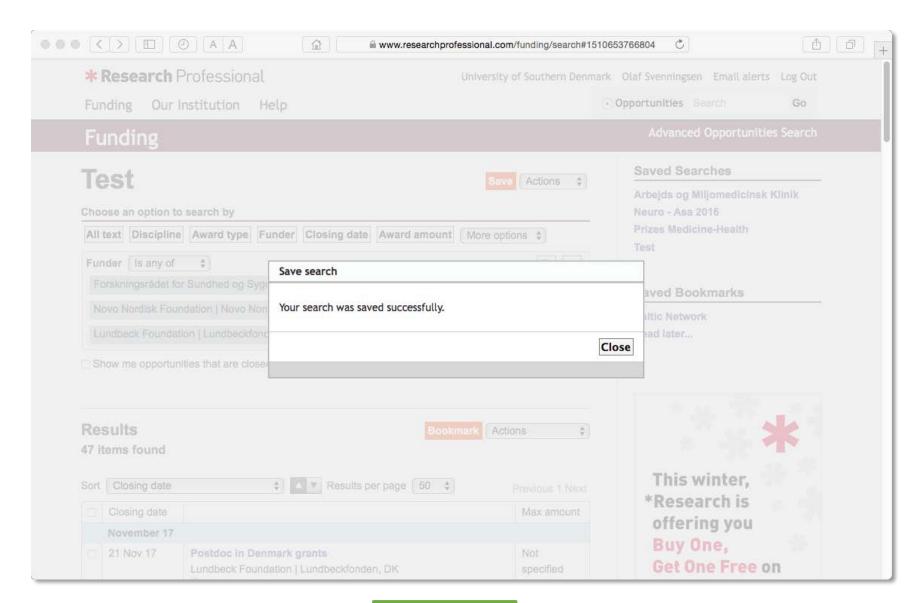




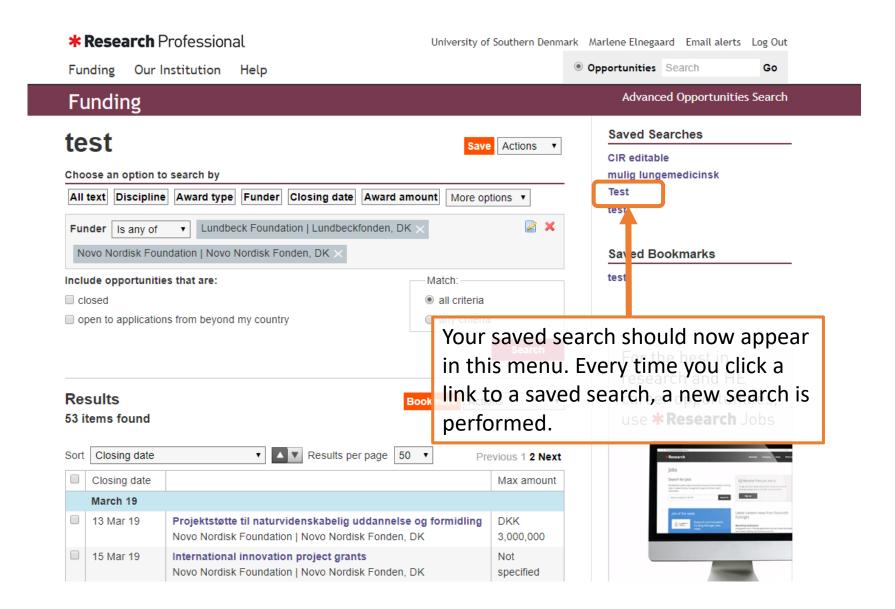
This is the results window.

To save this search, click the orange "Save" button...

