

As a researcher, you can create a Project in ResearchNow which, when approved will appear on the public portal to promote your research activity.

The concept of a project has at least three meanings when used in ResearchNow.

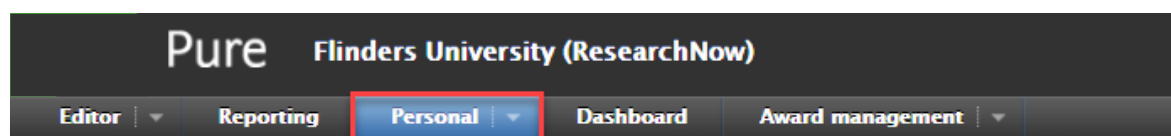
1. The actual research project itself. This is the focus of the researcher's attention, and can involve many research activities over many years, involving multiple collaborators and partners, may grants, and a variety of funders.
2. A financial project supporting a *specific* activity, agreement, or contract. This is a financial account (or set of accounts) in the Technology One finance system, used to manage research income and expenditure related to a *specific* award.
3. A ResearchNow project, which is simply a container or 'bundle' in ResearchNow that holds other related information in ResearchNow, usually pertaining to a research project. This can contain multiple applications and awards, but also research outputs, presentations, etc. It's a useful way to publish current research activity on the researcher's profile in the ResearchNow Portal (if approved by the College Dean of Research).

1. Creating a project from ResearchNow

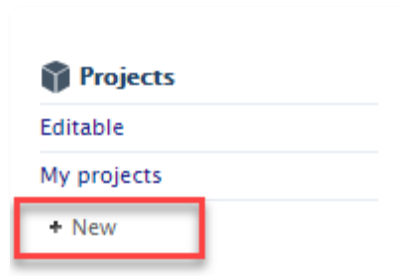
1. Login to **ResearchNow** from okta.



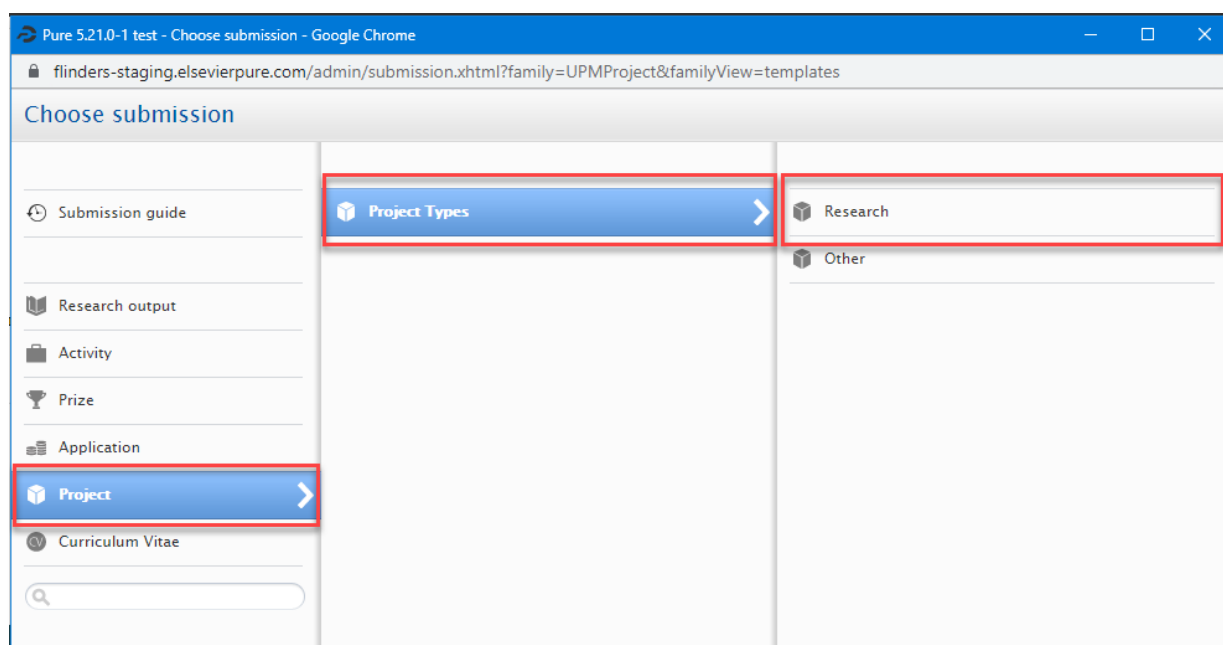
2. Navigate to **Personal** tab.



