

# ResearchNow Projects

This QRG provides guidance on how to create a project from an award in ResearchNow.

## How to create a Project from an Award

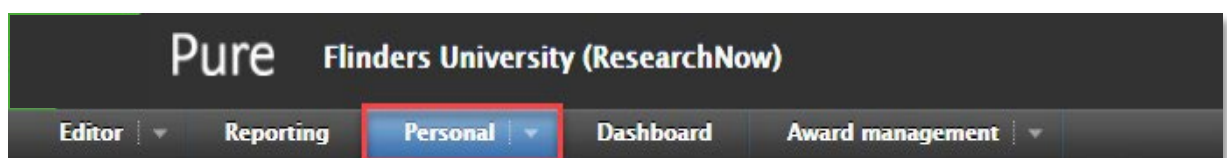
1

Login to **ResearchNow** from Okta Dashboard.



2

Navigate to **Personal** tab.



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Select **Awards** under **Personal** section.

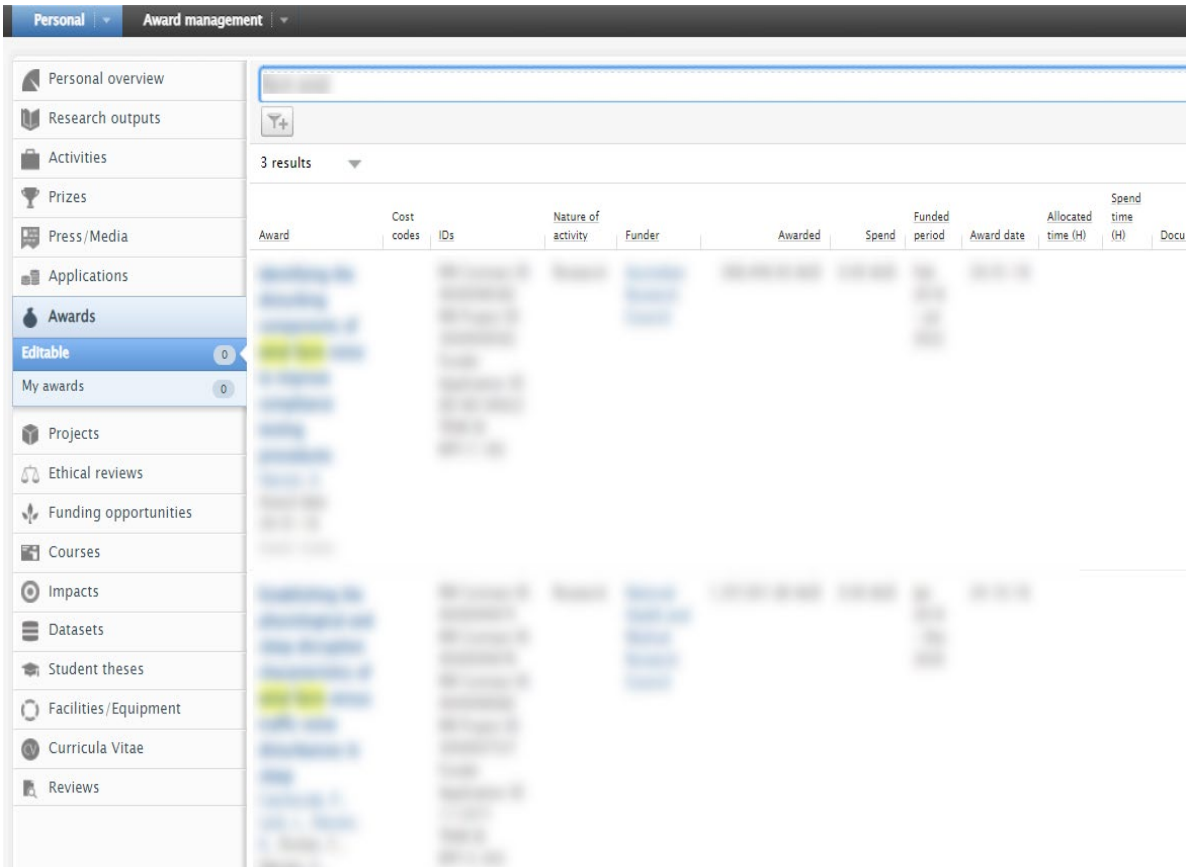
 **Awards**

[Editable](#)

[My awards](#)

4

Open the award record from which a project needs to be created.