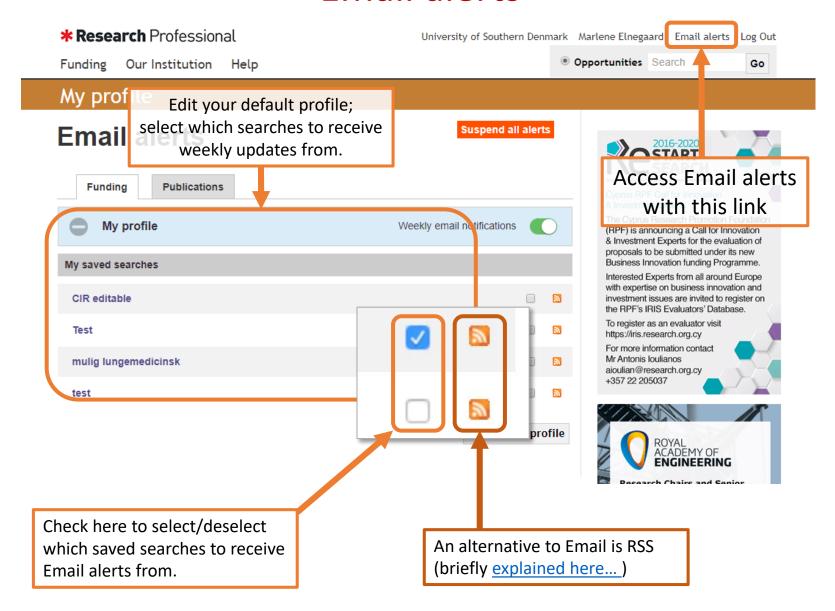




Click "Close"

