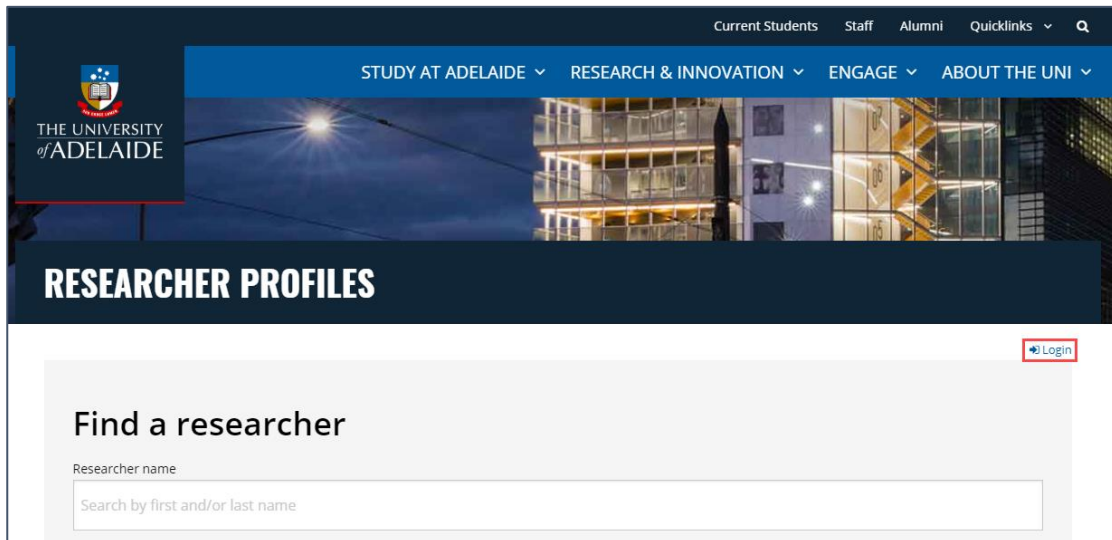

Quick Reference Guide to Editing Grants and Funding Information (Researcher Profile)

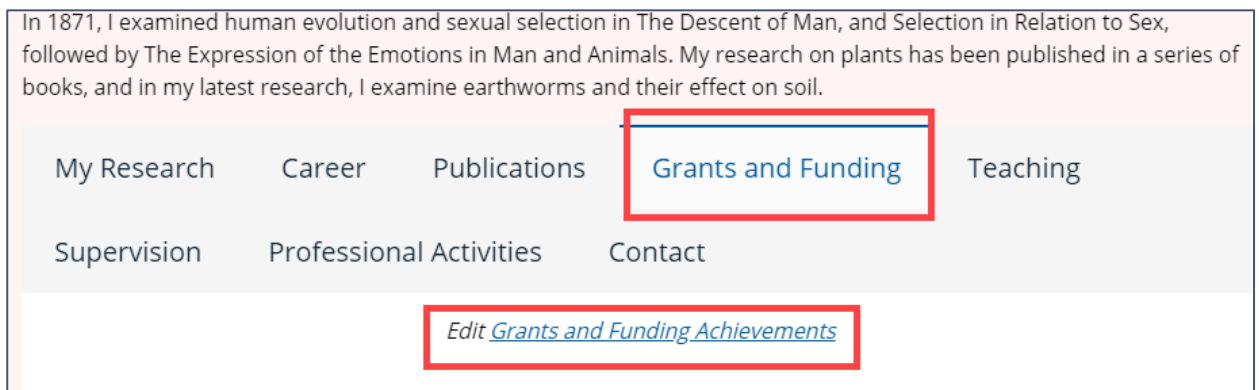
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Editing your Grants and Funding Information

