

Instructions for Community of Science (CoS)

The Community of Science (CoS) web-based software provides two main functions for university faculty and staff: identifying funding opportunities of interest either via advanced search tools or via e-mail alerts based on profile preferences, and identifying other individuals at UMDNJ or other subscribing organizations based on their areas of expertise..

The CoS product contains a feature called the Workbench which is actually the user profile. It is not necessary to complete the profile in depth but this is how users see information about each other, including contact information, and it is also where users would specify their funding interests to receive automated e-mails based on these interests.

UMDNJ has purchased another related product called Illumina which also enables searches for calls-for-papers at conferences according to disease areas. The Illumina product also includes quick search functions for funding opportunities but doesn't have the advanced search functions of the CoS tools.

CoS Instructions

1. Log on to <http://www.cos.com>
2. Select the *New User / Register for Free* link in the upper left corner of the page. Read about the product and choose *Join*
3. Enter your identifying information and desired passwords into the fields provided and the select *Create My Account* at the bottom of the page.
4. Next choose the *Workbench Home* tab at the top of the page to get to your profile page. As the term “workbench” implies, this is the place to manage your CoS activities. You can enter as much detail about your professional history and interests as you wish via the links on the left side of the page. Whenever you log in to CoS, this is the page you'll come to first.
5. To search for funding opportunities, choose the *Search CoS Funding Opportunities* tab at the top of the page. You may enter a search term (e.g. diabetes) into the search box or you may choose the *Advanced Search* link on the right for more precise searches (e.g. U.S. funding opportunities only, multiple search terms at once, etc.). For more detailed instructions about funding searches, choose *Search CoS Funding Opportunities* tab at the top of the page and then the *Instructions* link at the just below the listed tabs.

6. After executing a search, you may select Save Search via selecting that link. You then give that saved search a name in the field provided, then exit this box by selecting the x in the upper right of the name this search box. This saved search will now appear on your workbench. To receive weekly e-mails for your saved searches, be sure the Weekly E-Mail box is checked next to this saved search in your workbench.
7. There's a feature called Tracking, which shows the opportunity of interest on your workbench so that you don't need to perform a search each time you want to review it. To track the opportunity, click on it in your initial search results list and when the details are shown, select *Track this record on my workbench* toward the top of the page.
8. To search for individuals according to their areas of expertise, select the *Search CoS Expertise* tab at the top of the page. Then use the links and query tools provided to search for persons of interest. For more detailed instructions about expertise searches, choose *Search CoS Expertise* tab at the top of the page and then the *Instructions* link at the just below the listed tabs.

Illumina Instructions

To be developed soon.

1. Log in to www.cas.com
2. Enter `umdn` & `umdn01` as passwords to enter the Illumina program. Next select *New Users Register Here* to create your own account. Fill in the required profile information, then *Continue*. If you've already created a CoS profile and your name and e-mail address appear in the window, check the circle to the left of your existing CoS profile and then select *Continue to Merge My Account*.
3. Next enter your user name and password into the fields shown....