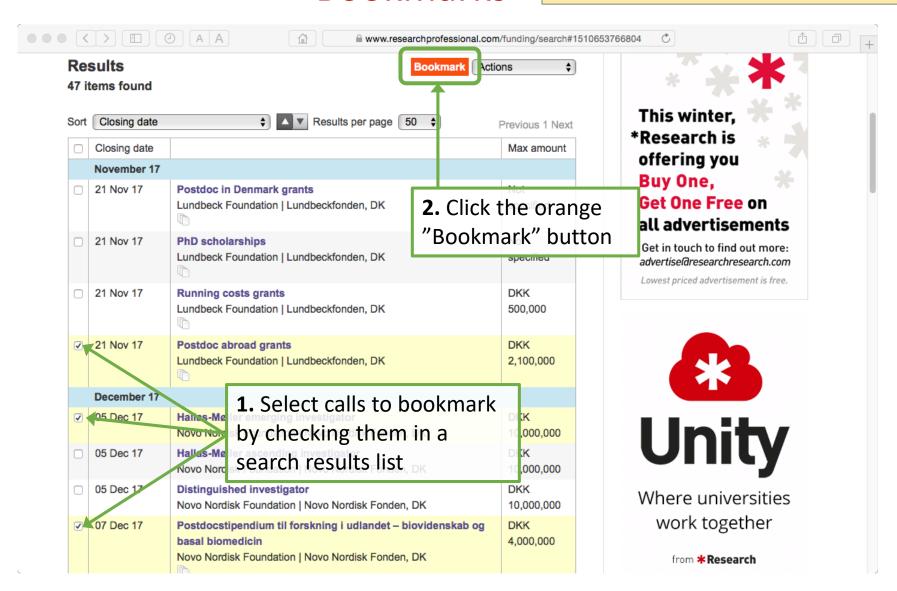


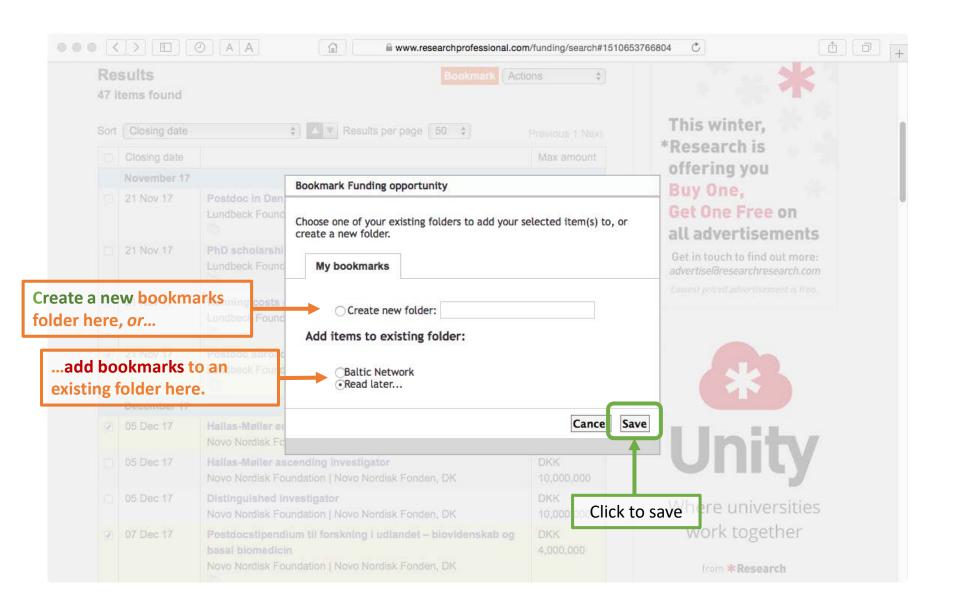
## **Email alerts**

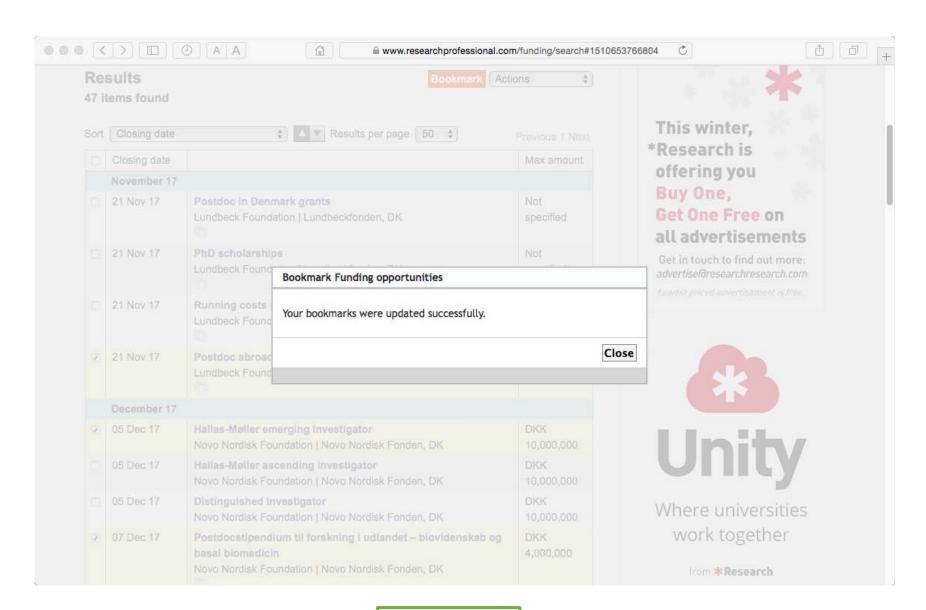


## **Bookmarks**

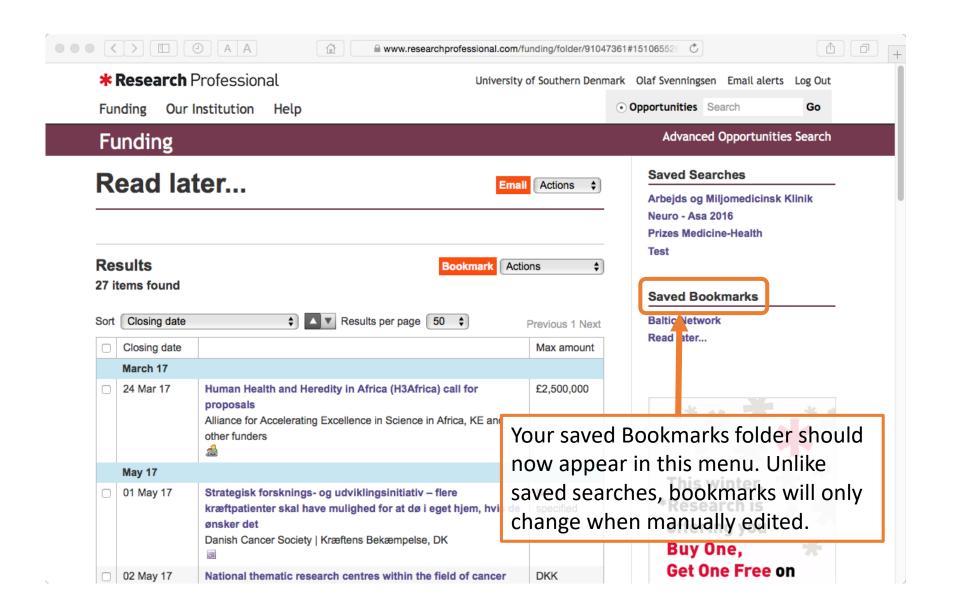
Use "Bookmarks" to permanently save relevant calls in a static list, i.e. that can only be manually changed.







Click "Close"



### Expert tip #1

A number of saved searches are available in the "Our Institution" section (yellow bar).

Look under the faculties and departments in the "Our Hierarchy" to browse saved searches.

