



QUICK GUIDE TO FUNDS BEELINE PLATFORM

To accessing the platform : >>>>>> Go to www.fundsbeeline.com

- If you have an account, log in with your registered email and password.
- If new to the platform, you need to register for a new account by clicking on “**Sign up**”

Your account registration (Sign up)

- Choose your region and then click “**Next**” to proceed to the registration page. Fill in the required detail. With regard to your institution from the drop down list after you have correctly chooses your country (In case it is not on the list, get in touch with us for it to be added). Complete the other details, accept the terms and conditions and click on the “**Sign up**” tab.

Note: It is advisable you use your institutional account (if you have one) as your primary email and any other you wish to receive communication on as your secondary email.

- An email will be sent to your inbox advising you to active your account, once you activate, you will wait for account verification by your admin; you shall receive a notification when the verification is completed and then you are now able to log in.
- To escape the registration page, click on “**Home**” at the top of your screen.

To access your account if registered - Logging in

Enter your email and password and click on “**Log-in**” and this should lead you to inside the platform

Landing page

This is the page you shall find yourself in after logging in. You will see editor’s special opportunities which you can click on to view the chosen opportunities for the week, you can also click on the top news and at the bottom, you will see all the institutions with subscription accounts.

To escape to funding page click the red button clearly marked “**View available opportunities**” or “**Funding**” on the Menu bar at the top.

Searching for opportunities

You can search by use of key word or by use of filters.

Searching by key word

Results are generated based on the words you enter on the search bar.

- On the search bar provided, enter one or two words that you consider most relevant to the funding you are looking for. A list of corresponding opportunities will appear for your review
Note: You have the option of “**All key words**” whose search is narrower and specific to tags and title of the calls or “**Any keyword**” which is more general and targets words on the entire call page.

Advanced search by use of filters

You are able to filter your results based on your specific preferences:

- **By sponsors** - If you have a specific funder(s) you need to track
- **Research area** – Enter your research area by typing or by picking from the list provided
- **Deadlines** – You can specify the dates when you need the funding
- **Status** – This helps you know which opportunities are open and ready for application, preannouncements (those that will be open in future and those that accept applications all round and have no deadlines. You are also able to see the closed and archived opportunities.
- **Grant type** – Helps you specify the exact type of opportunity you are looking for.
- **Geographical area covered** – This helps you specify where you are applying from and also if you need to by nationality.
- **Applicant type** – specifies which level you are at in your research career.

Managing the search results

Every search generates the matching opportunities and the total number is shown on the right hand side of your screen in red. Should you get a zero result, it means there are no opportunities meeting your criteria or there is something you did not do correctly; thus, you may have to re-check your search criteria entered. Below are some important points to note:

- The opportunities results are arranged by closing date and they will show you the title of the opportunity, the funder and then the amount of benefit.
- You will need to click on the title to get further details of the opportunity
- On the opportunity page, look out for a link to the funder's website to find more about the call.

Key thing to note on managing your results includes:

- **Setting alerts** - for every search criteria you enter, make sure you have saved that search so that any future opportunity meeting that criteria will be added automatically to your result and the same is sent to your email address. You are able to access this later by clicking on "My saved search" on the funding page or on the "My admin" section of the platform.
- **Bookmarks** – This allows you to bookmark any opportunity you could be interested in and for your action later. You are able to access this by clicking on "**My Bookmarks**" on the funding page or on the "My admin" section of the platform.
- By default, you are subscribed for news alerts and in case you want to unsubscribe you click on the button "Unsubscribe for news" on the news page. Should you want to subscribe back, you just need to click on the same button but now reading "**subscribe for news**" to be well updated on the latest happenings on the funding landscape locally and internationally.
- You are also able to **share** opportunities via email to colleagues from the platform by clicking on the "**Email**" tab at the bottom or by directing them to the opportunity link via URL.

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