1.3. Select **New** under the **Projects** section.



1.4. A pop up window will appear, select **Project**, **Project Type**, **Research**.



1.5. Complete the sections as relevant to your project requirements.

The screenshot displays the 'Project: Research' editor in a web browser. The interface is divided into several sections:

- Left Sidebar:** Contains navigation options under 'EDIT' (Metadata), 'OVERVIEW' (Relations, Fingerprints, Display), 'HISTORY AND COMMENTS' (History and comments), and 'NOTIFICATIONS' (Editors responsible for handling this submission).
- Classifications:** Includes a 'Project type' dropdown set to 'Research' and a 'Nature of activity type' field with an 'Add nature of activity type...' button.
- Identification:** Features a 'Title *' text box, 'Short title' and 'Acronym' text boxes, and 'Description', 'Layman's description', and 'Key findings' text areas.
- IDs:** Includes an 'Add ID...' button.
- Participants:** Shows 'Related project participants *' with a '+1' icon. One participant is listed as an 'Internal person' with an 'Organisational unit: College' and an 'Edit' button. There are also 'Add person...' and 'Add organisational unit...' buttons.
- Project managed by:** Includes a 'Managing organisational unit *' field.
- Bottom Bar:** Shows a 'Status:' dropdown menu set to 'For approval' and a 'Save' button.

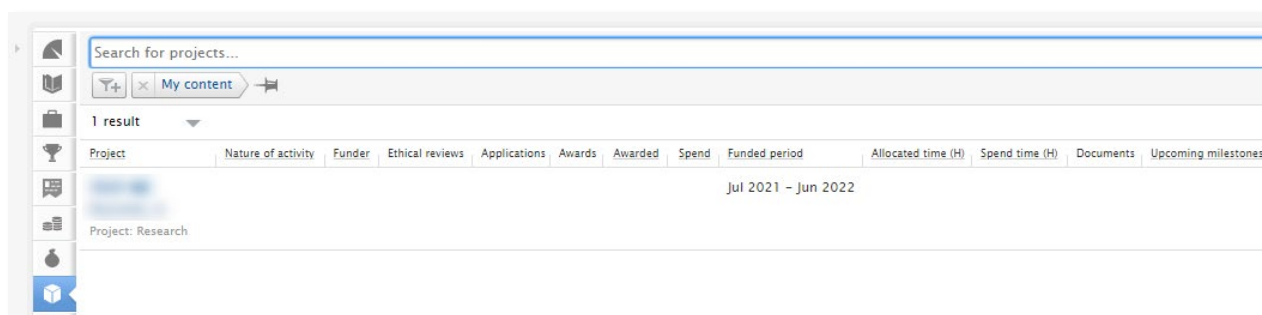
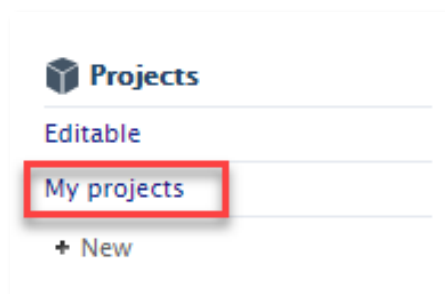
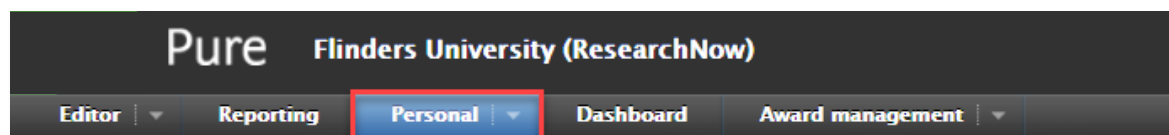
NOTE: You may select from the bar at the bottom of the screen **Entry in progress** if you require saving prior to submitting for approval. See image next page.

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

The screenshot displays the ResearchNow interface for editing a project. The left sidebar shows navigation options: EDIT (Metadata, Overview, Relations, Fingerprints, Display), HISTORY AND COMMENTS (History and comments), and NOTIFICATIONS. The main content area is divided into sections: Press/Media, Facilities/Equipment, Discipline assignment (highlighted with a red box), Keywords, Sustainable Development Goals, and Visibility. The Discipline assignment section includes buttons for adding 2020 Types of Activity, 2020 Fields of research, 2008 Fields of research, and 2020 Socio-Economic Objectives. The Status dropdown is set to 'For approval' and the Save button is highlighted in red.