This often yields results quicker than designing your own searches, because you can "steal" and modify any search you find (next slide)



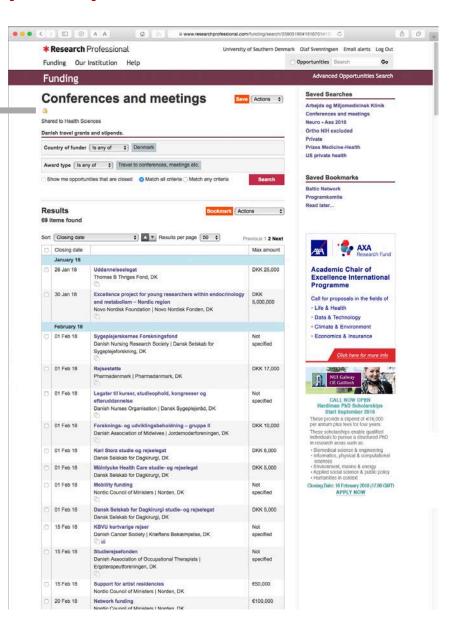
### Expert tip #2



The small padlock icon indicates that the saved search can only be changed by an administrator.

However, you can save a padlocked search, just like any other search. This will create an *editable* copy (without the padlock symbol) of the search in your own, individual "Saved searches" menu.

Using this trick, you can quickly build your own library of custom saved searches.



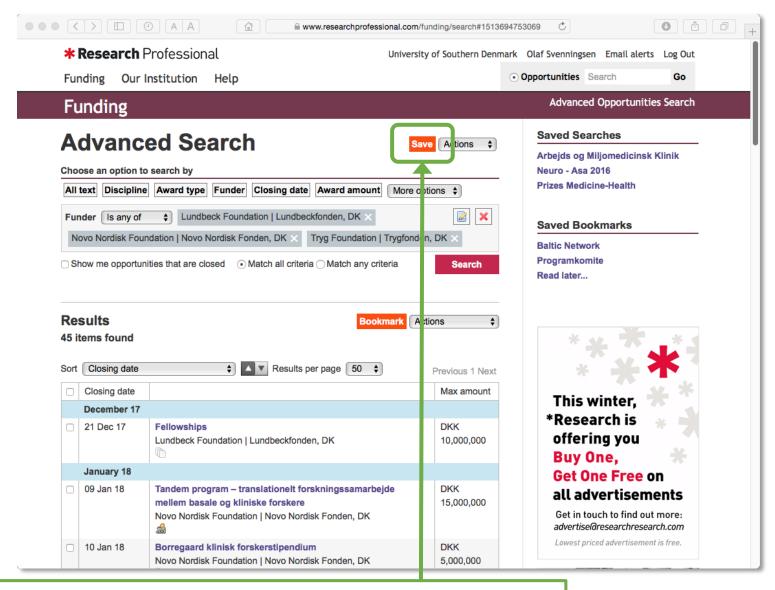
Good luck!

