1 Manage Research Opportunities

1.1 Create a new opportunity

Now you get to see where ResearchLink truly shines! Creating a new opportunity is as simple as filling out a form with related information and clicking create. That’s it! After following these steps, ResearchLink will go to work for you and begin matching qualified students to your new opportunity.

1.1.1 Steps to create a new opportunity

1. Log into ResearchLink as a registered faculty member
2. Click Research in the side navigation menu
3. Select Create New
4. You should now see a form like the one below

5. Fill out the form with related opportunity information

The **Distance Learning** and **Paid** areas rely on a toggle button. Simply click to toggle between “No”

**Distance Learning:**

and “Yes”

**Distance Learning:**
When clicking into an area that requires a date entry, a calendar selector will appear.

It is important to remember that Opportunity Start and End must have a date that comes after Application Start and End. However, if you forget, ResearchLink will display a friendly reminder.

The remaining sections include several drop down selection menus for easy input. The **Type** field allows you to differentiate your opportunity from hosted by your academic establishment (Internal) or hosted by an outside agency (External). The **Category** and **Research Lead** fields are dependent on your **Department** selection. This means they will only be populated with options associated with the selected department. **Research Lead** is the name of the faculty member who will either be conducting the research or will be coordinating with the external agency.
Below is a snapshot or a completed form that is ready for creation.

6. Click Create Opportunity

If there are any issues with the information you’ve entered prior to clicking Create Opportunity, you will receive an error message similar to this:
Along with this message, ResearchLink will provide feedback as to which areas were invalid and what to do to correct them.

Simply correct these form fields and click Create Opportunity again to resubmit your opportunity information.

If you see a message similar to this on your screen

Successfully created research opportunity!

Then congratulations! You just created a new research opportunity. Now sit back, relax and let ResearchLink do the rest. Pretty soon you or the faculty member you chose as the Research Lead will begin receiving emails from interested, qualified students.