Award	Cost codes	IDs	Nature of activity	Funder	Awarded	Spend	Funded period	Award date	Allocated time (H)	Spend time (H)	Docu
[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	[blurred]
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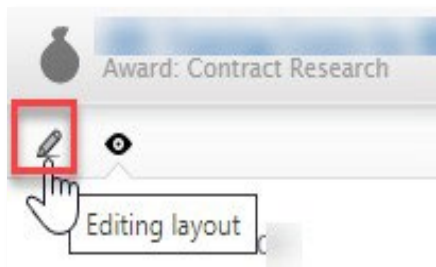
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From within the Award record, select **Editing Layout** icon in the top left-hand side of the window.



6

Scroll down to **Related Project** section and select **Save and Create project**.

### Related project

#### Related project

Create project based on this award.

Save and create project...

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A pop-up window will appear with all fields from your award selected. Untick any field you wish not to bring through, then select **Create**.

Create project

Create a new project based on this award. Note: You have to save the new project before making changes to the existing award.

Award: Contract Research

Project type  
Project: Research

Copy these fields to the new project:

- Nature of activity type ●
- Title
- Descriptions
- IDs
- Related award holders
- Managing organisational unit
- Actual start/end date
- Organisations
- Keyword groups ●
- Application relations ●

**Warning: Keyword groups cannot be copied**

The following keyword groups are present on this Award but are not supported on Projects:

- Type of Activity
- Socio-Economic Objectives

All other keyword groups will still be copied. You can add this keyword manually or ask your local Pure administrator to change the keyword groups configuration.

Once you click **Create**, the new project will be created and you will be able to add and change fields.

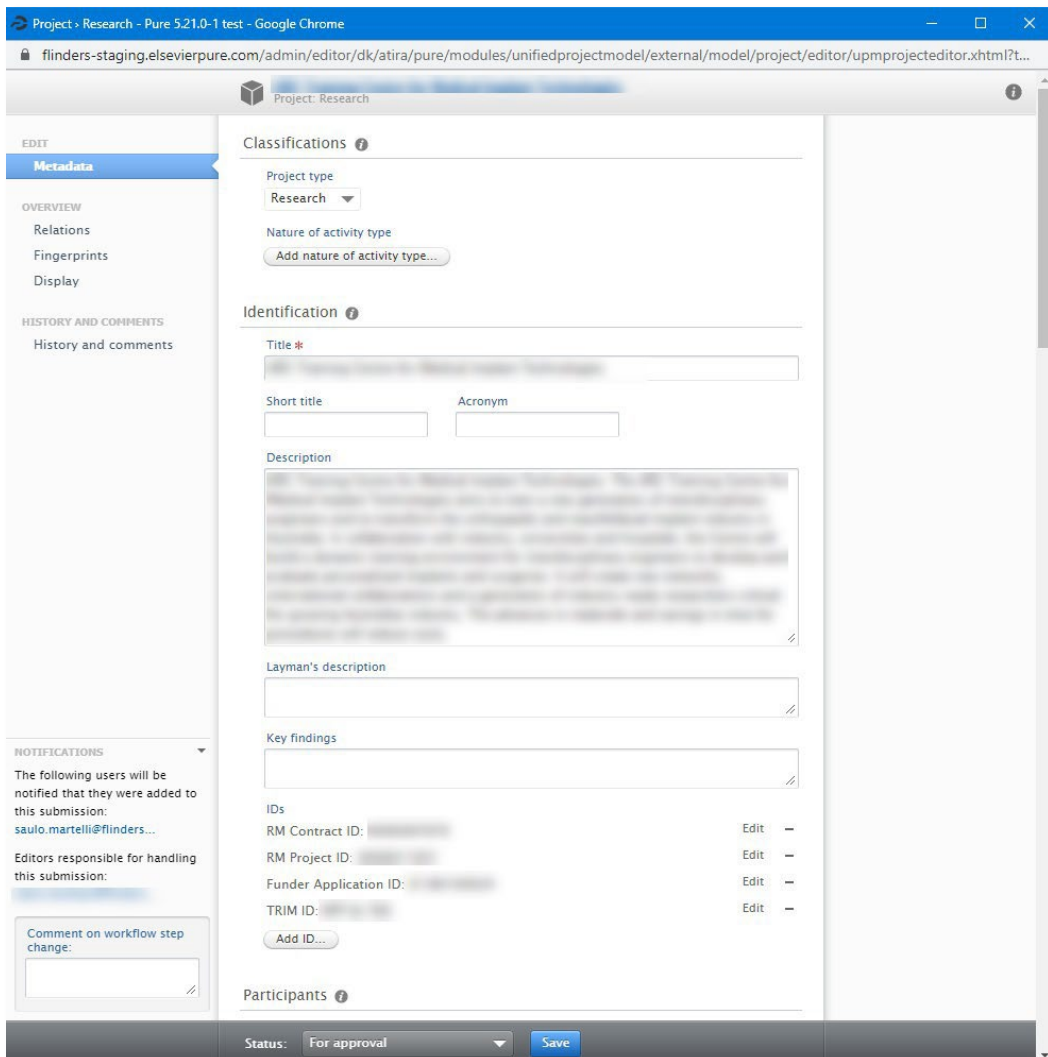
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**8** A new pop-up window will appear with your newly created project.