The following slides are intended for account administrators.

The purpose is to demonstrate how to:

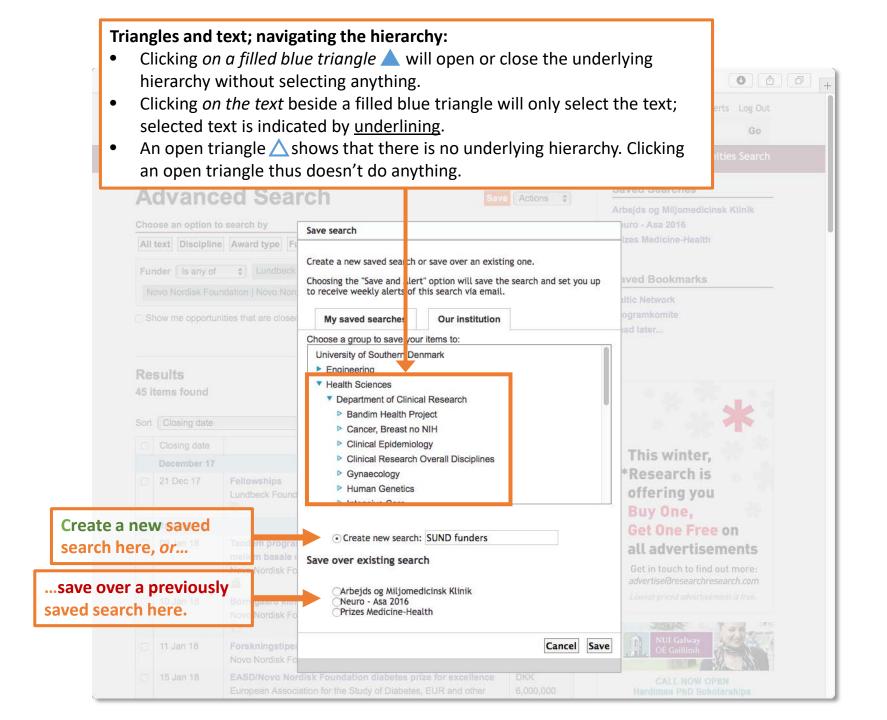
- set up saved searches that can be accessed by all users,
- ensure that they are placed at the desired position, and
- manage the institutional hierarchy.

