

# Getting Started User Guide for Research Collaborator Agent

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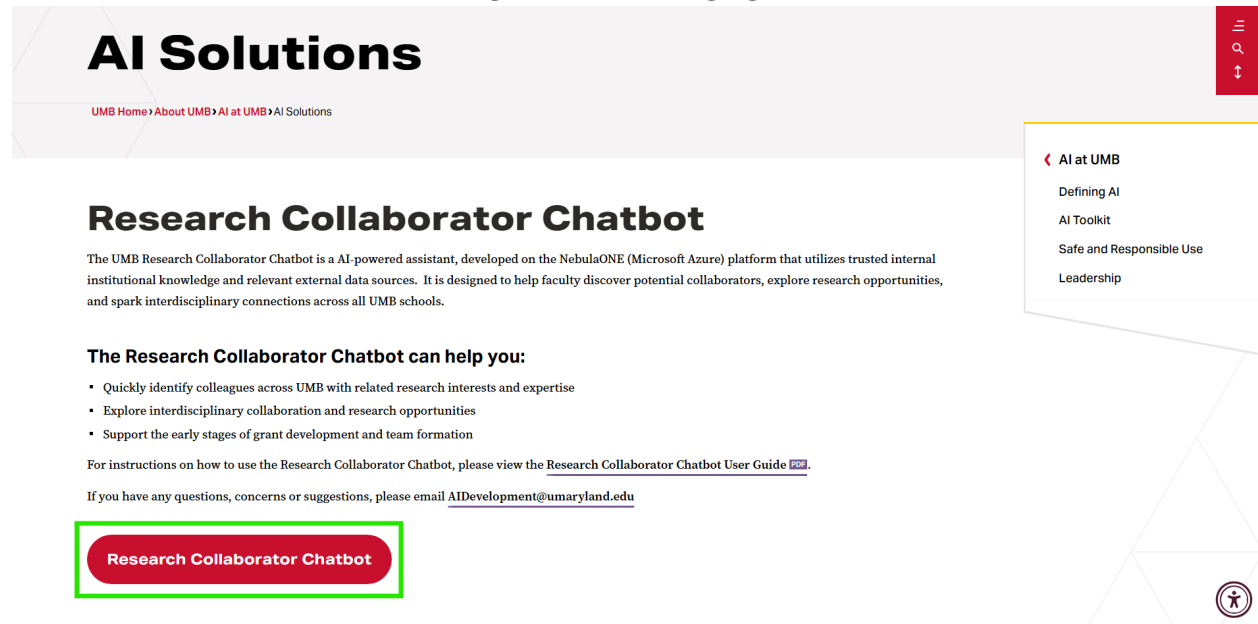
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# Accessing Research Collaborator Agent

To use the Research Collaborator Agent, navigate to <https://www.umaryland.edu/research-chatbot/>

Click on the “Research Collaborator Agent”. See Figure 1.

Figure 1 Accessing Agent



You will be redirected to nebulaONE’s website where you will be prompted to sign in. Click “Sign in with Microsoft” (You will be automatically logged into your account or prompted to input your Microsoft credentials). See Figure 2.

