# WUN HUB: RESEARCHERS USER GUIDE

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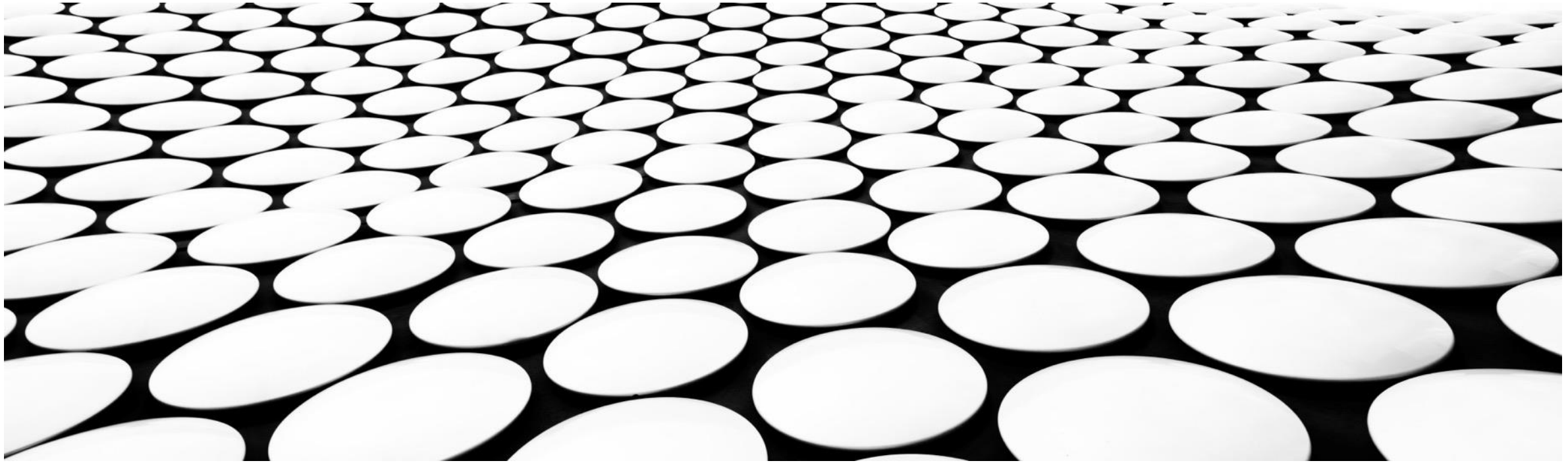

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# A. INTRODUCTION

WUN Hub is a database that enables WUN researchers to find and connect with WUN colleagues and WUN-supported research projects.

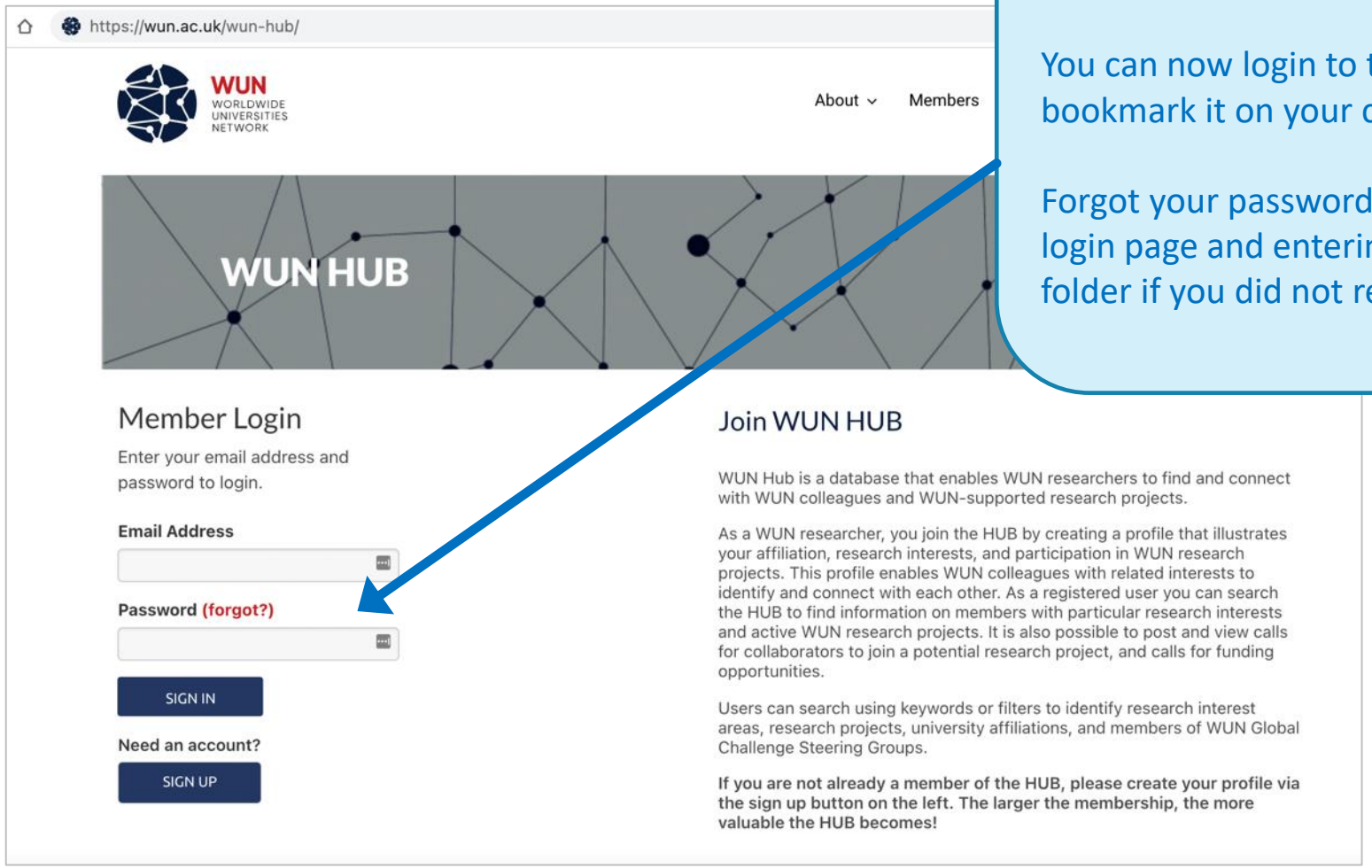
WUN researchers join the HUB by creating a profile that illustrates their affiliation, research interests, and participation in WUN research projects as Principal Investigator and/or Co-Investigator. This profile enables WUN colleagues with related interests to identify and connect with each other. Registered users can search the HUB to find information on members with particular research interests and active WUN research projects. It is also possible to post and view calls for collaborators to join a potential research project, and view calls for funding opportunities.