1. To add and / or edit a description of your Grants and Funding, firstly login to your profile.

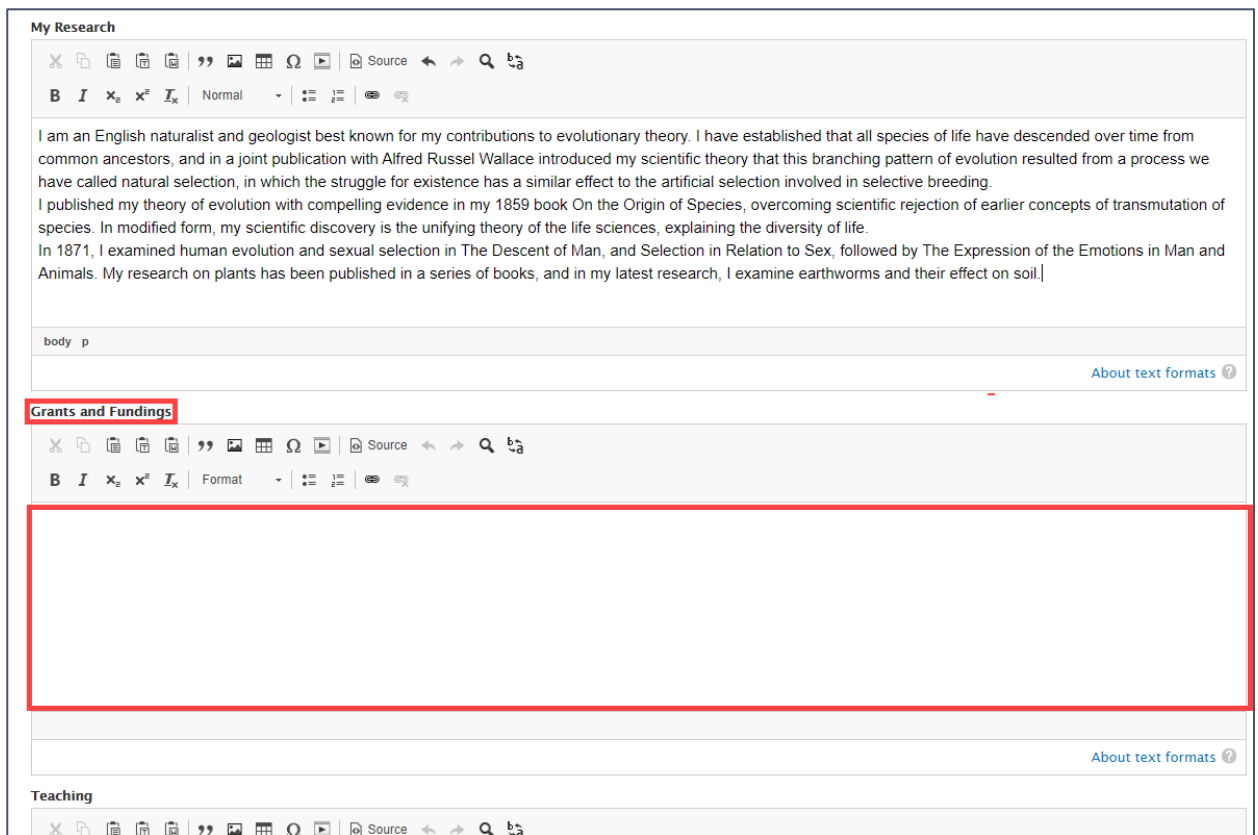


2. Select the **Grants and Funding** tab from the Home Page. Click on Grants and Funding Achievements link to edit.



- On the Edit Profile page, scroll down until you find the **Grants and Funding** text editor field. Enter a description of your grants and funding, or cut and paste from another source into the text editor.

Note: the Edit page can also be used to edit other fields of My Research, Teaching and Supervision.



My Research

X Copy Paste Undo Redo Bold Italic Text Color Background Color Normal | Source | Search

I am an English naturalist and geologist best known for my contributions to evolutionary theory. I have established that all species of life have descended over time from common ancestors, and in a joint publication with Alfred Russel Wallace introduced my scientific theory that this branching pattern of evolution resulted from a process we have called natural selection, in which the struggle for existence has a similar effect to the artificial selection involved in selective breeding. I published my theory of evolution with compelling evidence in my 1859 book On the Origin of Species, overcoming scientific rejection of earlier concepts of transmutation of species. In modified form, my scientific discovery is the unifying theory of the life sciences, explaining the diversity of life. In 1871, I examined human evolution and sexual selection in The Descent of Man, and Selection in Relation to Sex, followed by The Expression of the Emotions in Man and Animals. My research on plants has been published in a series of books, and in my latest research, I examine earthworms and their effect on soil.

body p [About text formats ?](#)