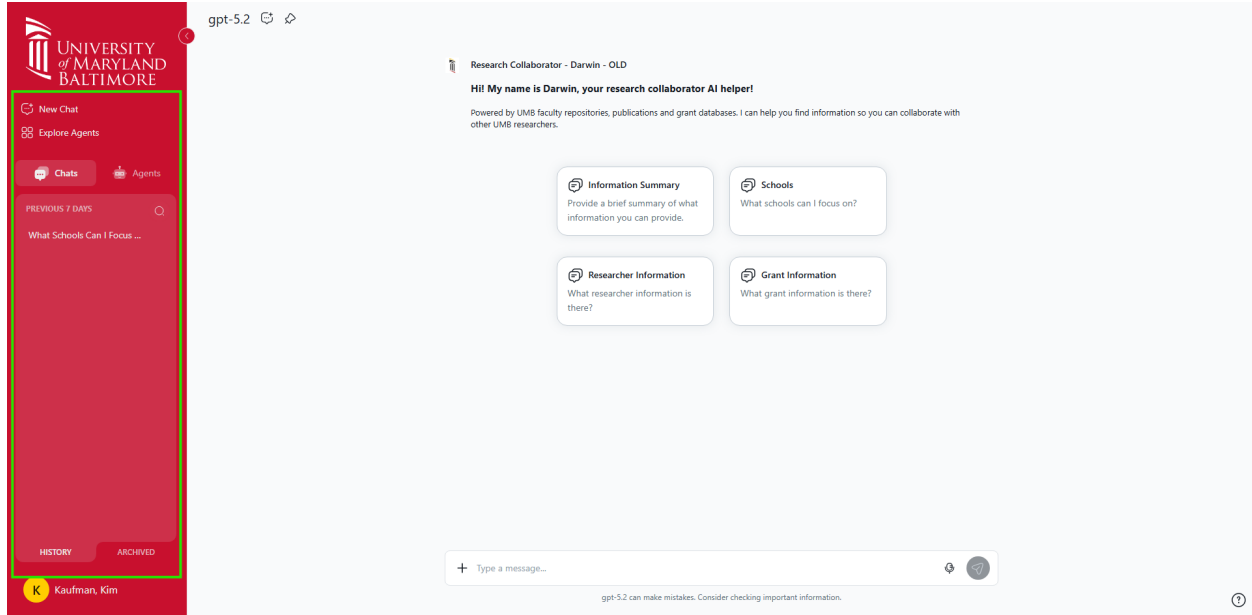
*Figure 2 Logging into nebulaONE*



Once you have signed in, you will be on nebulaONE’s platform and be able to see the agent and several other features.

On the left side there is a menu bar that includes the ability to start a new chat, explore all agents, revisit historical and/or archived conversations, and revisit recent and/or pinned agents. See Figure 3.

Figure 3 nebulaONE Menu Bar Features



# Agent Icon Features

## **New Conversation**

**Definition:** Starts a brand-new chat session with the agent.

**Use when:** You want to reset context and start a new topic without the previous chat logs influencing the response.

## **Pin Agent**

**Definition:** Favorites/pins the current agent configuration to your sidebar or home for quick access.

**Use when:** You frequently use this agent setup and want it to be available in one click.

**Tip:** If the agent is on a website browser rather than nebulaONE's platform, the pinning feature may not make an impact.

## **Export Chat**

**Definition:** Downloads a text file of the conversation you just had in the chat.

**Use when:** You would like to have a copy of your conversation.

**Tip:** If you are having issues with the agent, please download the conversation and email it to [AIDevelopment@umaryland.edu](mailto:AIDevelopment@umaryland.edu) so it can be reviewed by a developer to help assess the problem.

## **Quick prompts, chat with file and additional tools**

**Definition:** Opens a panel to shortcut prompts, file-aware chat options, and extra utilities.

**Use when:** You want to speed up common tasks, upload a document to discuss, or access extended capabilities (e.g., search, formatting)

## **Quick prompts**

**Definition:** Opens a panel with shortcut prompts, file-aware chat options, and extra utilities.

**Use when:** You need structure starting point (e.g., “Summarize this,” “Create an outline”)

## **Speech-to-Text**

**Definition:** Captures your voice and transforms it into text in the input box.

**Use when:** Typing is unfavorable, or you want to dictate longer queries quickly.

**Tip:** Check your mic permissions if nothing is captured.

**Send Message** 

**Definition:** Submit your typed (or recited) message to the agent.

**Shortcut:** Press **Enter** to send; use **Shift + Enter** for a new line.

**Regenerate Answer** 

**Definition:** Requests a new response to the most recent prompt without changing your input.

**Use when:** The answer is incomplete, unclear, or you would like an alternative approach.

**Start Playback** 

**Definition:** Reads the agent's response aloud using text-to-speech.

**Use when:** You prefer audio or need accessibility support.

**Controls:** Play/Pause, volume, and speed (if enabled).

**Copy to Clipboard** 

**Definition:** Copies the current response so you can paste it elsewhere.

**Use when:** You want to move content into email, docs, tickets, or reports.

**Provide Positive Feedback** 

**Definition:** Sends a thumbs-up/positive rating for the response.

**Use when:** The answer is accurate, helpful, or well-formatted.

**Impact:** Helps improve future responses and prioritizes successful patterns.

**Provide Negative Feedback** 

**Definition:** Sends a thumbs-down/negative rating and (optionally) a reason.

**Use when:** The answer is incorrect, incomplete, off-topic, or poorly formatted.

**Tip:** Adding comments (what was wrong, what you expected) improves tuning. Feedback is anonymous, so if you would like us to follow up and respond to your feedback, please include your name in the message.

