ResearchNow Projects

This QRG provides guidance on how to manually create a project in ResearchNow.

How to manually create a project in ResearchNow
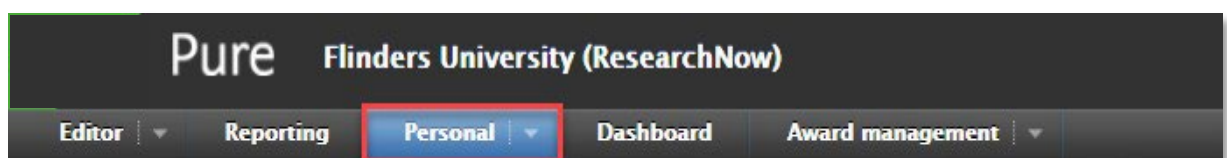
1 Login to **ResearchNow** from Okta Dashboard.

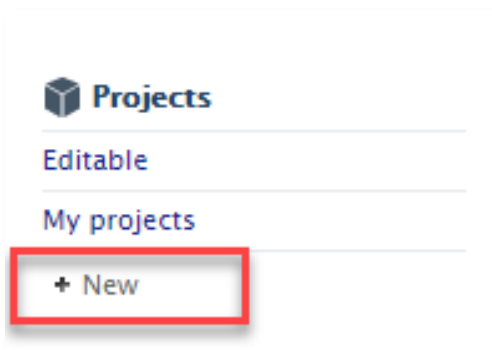**2** Navigate to **Personal** tab.
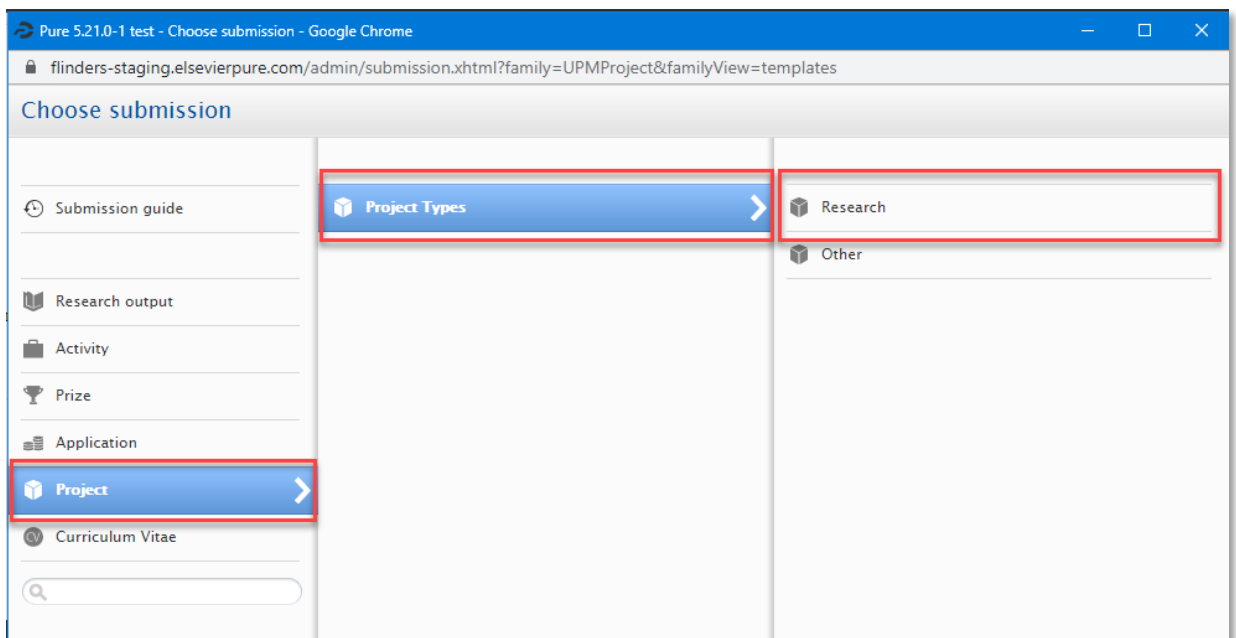
ResearchNow Projects

This QRG provides guidance on how to manually create a project in ResearchNow.