- 1.7. When all details are completed, set the status as **For Approval**, and click **Save**.

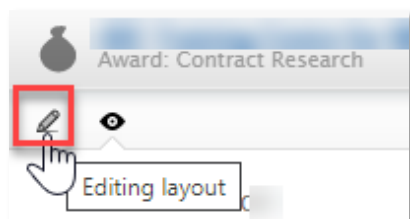
1.8. Your project will then appear under your *Personal* tab and *My Projects*.



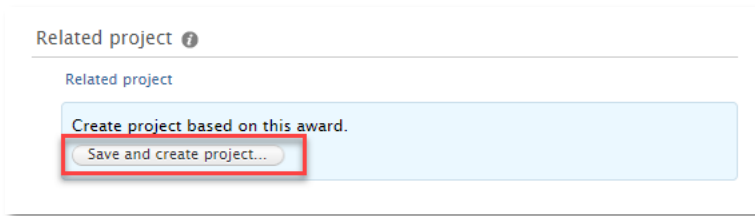
2. Creating a project directly from an Award.

Note this guide assumes knowledge of accessing ResearchNow Awards.

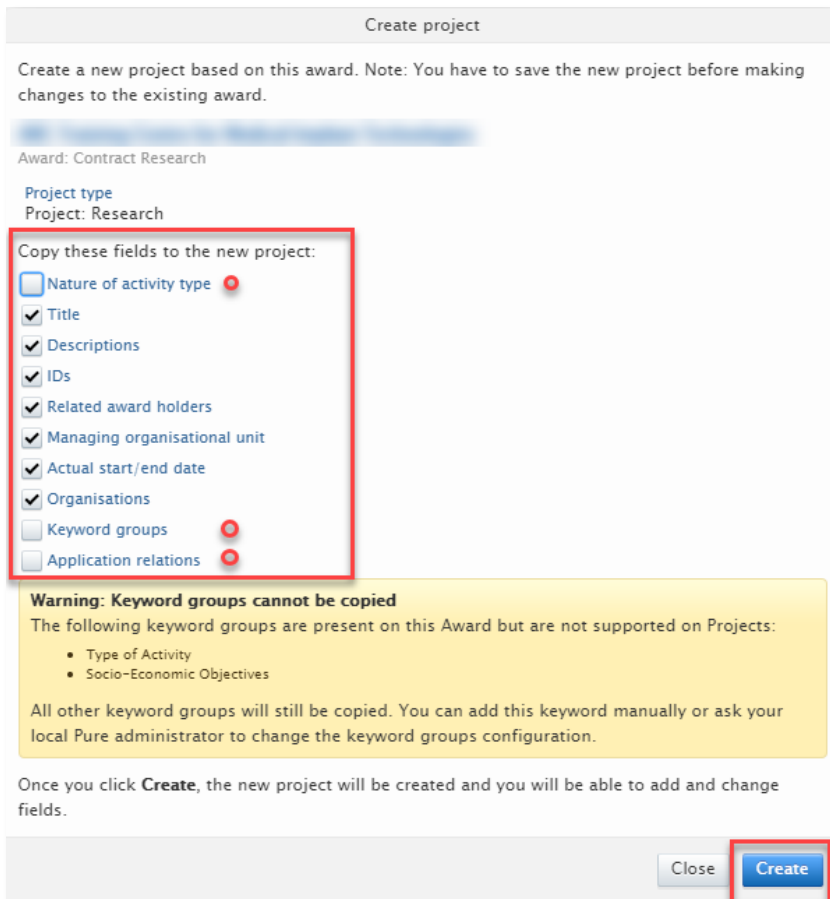
2.1 From within your *Award* in ResearchNow, click on the *Editing Layout* icon in the top left hand side of the screen.