## **Show Execution Details**

**Definition:** Displays the behind-the-scenes information about the agent's response run (e.g., tools used, steps taken, file references, timing).

**Use when:** You need transparency for debugging, compliance, or reproducibility.

# Chat Starters

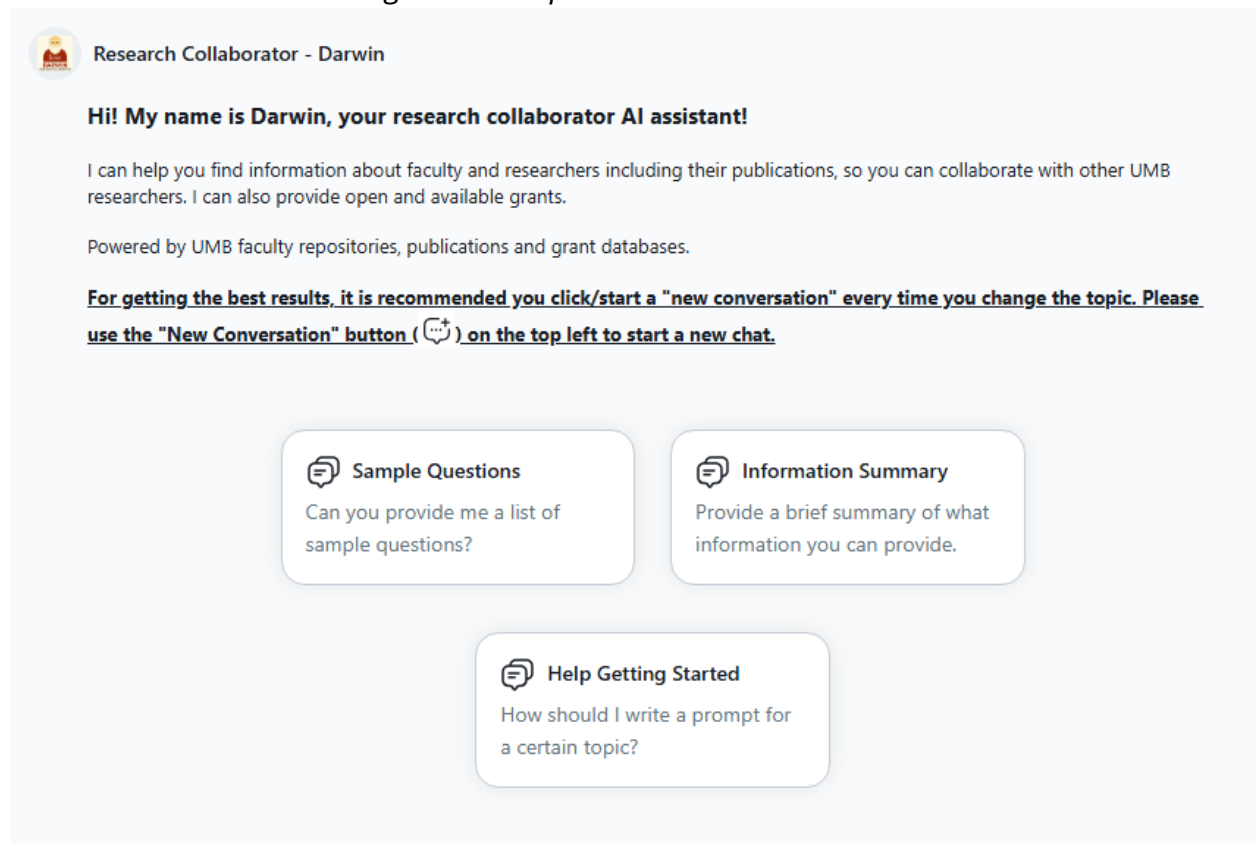
Chat Starters are preset; one-click example prompts that help users quickly begin a conversation with the agent. They are especially useful when you are not sure how to begin or want to see examples.

The Research Collaborator Agent consists of three chat starters:

- Can you provide me with a list of sample questions?
- Provide a brief summary of what information you can provide.
- How should I write a prompt for a certain topic?