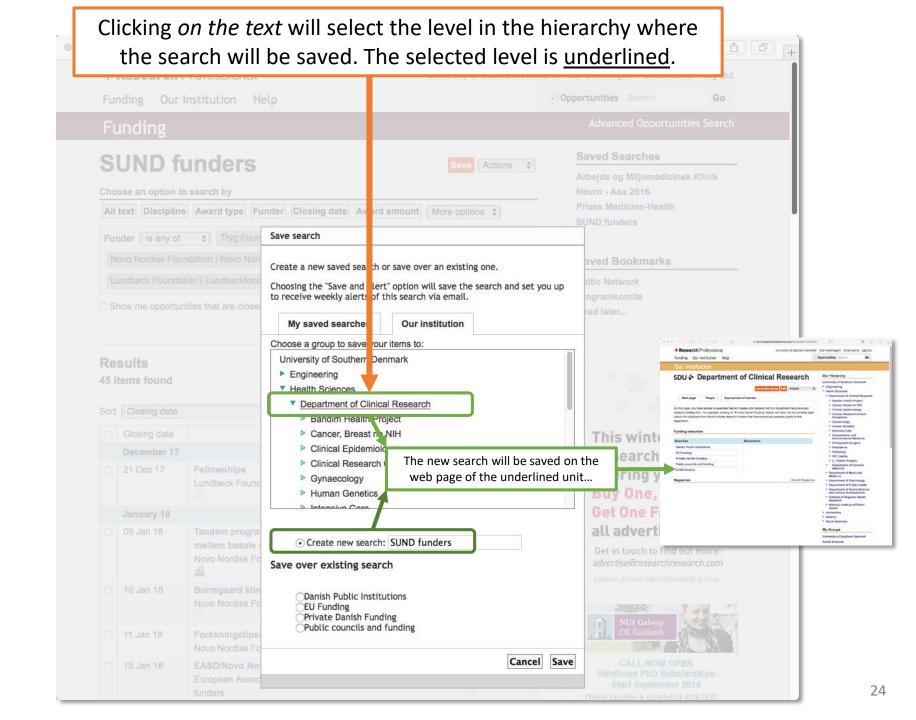
### Saving a search into the existing hierarchy:

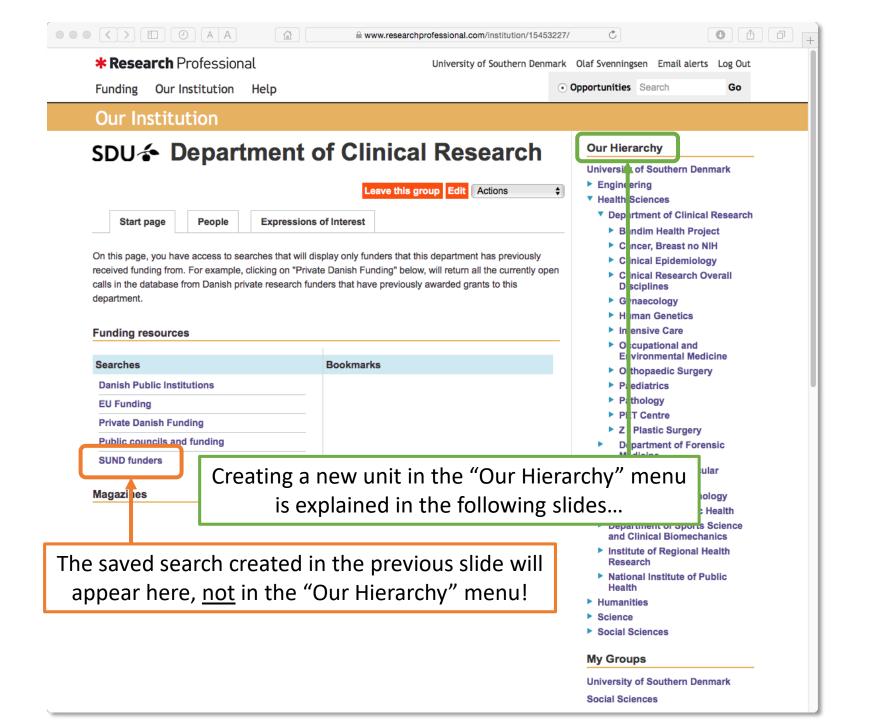


Make a search using any relevant criteria (see slides 4–8). On the Results page, click the orange "Save" button.