This guide provides information on how to use the platform.

## B. HOW TO CREATE A RESEARCHER PROFILE

- Please create your WUN Hub researcher profile via the **sign up** button on the WUN Hub page.
- The more detailed your profile, the easier it will be to connect with other WUN researchers. Additional entries can be added by using the **+** icon.
- Please add the WUN Research group(s) that you are involved in as Principal Investigator and/or Co-Investigator (if any).
- Researcher profiles can be edited any time.

# C. LOGIN TO THE SYSTEM

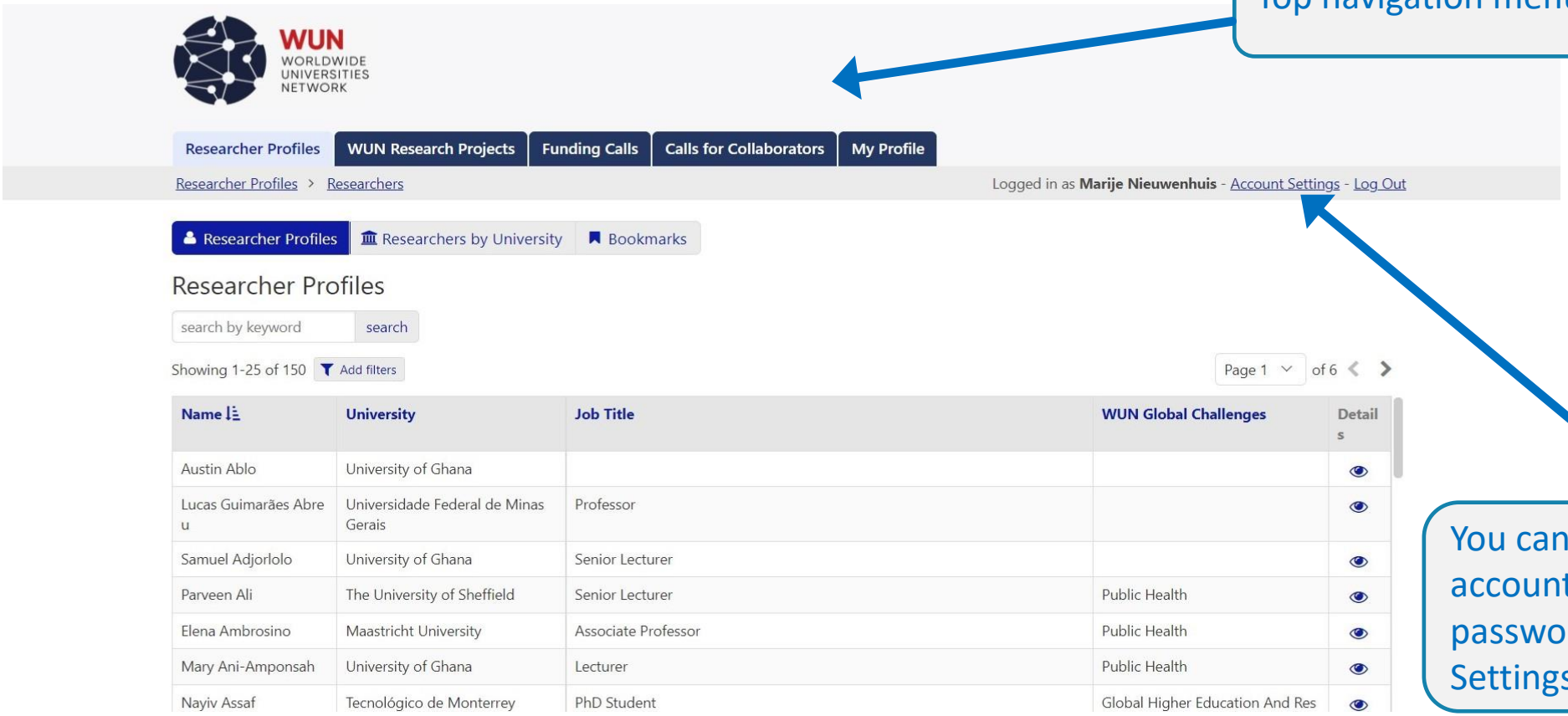



The system will send a confirmation email once you have submitted your WUN Hub Researcher profile via the sign up form. Please check your spam folder if you did not receive the confirmation email.