How to manually create a project in ResearchNow

3 Select **New** under **Projects** section.

4 A pop-up window will appear.
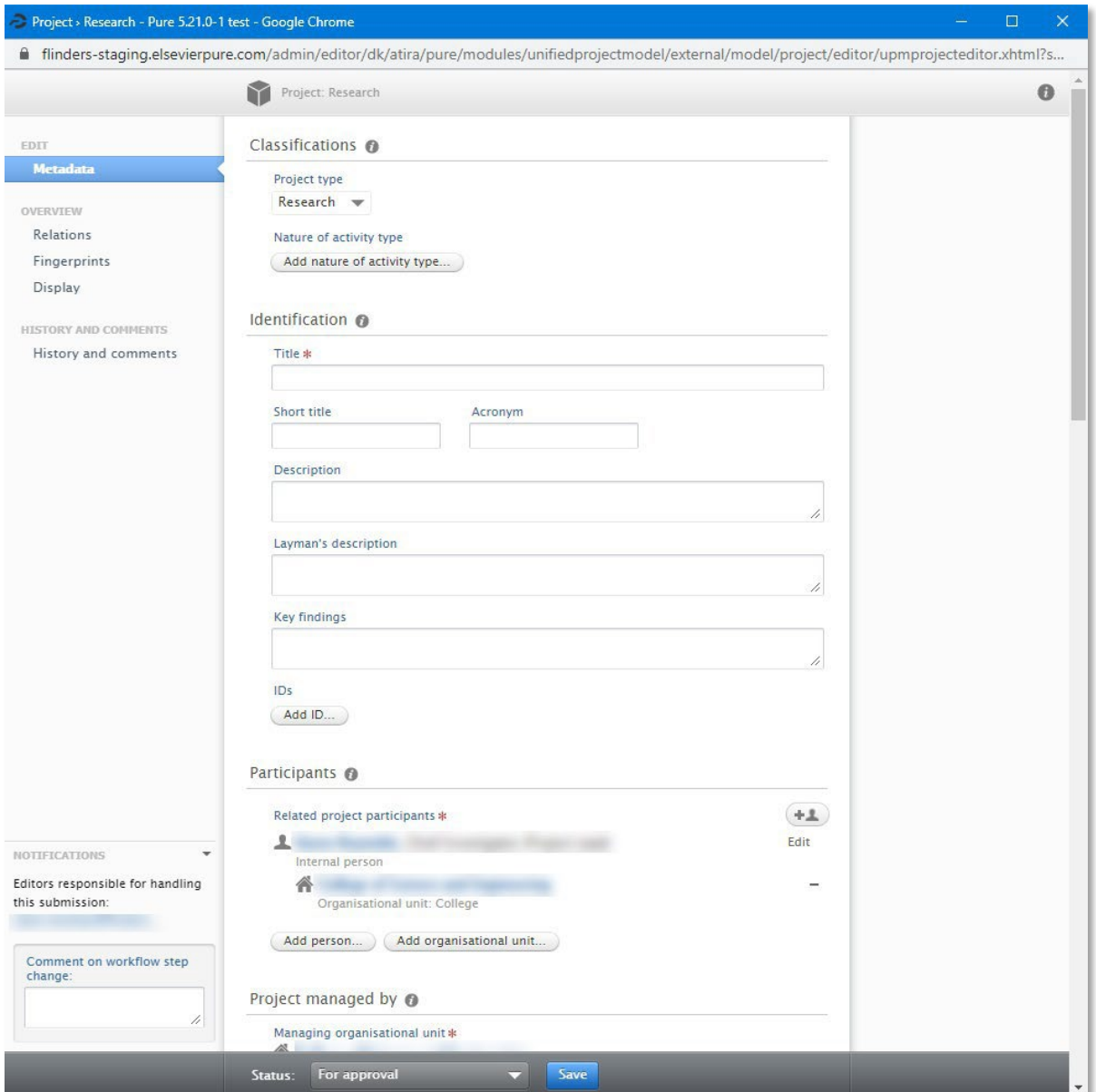Select **Project > Project Type > Research**

ResearchNow Projects

This QRG provides guidance on how to manually create a project in ResearchNow.