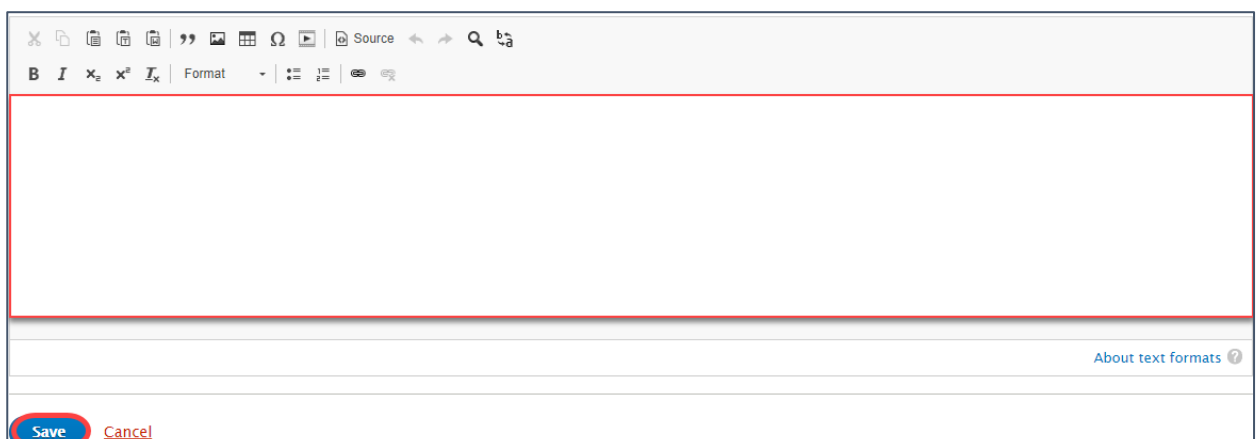
Grants and Fundings

X Copy Paste Undo Redo Bold Italic Text Color Background Color Format | Source | Search

Teaching

X Copy Paste Undo Redo Bold Italic Text Color Background Color Format | Source | Search

- Once you have completed your entry, scroll to the bottom of the page and select **Save**.



X Copy Paste Undo Redo Bold Italic Text Color Background Color Format | Source | Search

Save [Cancel](#)

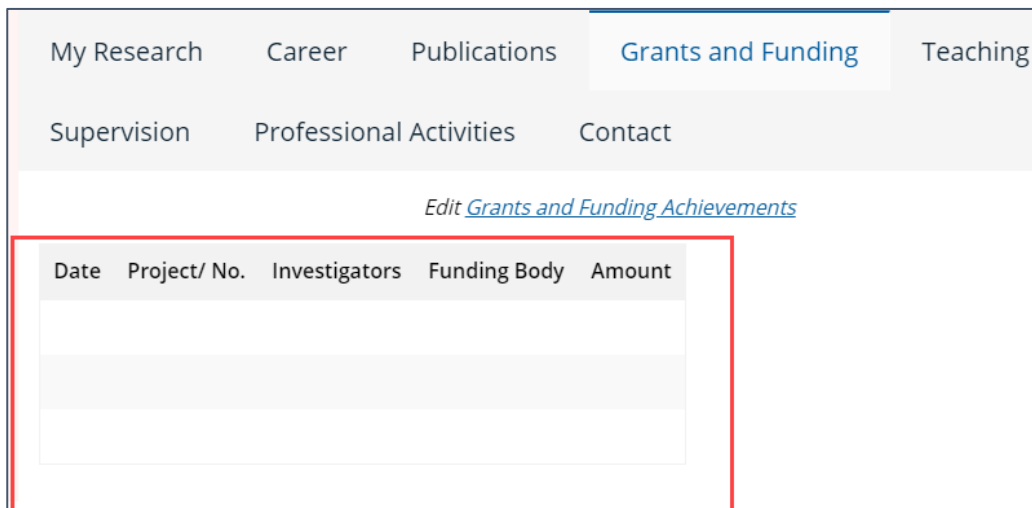
[About text formats ?](#)

Note: The **Cancel** option will close the Edit window without saving changes.

Adding a Formatted Table - Grants and Funding Information

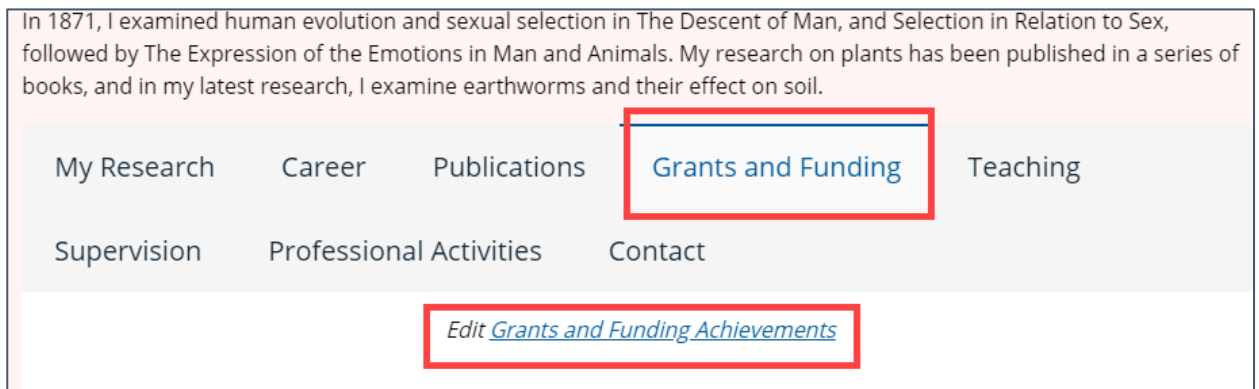
1. It is possible to easily apply formatting and tables within the edit window by using HTML code.