You can now login to the WUN portal via this link . You may wish to bookmark it on your computer for easy access.

Forgot your password? You can reset it by clicking “Forgot?” on the login page and entering your email address. Please check your spam folder if you did not receive a link to change your password.

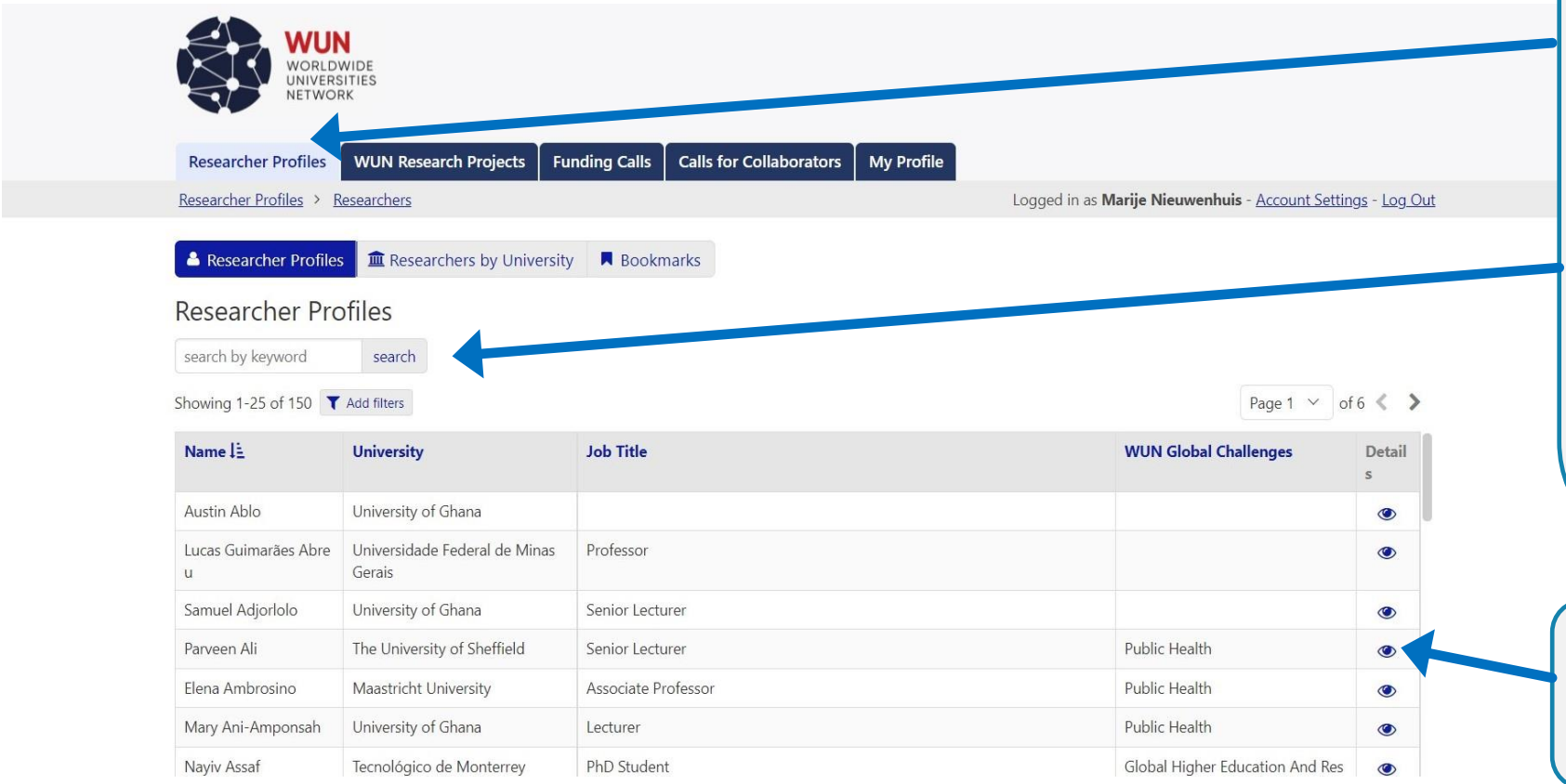
# D. INTRODUCTION TO THE DASHBOARD




Top navigation menu

You can update your user account and change your password via “Account Settings”

