

How can I create researcher profiles for my institution members?

Researcher Profiles allow your institution members to upload their publications/CV and research interests and get grant recommendations based on their research needs. To create researcher profiles for your institution members, you can create them one at a time or use our Auto Sign-up/Auto Profile option for profile creation.

1. Create researcher profiles using the *Create Profiles* feature.

Create researcher profiles for your institution members by selecting the *Create Profiles* option under the *Profiles* tab and then choosing the *Begin Building Option*. Then, you will be prompted to fill in all the necessary information for the researcher.

The screenshot shows a web interface for creating researcher profiles. At the top, there is a navigation bar with 'Search', 'Profile', 'Administrator Console', and 'Support'. A 'Profiles' dropdown menu is open, showing 'Create Profiles', 'View Profiles', 'My Profile', and 'Edit My Profile'. Below this is a search bar. The main heading is 'Build profile for a researcher in your Institution'. A progress bar indicates four steps: '1. Basic Information' (highlighted), '2. Research Interests', '3. Extra Info & Profile Options', and 'Finish'. Below the progress bar, a prompt reads: 'Please Input email, name, title and department information of the researcher you are creating profile for.' The form fields are: 'Email ID *' with a note 'Email ID must be associated with the Institution's domain'; 'Name *' with sub-fields for 'First name' and 'Last name'; 'Title' with a placeholder 'e.g. Associate Professor, Graduate Student'; and 'Department' with a placeholder 'e.g. Department of Chemistry'. A sidebar note states: '* Email ID and Name are required fields. Providing Title and Department information helps us match funding opportunities to the researcher's profile.'

2. Create researcher profiles using *Auto Sign-up /Auto Profile* service.

Create researcher profiles for your institution members using the Auto Sign-up/Auto Profile option either through Administrator Pilot Mode or Auto Pilot Mode.

Auto Pilot Mode: We will provide each institution with 100-300 automatically created profiles in each subscription cycle, and you can request additional profiles at an added cost.

Administrator Pilot Mode: You provide us with the information including researcher's names, publication URL, and CV in a spreadsheet and GrantForward will automatically create profiles for your institution members, as many as you request and free of charge.

User Pilot Mode: You can invite your members to submit their information (name, publication URL, and CV) through our online form and we will create researcher profiles at no charge.