See below for an example of titles and tables that have been added and how they display.

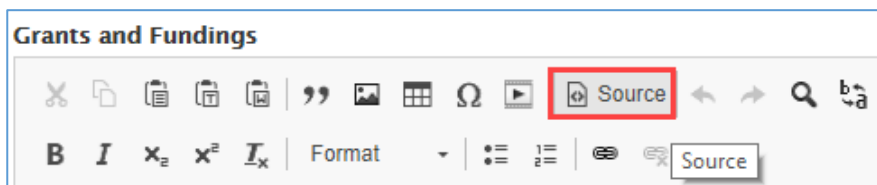


2. To do this, Select the **Grants and Funding** tab from the Home Page. Click on Grants and Funding link to edit.

- 3.



4. Within the **Grants and Funding** text editor field, select the **Source** button.



5. Now copy and paste the HTML code below, into the field.

```
<table class="c-table c-table--striped responsive-enabled">
<thead>
```

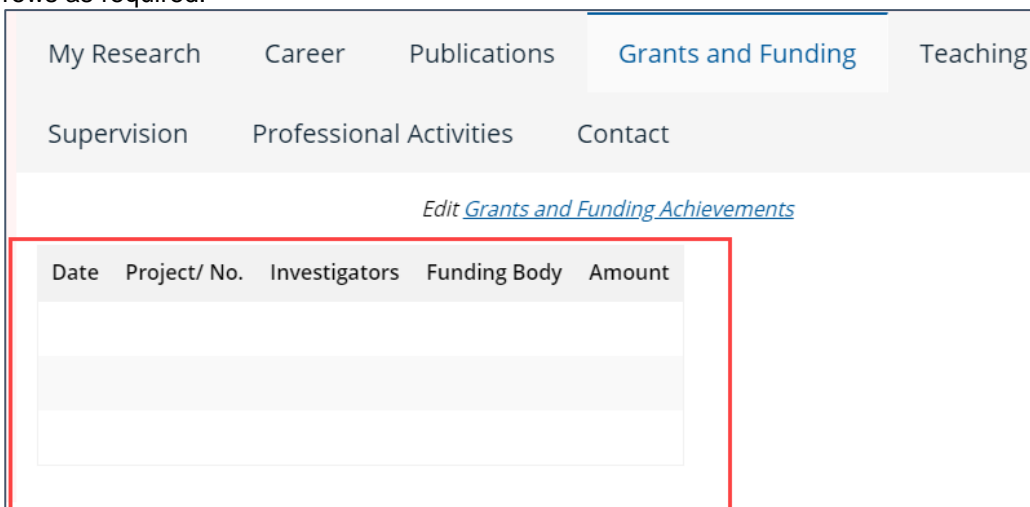
```

<tr>
  <th>Date</th>
  <th>Project/ No.</th>
  <th>Investigators</th>
  <th>Funding Body</th>
  <th>Amount</th>
</tr>
</thead>
<tbody>
  <tr class="odd">
    <td>&nbsp;</td>
    <td>&nbsp;</td>
    <td>&nbsp;</td>
    <td>&nbsp;</td>
    <td>&nbsp;</td>
  </tr>
  <tr class="even">
    <td>&nbsp;</td>
    <td>&nbsp;</td>
    <td>&nbsp;</td>
    <td>&nbsp;</td>
    <td>&nbsp;</td>
  </tr>
  <tr class="odd">
    <td>&nbsp;</td>
    <td>&nbsp;</td>
    <td>&nbsp;</td>
    <td>&nbsp;</td>
    <td>&nbsp;</td>
  </tr>
</tbody>
</table>

```

[Download the HTML Code](#)