How to manually create a project in ResearchNow

5 Complete the sections as relevant to your project requirements

Note: You may select **Entry in progress** status from the bar at the bottom of the screen if you require saving prior to submitting for approval.
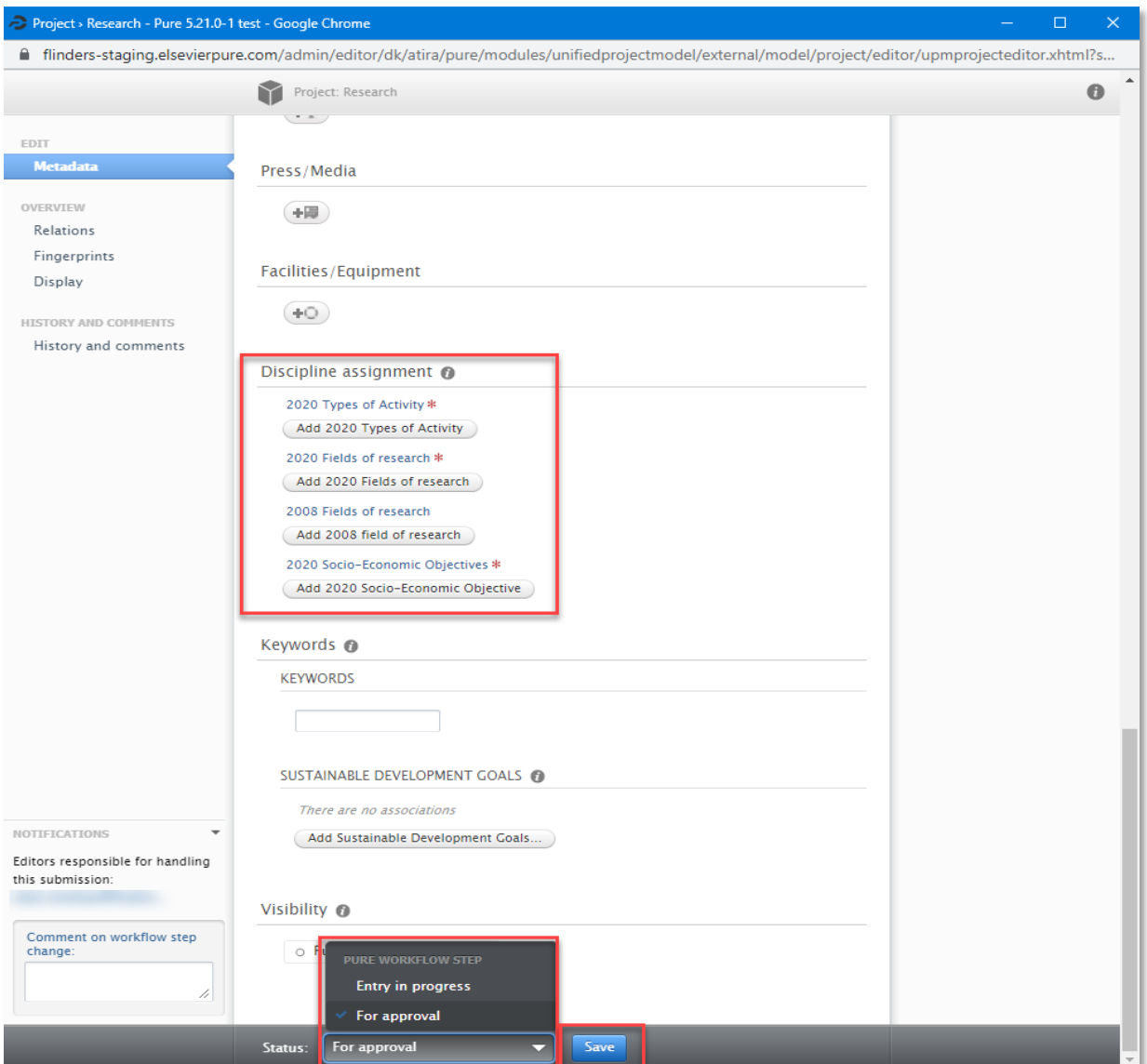
ResearchNow Projects

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

How to manually create a project in ResearchNow

6 Ensure you have recorded the **Discipline assignment** section which holds the 2020 Types of Activity, Fields of Research and Socio- Economic Objectives.
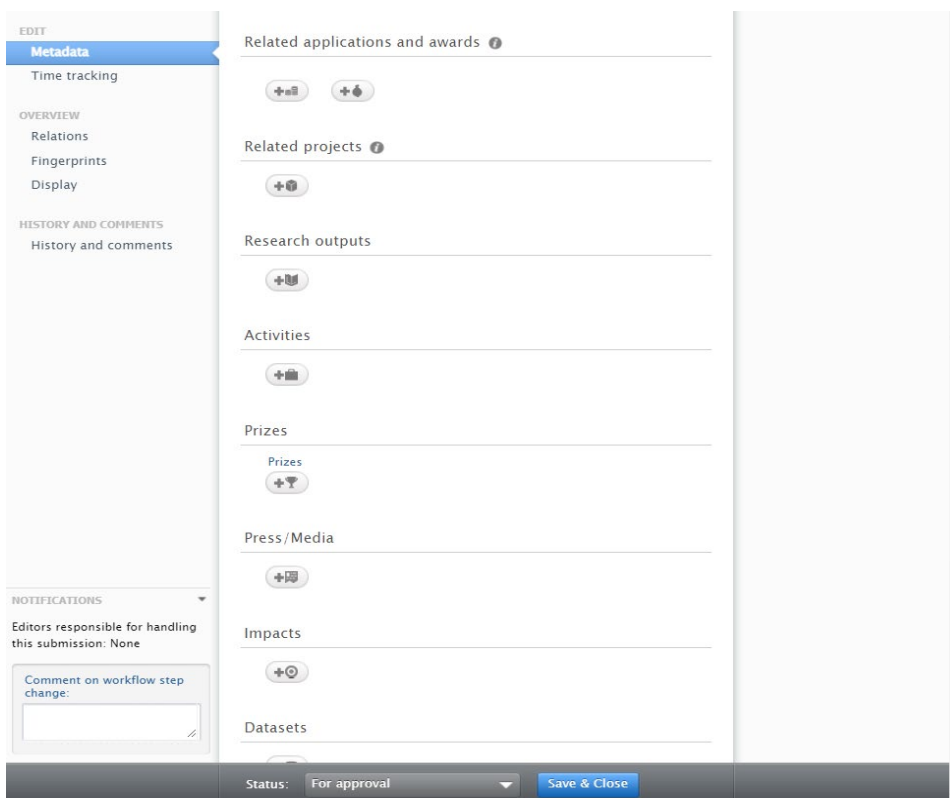
ResearchNow Projects