2.2. Scroll down to the **Related Project** section and select **Save and create project**.



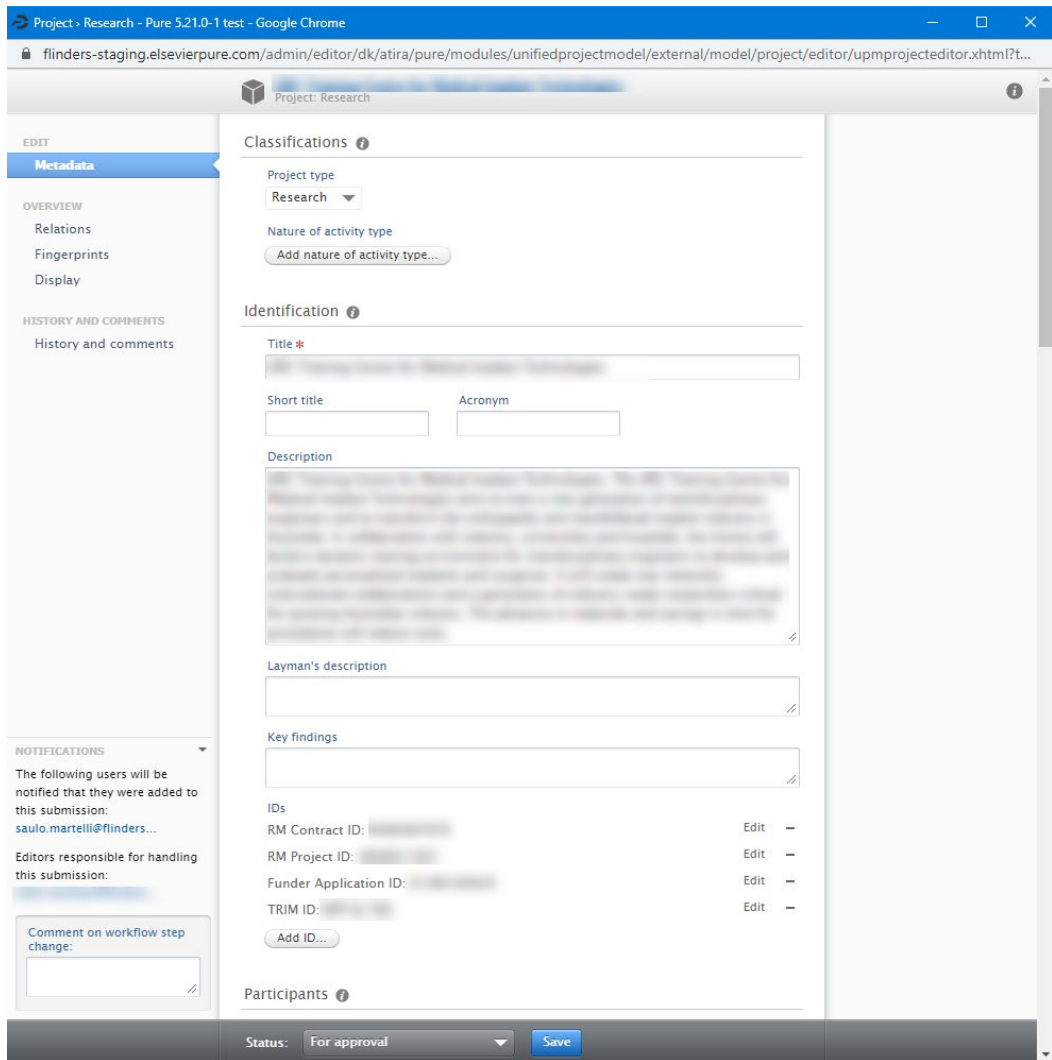
2.3. A pop up window will appear with all fields from your award selected. Click on any section you wish *not* to bring through. Select **Create**.



Note: The Nature of activity type, Keyword groups and Application relations should be unticked in order for your project to be created.

- 2.4. A new pop up window will appear with your newly created project. Ensure you complete any additional requirements such as the Discipline Assignment. Follow from step 1.5 onwards.

Note: Please ensure no contract attachments or any sensitive information is brought into a project if creating a project from an Award as if approved, they will appear on the public portal.



The screenshot displays the 'Project: Research' editor in a web browser. The interface is divided into several sections:

- Left Sidebar (EDIT):** Includes 'Metadata' (selected), 'OVERVIEW' (Relations, Fingerprints, Display), 'HISTORY AND COMMENTS' (History and comments), and 'NOTIFICATIONS' (listing users notified and editors responsible).
- Classifications:** Features a 'Project type' dropdown menu set to 'Research' and a 'Nature of activity type' field with an 'Add nature of activity type...' button.
- Identification:** Contains a 'Title *' field, 'Short title' and 'Acronym' input boxes, a large 'Description' text area, a 'Layman's description' field, and a 'Key findings' field.
- IDs:** Lists 'RM Contract ID', 'RM Project ID', 'Funder Application ID', and 'TRIM ID', each with an 'Edit' link and a minus sign.
- Participants:** A section at the bottom for adding project participants.
- Bottom Bar:** Shows the 'Status' as 'For approval' and a 'Save' button.

This ends the process for a researcher – the newly created project then requires approval by the Dean of Research.