# E. HOW TO FIND RESEARCHER PROFILES



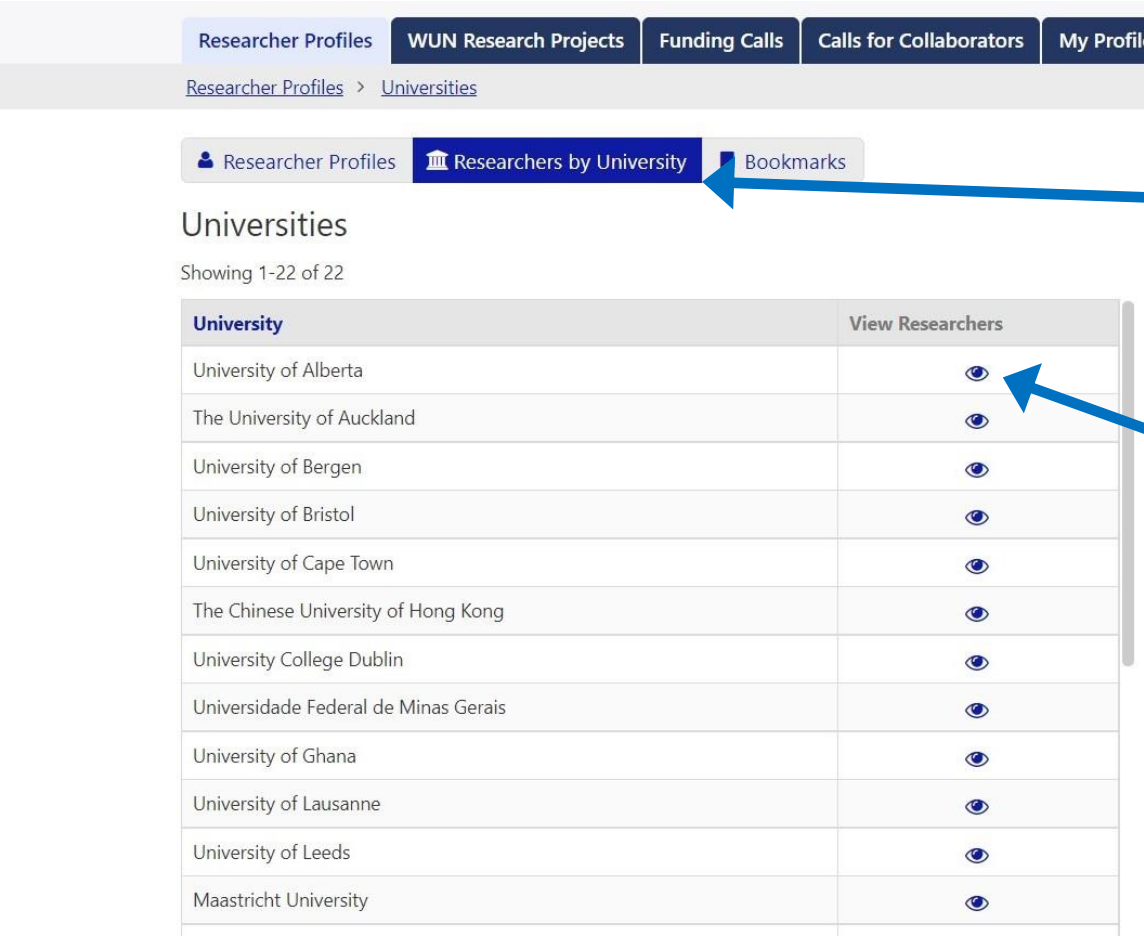

To view researcher profiles, go to “Researcher Profiles” in the navigation menu, then click “Researcher Profiles” in the submenu.

Use the “Search by keyword” option to search for specific profile characteristics. Filters can be applied to any search.

*Please remind colleagues to join WUN Hub. They don’t need to be involved in a WUN project – working at a WUN member university is the only requirement.*

Click the “view details” icon to view full profiles.