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

How to manually create a project in ResearchNow

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

> **Note: Ensure that no contract attachments or any sensitive information is added in a project record, because if approved, they will appear on the public portal.**
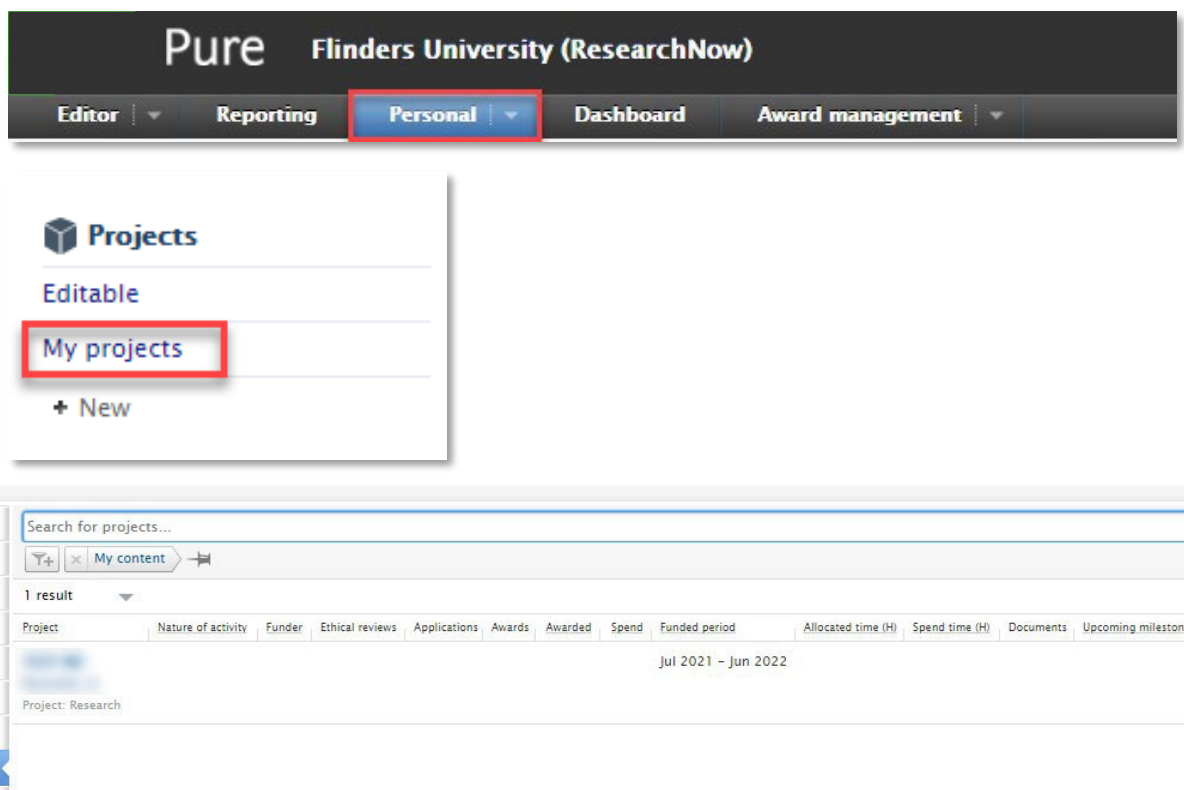
8 When all details are completed, set the status as **For Approval**, and select **Save**.

Last Updated : Tuesday, 21 November 2023

ResearchNow Projects

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

How to manually create a project in ResearchNow

9 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.