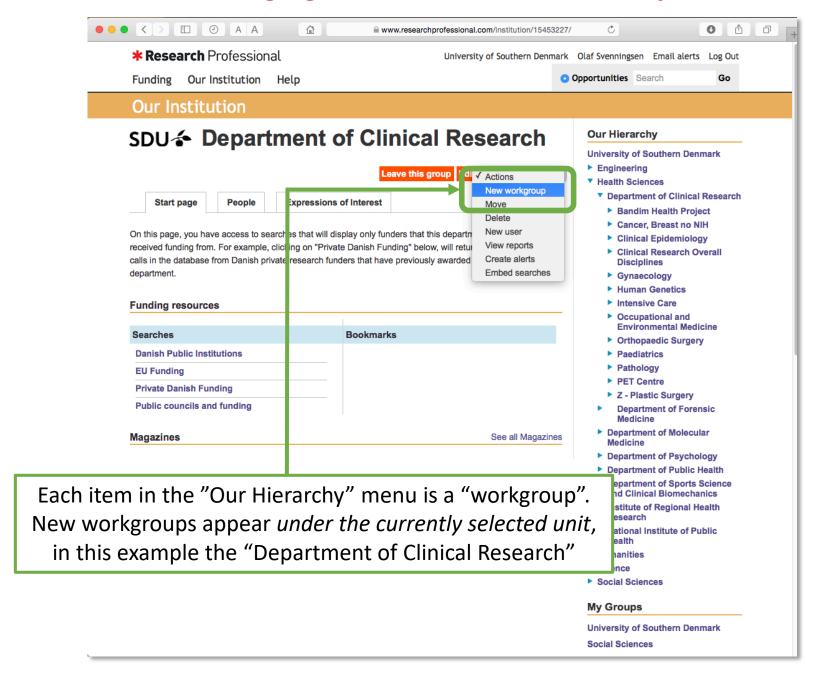
Account administrators have access to an extra tab – "Our institution" – in the "Save search" window. Select this tab, to access the institution hierarchy. \* Research Professional Advanced Search Save search All text Discipline Award type Fi Create a new saved search or save over an existing one. Choosing the "Save and Alert" option well save the search and set you up to receive weekly alerts of this search a email. My saved searches Our institution Choose a group to save your items to: University of Southern Denmark Health Sciences numanines Science Social Sciences This winter. Research is Create new search: Fe owships offering you Lui dbeck Foun Save over existing search Buy One, Get One Free on dicinsk Klinik Click once on the blue triangle before all advertisements "Health Sciences" to open the Cancel Save underlying hierarchy...