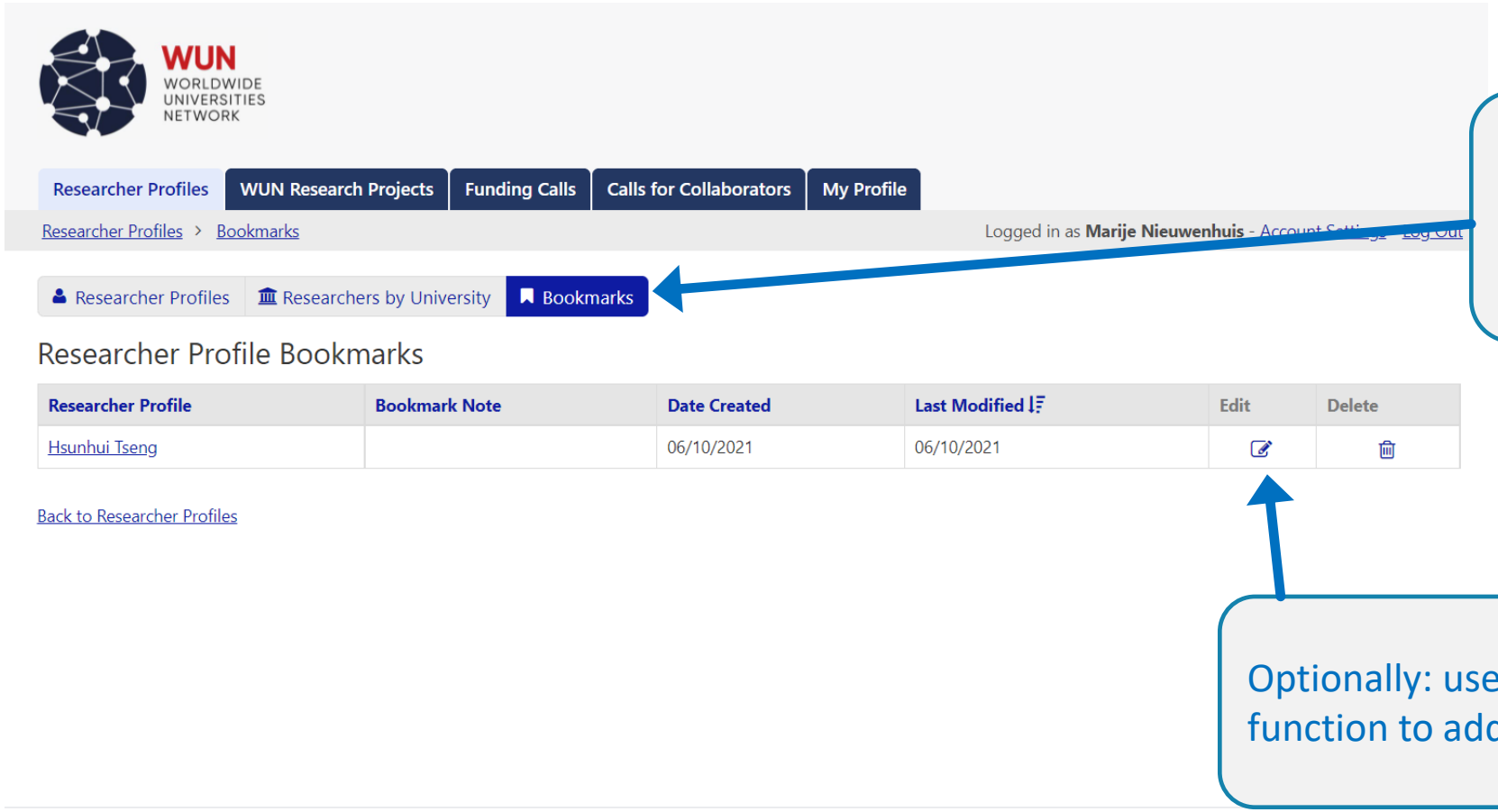
# F. HOW TO VIEW RESEARCHER PROFILES PER UNIVERSITY




The ‘Researchers by University’ tab allows you to view WUN researchers (who have a WUN Hub profile) by university.

Click the ‘view details’ icon to view the list.

# G. HOW TO BOOKMARK RESEARCHER PROFILES



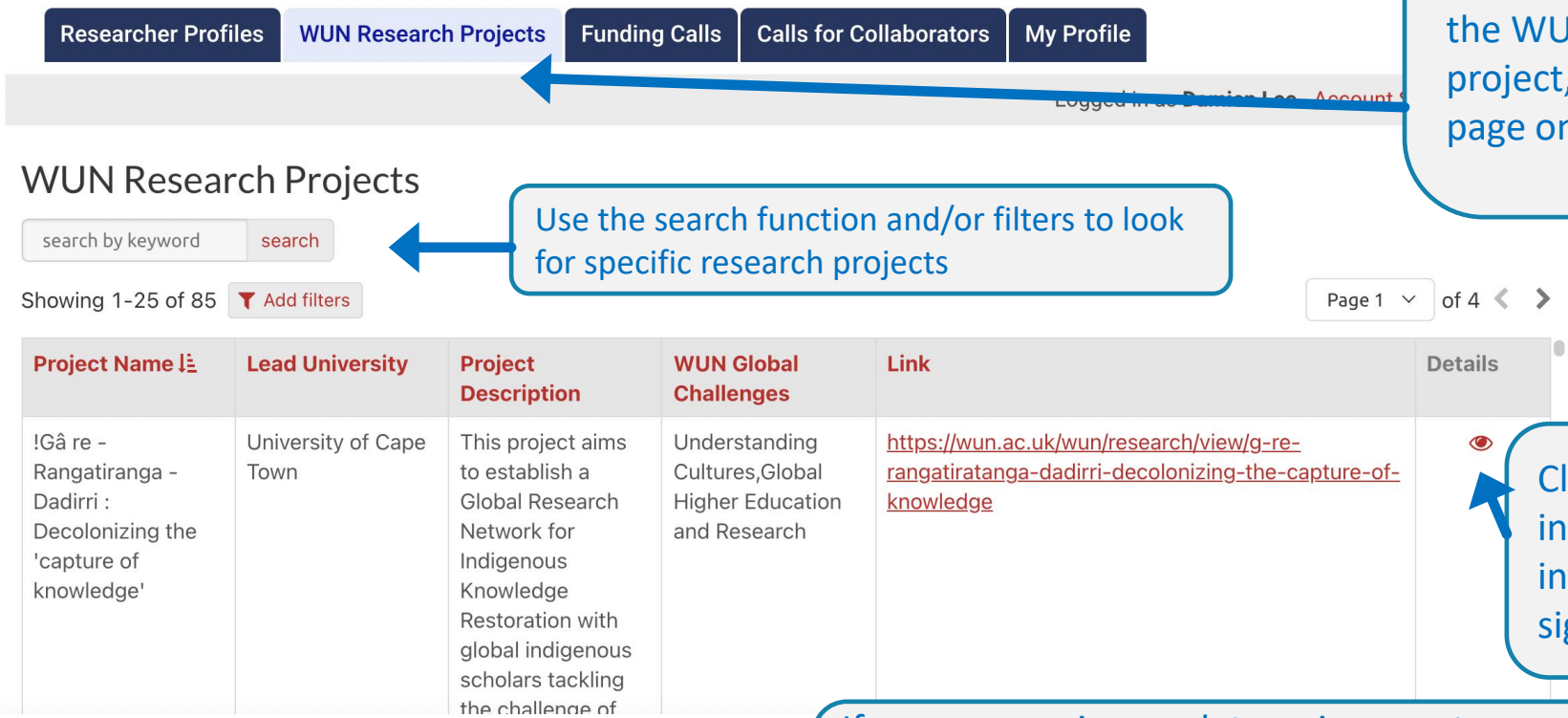

It's possible to bookmark researcher profiles of interest (e.g., for possible collaborations).

Optionally: use the 'edit' function to add a note.

# H. HOW TO FIND RESEARCH PROJECTS

Go to “WUN Research Projects” in the top bar navigation menu.

A list of active WUN research groups will appear including a short project description, the WUN Global Challenges addressed by the project, and a link to the project’s research page on the WUN website.



