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.

**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.

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.

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