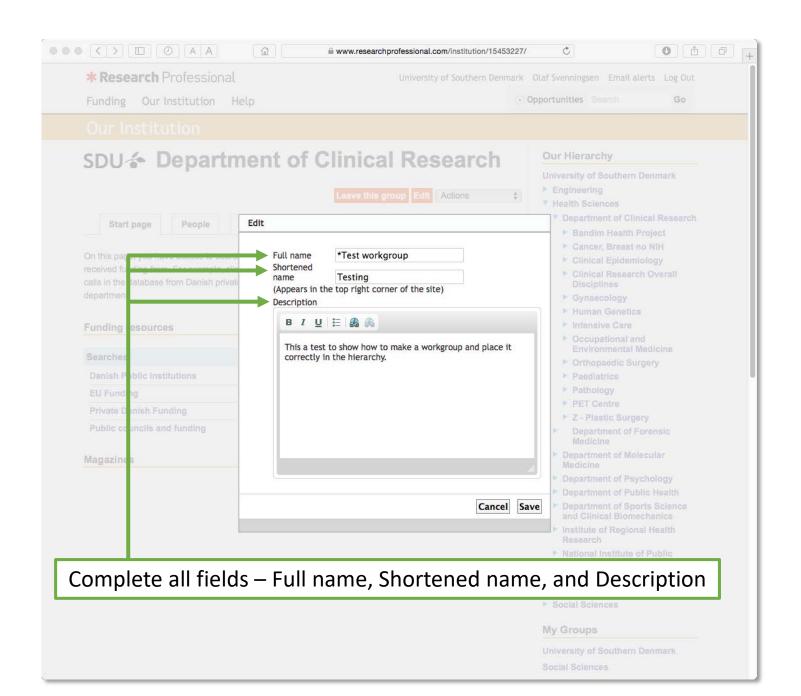


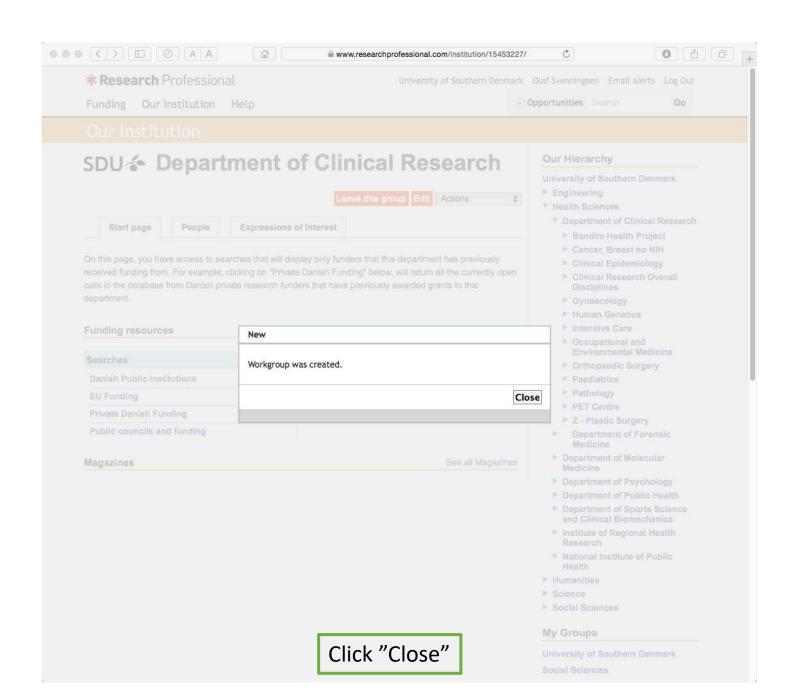


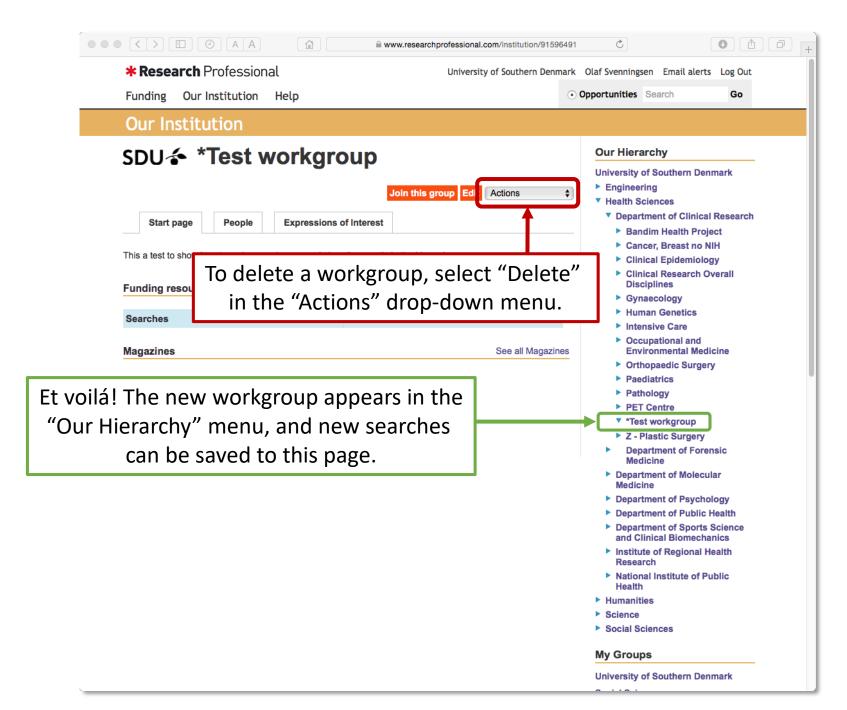


### Managing the institutional hierarchy:









That's it! Happy searching...!