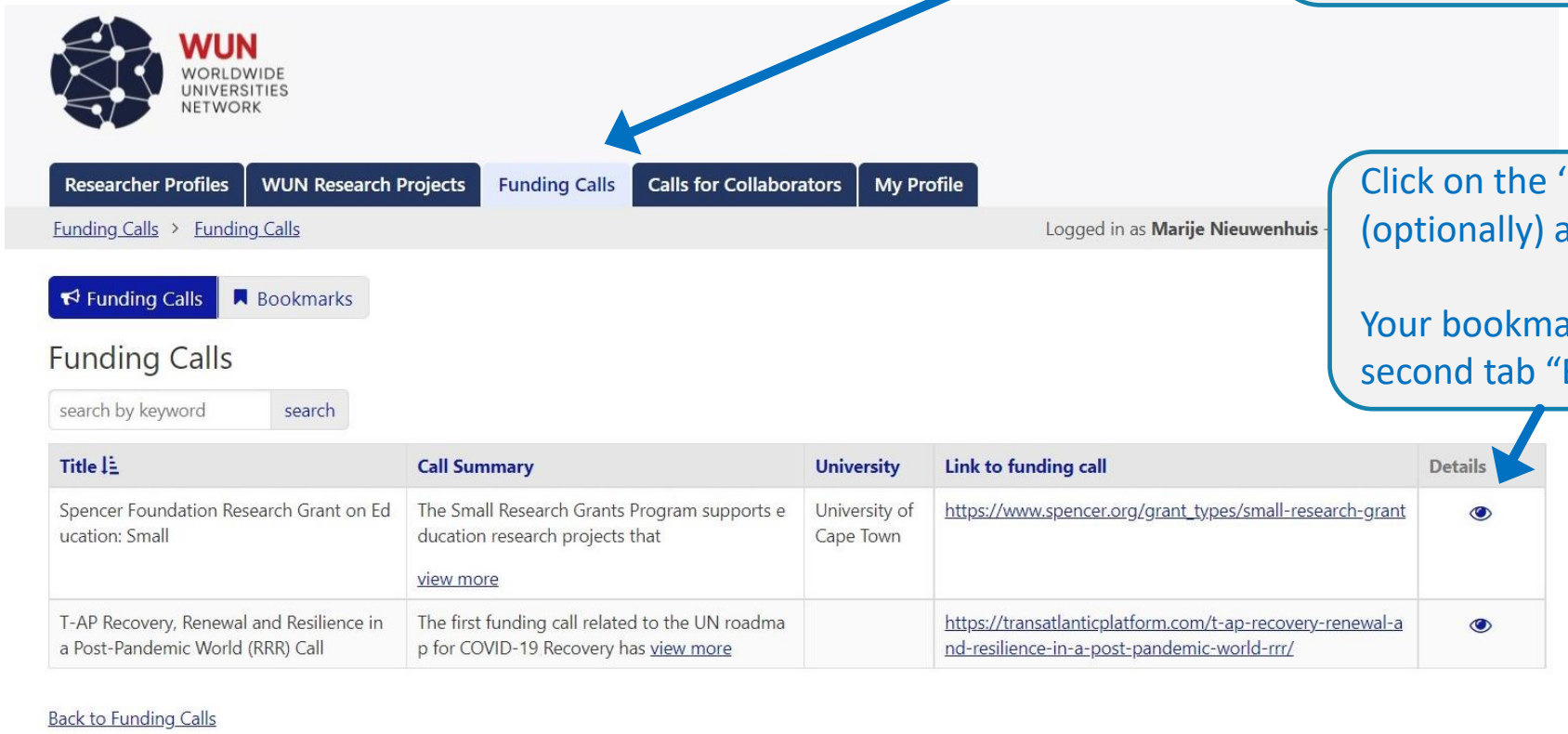

Use the search function and/or filters to look for specific research projects

Click the ‘view details’ icon to view more information including the researchers involved in this project (provided they have signed up to WUN Hub).

If you see any incomplete or incorrect information, please contact your local WUN Coordinator via this page with the request to add/edit information.

# I. VIEW FUNDING CALLS

Go to “Funding calls” in the top bar navigation menu to view the list of funding calls posted by WUN admin. Please contact your local WUN Coordinator if you wish to put forward any relevant funding calls that are not on the list.




Click on the ‘Details’ icon to view details and (optionally) add the call to your bookmarks.

Your bookmarked funding calls will be listed under the second tab “Bookmarks” in the sub menu.