If you would like to use a Chat Starter, you need to click on the prompt button that contains the question you would like to answer. See Figure 4.

*Figure 4 Prompt Button for Chat Starters*



After selecting a Chat Starter, you can continue asking more questions. These questions can be your own original questions or other Chat Starter questions. See Figure 5.

Figure 5 Grant Information Chat Starter Selected & Followed Up with Another Question

The screenshot displays a chat interface with three chat starter options at the top: 'Sample Questions' (Can you provide me a list of sample questions?), 'Information Summary' (Provide a brief summary of what information you can provide.), and 'Help Getting Started' (How should I write a prompt for a certain topic?).

A user, represented by a yellow circle with the letter 'K', asks: "Provide a brief summary of what information you can provide."

The response is from a 'Research Collaborator - Darwin' and includes the following information:

I can help you with two main things at UMB:

- 1. Find UMB faculty/researchers for collaboration**
  - Identify faculty by **topic/keywords, school, or research area**
  - Provide: **Name, Degree, School, Title, Department, Email, Profile URL, Publications, and Grants**
  - Rank results based on what you care about (e.g., **most publications, recent work, grant activity, senior experts**)
- 2. Find open and forecasted funding opportunities (grants)**
  - Provide: **Grant name, link, status (open/forecasted), agency, award range, key dates, summary, and how to apply**
  - Note: I can search **UMB-wide or by specific person**, but **not by a specific school/department** for grants

Tell me a **topic/field** you're interested in, and whether you want to focus on a specific **school or center**. Examples:

- "Faculty working on **opioid use disorder** in **SON and SOM**, ranked by **recent publications**"
- "Open grants for **AI in healthcare**"
- "Find UMB experts in **community violence prevention**, ranked by **grant funding**"

The user asks: "What grants are available for Alzheimer's?"

The response is from the 'Research Collaborator - Darwin' and includes the following information:

Here are the **open or forecasted** grant opportunities my grant search returned as most relevant to **Alzheimer's / dementia** (sorted by relevancy and then due date when available):

- 1. Understanding the Impact of Immune Function on Neurocognition and Substance Use Disorder Risk Across the Lifespan (IMMUNE-LIFESPAN)**
  - Agency:** National Institute on Drug Abuse (NIDA)
  - Link / How to apply:** <https://grantedai.com/grants/understanding-the-impact-of-immune-function-on-neurocognition-and-substa-national-institute-on-drug-abuse-nida-4-208dd>

# Examples of Research Collaborator Agent Chat

You can ask the agent different questions about faculty and grants, including who researches specific topics. See Figure 6 for example relating to faculty information. See Figure 7 for example relating to grant information.