**Note: Ensure that no contract attachments or any sensitive information is brought into a project when creating a project from an Award, because if approved, they will appear on the public portal.**



The screenshot shows the 'Project: Research' editor interface. The left sidebar contains navigation options: EDIT (Metadata, OVERVIEW (Relations, Fingerprints, Display), HISTORY AND COMMENTS (History and comments), NOTIFICATIONS). The main content area is divided into sections:
 

- Classifications:** Project type (Research), Nature of activity type (Add nature of activity type...).
- Identification:** Title \*, Short title, Acronym, Description, Layman's description, Key findings.
- IDs:** RM Contract ID, RM Project ID, Funder Application ID, TRIM ID (each with an Edit button).
- Participants:** (Section header with a help icon).

 At the bottom, there is a 'Status: For approval' dropdown and a 'Save' button. A notification box at the bottom left allows for commenting on workflow step changes.

Last Updated : Tuesday, 21 November 2023

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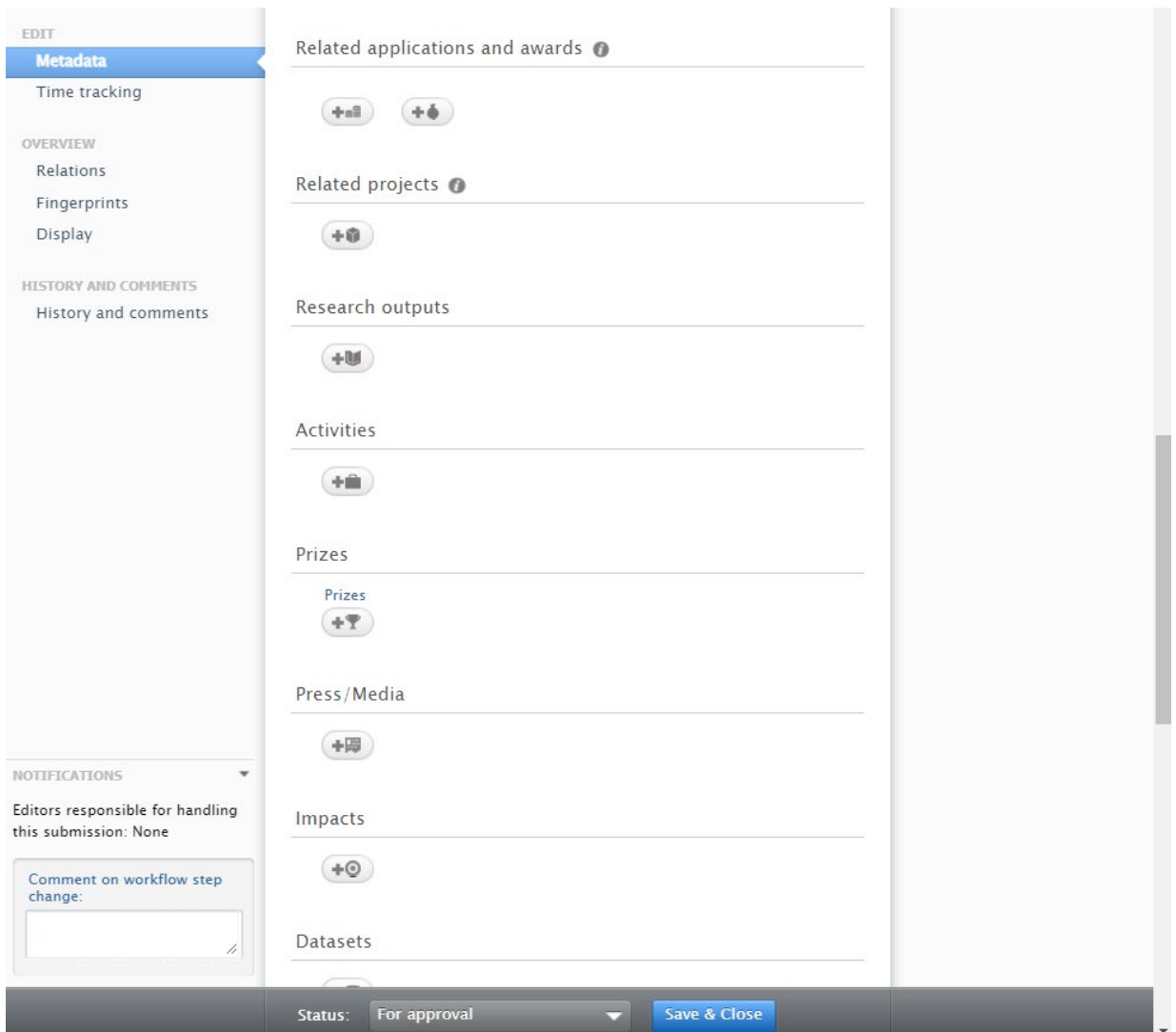
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Add or modify the fields as relevant to your project requirements. Ensure to enter the **Discipline Assignment**.