# J. CALL FOR COLLABORATORS FEATURE

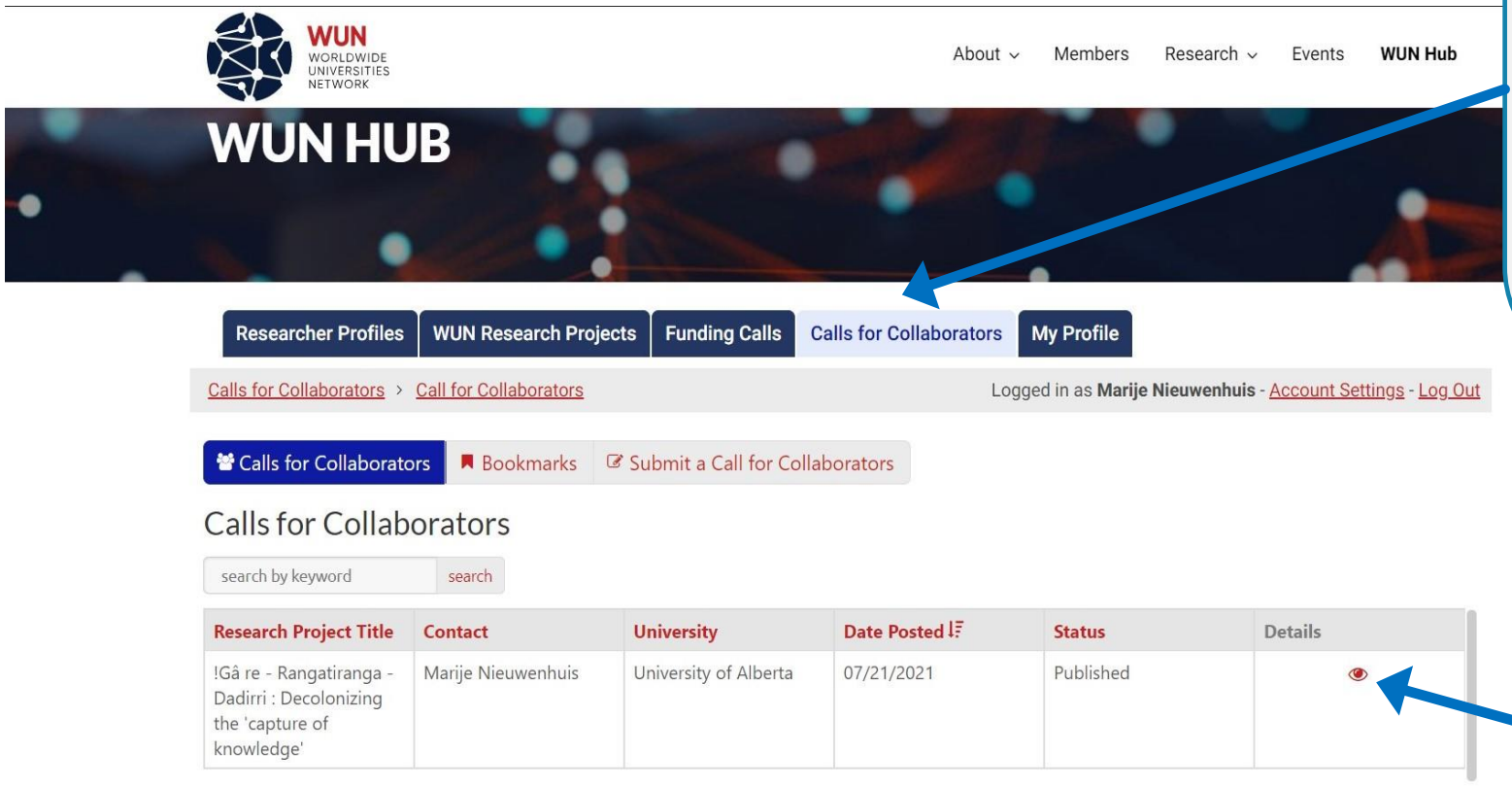
As a researcher, you may be seeking new research opportunities that require new collaborations.

You can post a call for collaborators in WUN Hub for the benefit of building culturally, geographically and disciplinary diverse research teams, and accessing the value that membership to WUN provides.

The call for collaborators feature will be particularly useful during preparation for the WUN RDF application process. In publishing a call for collaborators in WUN Hub, you will have a much broader reach of potential RDF team members from across the network.

We recommend working with your local WUN Coordinator who manages the WUN Research Development Fund application process for your university and can offer support. **Note: please ask them to approve your call as it will remain 'pending review' until approved by your Coordinator. They also have to send the email notification manually (left top corner).**