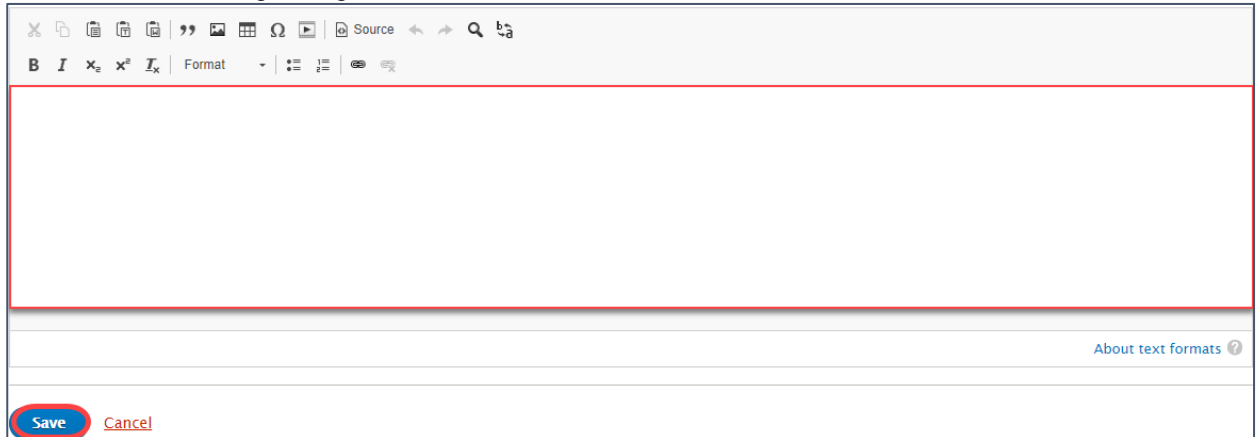
6. Formatted table will now show, add your relevant information or delete unwanted table columns/ rows as required.



The screenshot shows a navigation menu with tabs for 'My Research', 'Career', 'Publications', 'Grants and Funding' (which is selected), and 'Teaching'. Below this are 'Supervision', 'Professional Activities', and 'Contact'. A link 'Edit Grants and Funding Achievements' is visible. A table is highlighted with a red border, containing the following headers and empty rows:

Date	Project/ No.	Investigators	Funding Body	Amount

7. Scroll to the bottom of the page and select **Save**. Note: The **Cancel** option will close the Edit window without saving changes.



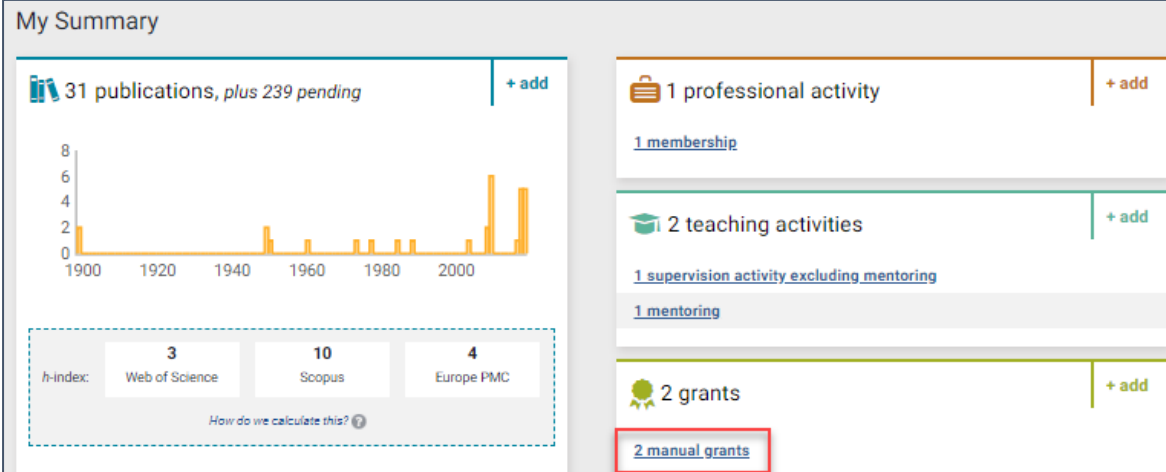
8. The **Grants and Funding** area will now appear updated on your Profile Page with a Status message confirming.