10

Add any linked content e.g; applications, awards, research outputs, activities by selecting **Add** icon under each fields.



The screenshot shows the 'EDIT' interface for a project. On the left is a navigation sidebar with sections: EDIT (Metadata, Time tracking), OVERVIEW (Relations, Fingerprints, Display), HISTORY AND COMMENTS (History and comments), and NOTIFICATIONS (Editors responsible for handling this submission: None, Comment on workflow step change: [text area]). The main content area lists several fields, each with a '+Add' icon: Related applications and awards (with two icons), Related projects (with one icon), Research outputs (with one icon), Activities (with one icon), Prizes (with one icon), Press/Media (with one icon), Impacts (with one icon), and Datasets (with one icon). At the bottom, there is a 'Status' dropdown menu set to 'For approval' and a 'Save & Close' button.

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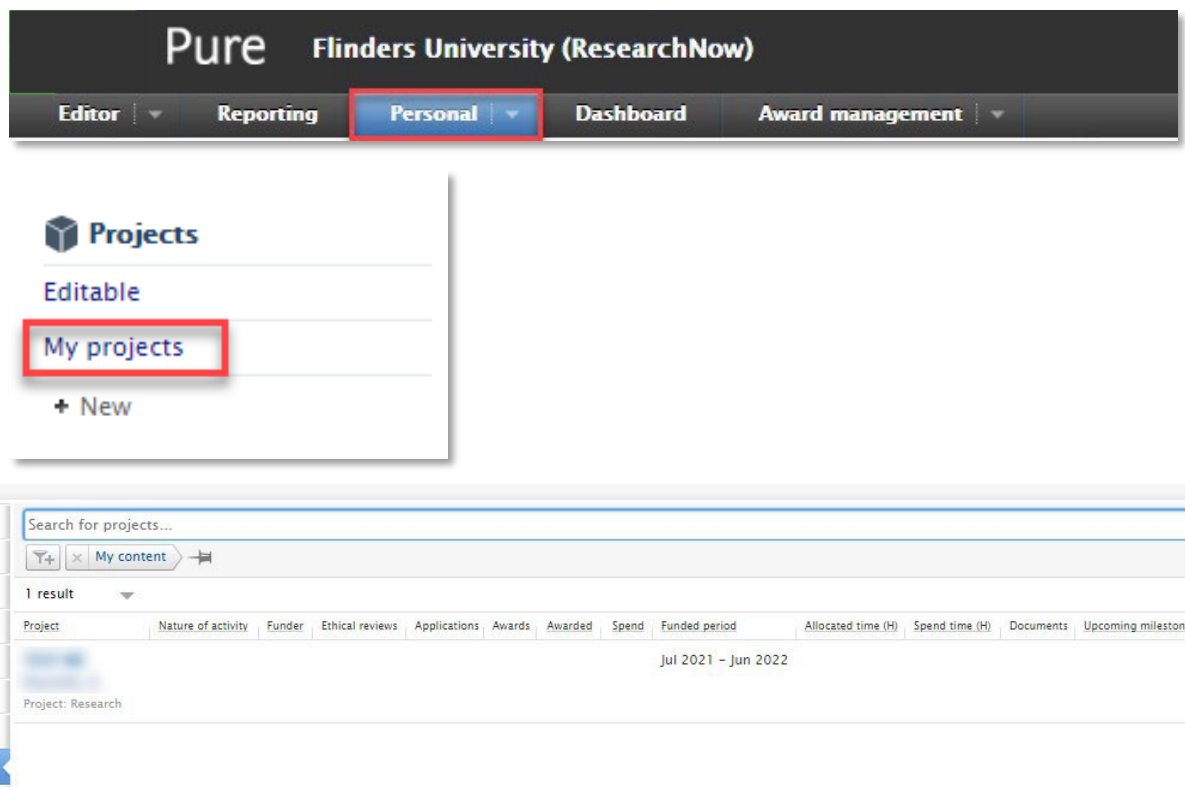
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11 When all details are completed, set the status as **For Approval**, and select **Save**.



12 Your project will then appear under your **Personal** tab > **My Projects**.



The project will require approval by the Deans (Research) and only then it will appear in ResearchNow public portal.