# K. HOW TO VIEW CALLS FOR COLLABORATORS

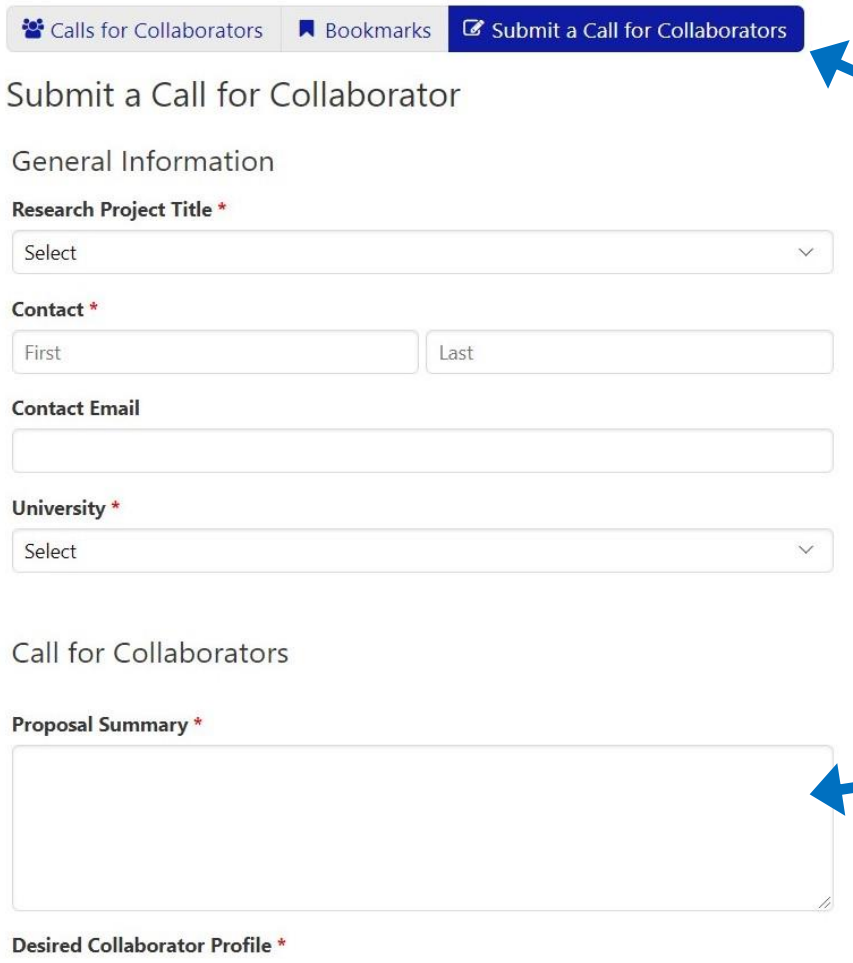



Go to “Calls for Collaborators” in the top bar navigation menu to view calls for collaborators posted by WUN researchers or WUN Coordinators. Calls include a brief proposal summary and a desired collaborator profile.

You can respond to the call by contacting the researcher who submitted the call. Click on the ‘Details’ icon for contact details.

Click the ‘Details’ icon to view the details and (optionally) add a call to your Bookmarks. These will be listed under the second tab in the submenu.
The third tab is for posting a call for collaborators (see next slide).

# L. HOW TO POST A CALL FOR COLLABORATORS

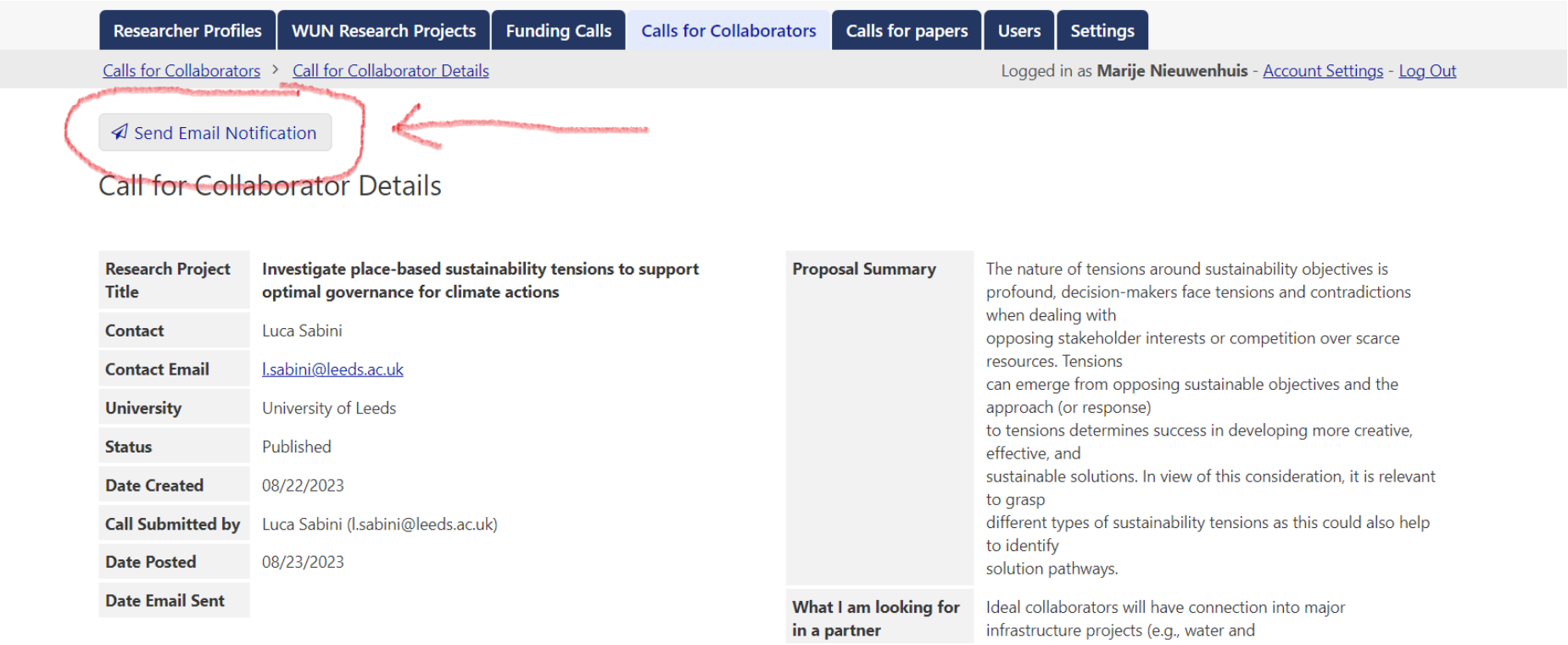



Go to “Submit a Call for Collaborators” and fill out the form. Your call will be pending until the WUN Coordinator at your university approves the call. They will receive an alert to review each time you post a call.

We recommend using a brief proposal summary which could be the same as your WUN RDF application (if you were submitting an RDF proposal), or your proposal to other funding bodies.

# SEND EMAIL NOTIFICATIONS AFTER PUBLISHING A CALL

Whenever a researcher submits a call, it will stay in draft (pending review) until their local WUN Coordinator approves the call. Please ask them to approve your call as soon as possible. For an email notification to go out to the WUN Hub Community --the researchers who have indicated they want to receive these emails-- an extra step is needed: press the ‘send email notification’ button in the left upper corner. If you don’t see this button, please ask your local WUN Coordinator to do it for you. This step is crucial for your call to reach the WUN research community.



# SUPPORT

**Should you require any assistance, your first point of contact is your local WUN Coordinator. Contact details are listed on the contact page on the WUN website.**