ABOUT THIS GUIDE

This guide describes managing your grants and award data in the Research Information System (RIS)

By the end of the guide you should be able to:

• **Login** to the System
• **Check** your Grants and Awards
• **Manage** their visibility and your relationship to them
LOG IN

Login at:
ris.essex.ac.uk

Your normal university login is all you need.

You don’t need the VPN to access the RIS. It works from anywhere with an internet connection and in most browsers (IE, Chrome, Firefox, Safari).
FIND YOUR GRANTS

Navigate:
Menu > Grants

Or you can click on Grants in the My Summary area.
MY GRANTS

The list of Grants will be displayed

You can:
• Change the sort order
• Export the list
• Swap from a compact to a detailed view
• Apply filters to the list
If you think a grant is not associated with you, you can remove your relationship to it.

Click the red cross.

You can see more detail about the grant by clicking the magnifying glass.
MANAGING GRANTS

You can promote or hide the grant

Click the heart to make the grant a Favourite on your RIS profile

Click the Eye to hide the grant from everyone but you. In the future this will also hide it from your web profile

Hidden grants are greyed out
LINKING GRANTS

Linking is a key feature of the RIS

When you add a new record of another type in the RIS you can now link it to the funding that supported it. You can even link one grant to another grant.

Linking grants is part of the process of adding new **Publications** and **Impact** records, so look out for this when you are using other parts of the RIS.
need help?

You should now be able to:

• Login to the System
• Check your Grants and Awards
• Manage their visibility and your relationship to them

You can find extra help, including video guides on common tasks by clicking the help button in the RIS

For support contact the Research Systems Team in the REO
reors@essex.ac.uk