Figure 6 Example of Faculty Information on Research Collaboration Agent

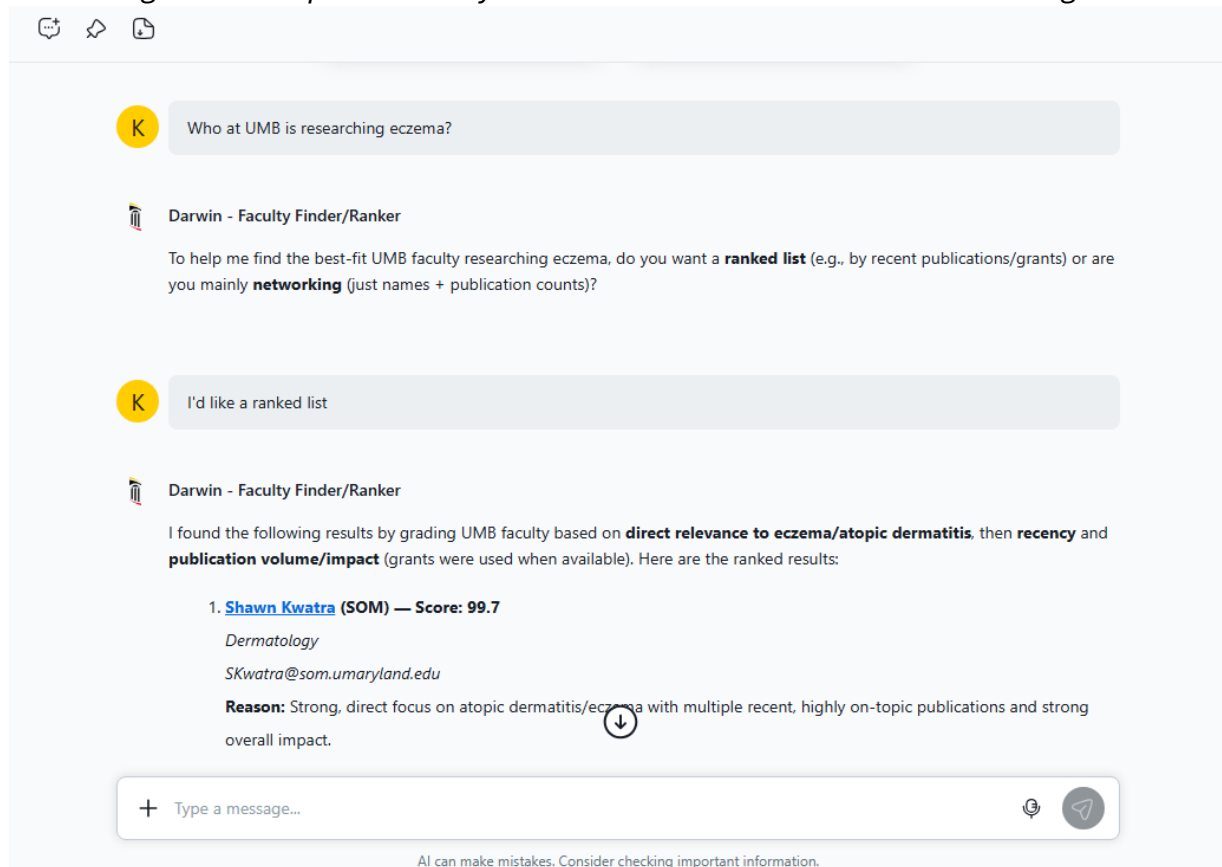


Figure 7 Example of Grant Information on Research Collaboration Agent


The screenshot shows a chat window with a user query and an AI response. The user asks, "What grants are there for Alzheimer?". The AI, identified as Darwin, provides a list of open or forecasted grants for "Alzheimer." The results are sorted by relevancy. The first result is "Alzheimer's Disease Programs Initiative (ADPI) - States and Community Grants (Winter 2025)". The response includes a list of details for this grant: Grant Status (forecasted), Agency (Administration for Community Living), Contact (Erin.Long@acl.hhs.gov), Estimated Award Range (\$850,000 - \$1,000,000), Estimated Sub-Awards (30), Estimated Fiscal Year (2025), Estimated Post Date (2025-03-05), Estimated Application Due Date (2025-05-05), Grant Summary (Supports development and expansion of dementia-capable home- and community-based service (HCBS) systems via two options (Grants to States; Grants to Communities) to improve services for people with dementia and their caregivers), and How to apply (Follow the ACL grants page linked in announcement (see additional info URL) and prepare application per NOFO when posted.). The chat interface includes a message input field at the bottom with a plus sign, a text placeholder "Type a message...", and icons for voice and image input. A disclaimer at the bottom reads "AI can make mistakes. Consider checking important information."

K What grants are there for Alzheimer?

**Darwin - Find Open Grants**

Here are the open or forecasted grants found for "Alzheimer." The results are sorted by relevancy to the provided topic.

- [1. Alzheimer's Disease Programs Initiative \(ADPI\) - States and Community Grants \(Winter 2025\)](#)

- **Grant Status:** forecasted
- **Agency:** Administration for Community Living
- **Contact:** Erin.Long@acl.hhs.gov
- **Estimated Award Range:** \$850,000 - \$1,000,000
- **Estimated Sub-Awards:** 30
- **Estimated Fiscal Year:** 2025
- **Estimated Post Date:** 2025-03-05
- **Estimated Application Due Date:** 2025-05-05
- **Grant Summary:** Supports development and expansion of dementia-capable home- and community-based service (HCBS) systems via two options (Grants to States; Grants to Communities) to improve services for people with dementia and their caregivers.
- **How to apply:** Follow the ACL grants page linked in  announcement (see additional info URL) and prepare application per NOFO when posted.

+ Type a message...

AI can make mistakes. Consider checking important information.

## Contact AI Team

If you encounter a problem or need assistance from the AI Development Team, please email [AIDevelopment@umaryland.edu](mailto:AIDevelopment@umaryland.edu)