9. To make any subsequent updates or changes, simply repeat the process as described above.

Adding Existing Grant Information from Aurora

1. From the Aurora Home page, go to the **My grants** page by clicking the Grants link on the Summary section.



My Summary

31 publications, plus 239 pending + add

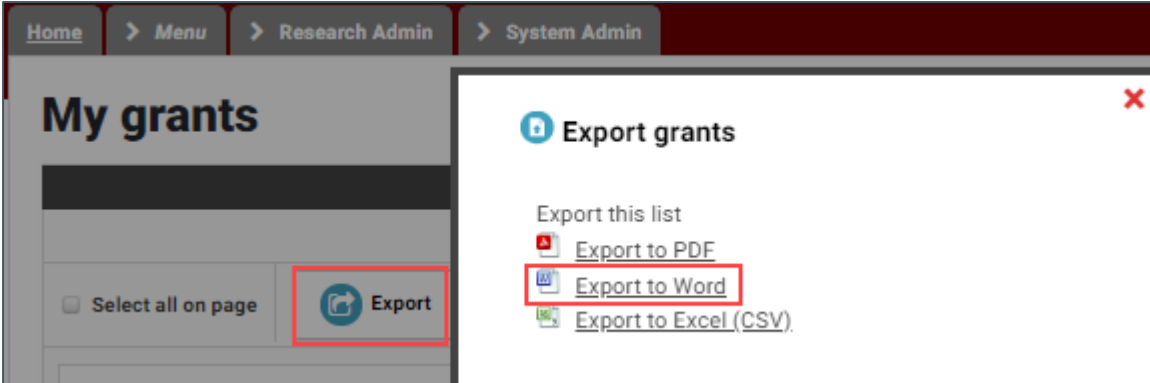
1 professional activity + add
1 membership

2 teaching activities + add
1 supervision activity excluding mentoring
1 mentoring

2 grants + add
2 manual grants

h-index: 3 (Web of Science), 10 (Scopus), 4 (Europe PMC)
How do we calculate this?

2. In the **My grants** page, select the grant you want to transfer and Click **Export** and click **Export to Word** from the Export grants window. The information will get copied in an MSWord document



Home > Menu > Research Admin > System Admin

My grants

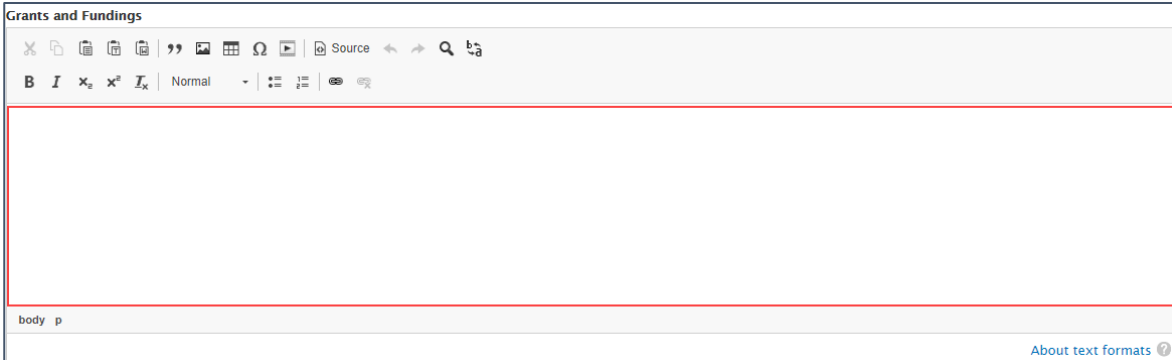
Select all on page Export

Export grants

Export this list

- Export to PDF
- Export to Word
- Export to Excel (CSV)

3. Using the Word document, copy and paste the information to the Grants and funding Text editor. You may need to adjust the formatting.



Grants and Fundings

body p

About text formats

4. Scroll to the bottom of the document and click **Save**.



Note: The **Cancel** option will close the Edit window without saving changes.

5. The Grants and Funding area will now appear updated on your Profile Page with a Status message confirming the update.

The screenshot shows a web interface for a researcher profile. At the top, a green notification bar with a checkmark icon contains the text "Profile [Charles Darwin](#) has been updated." Below this is a navigation bar with a "RETURN TO SEARCH" button and a "Logout - a1225778" link. Underneath are "View" and "Edit" buttons. The main profile header features a portrait of Charles Darwin on the left, the name "CHARLES DARWIN" in large bold letters in the center, and a blue button labeled "GET LATEST CHANGES FROM AURORA" on the right.

Text Editor icons explained

The Edit page allows the addition of free text to your profile. It provides a rich text edit environment with the following toolbars enabling formatting and presentation of text as required.

