



## Start Guide and Search Tips

**NOTE FROM GVSU OSP: Searching for funding takes time and effort – it is not an automatic hit with a couple of quick searches. Set aside time every month to search and review funding opportunities. Within this focused time, read over Pivot-RP documents like this one, watch tutorials, visit other expert Profiles to see new funding recommendations, and build your Track list and Saved Searches. If you need help, please contact OSP. GOOD LUCK!**

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## What is Pivot-RP?

Pivot is the most comprehensive resource for finding global funding opportunities. Coupled with a database of scholarly profiles and conferences seeking proposals, Pivot helps automate the process of matching financial support to researchers and partners. Pivot includes billions of dollars in funding opportunities from the broadest scope of sources, including U.S. and international governments, private foundations, non-profits, universities, commercial entities and more – all in one easy to search tool.

**To access Pivot, navigate here: <https://pivot.proquest.com>**

You can use the links below to navigate to specific topics in this guide.

[What is Pivot-RP?](#)

[Creating an Account](#)

[Claiming a Profile](#)

[Searching](#)

[Browsing and Searching with Keywords](#)

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[Getting Help](#)

[General Search Tips](#)

## Creating an Account

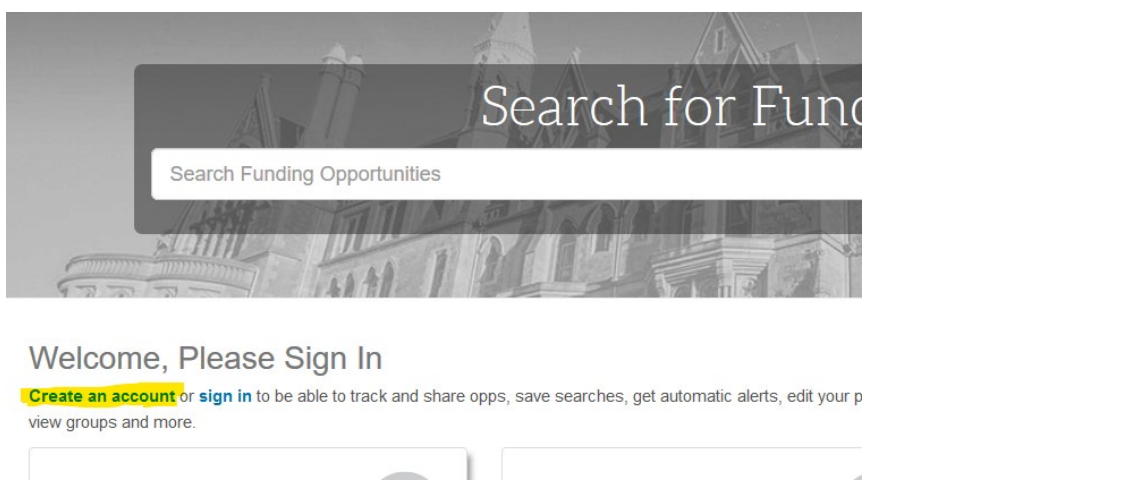
As a new Pivot-RP user, you may want to start out by giving yourself an account. This will allow you to save searches, track opportunities, create regular email updates, and send emails about individual grant opportunities to yourself or others.

You will also be able to manage a personal profile which allows you to get personalized funding recommendations and will make you more visible to potential collaborators.

Having an account will allow you to access Pivot when outside of your institution's IP range – which means you can use Pivot from anywhere you have internet access.

Note that when creating a Pivot account, you must sign up with your institutional/university email address and create a password, or, use institutional SSO credentials (and then validate with your email address). Pivot will not allow you to use a personal email.

To sign up for an account, select the **Create Account** link from the login screen or from the home dashboard page which you will see if you are IP authenticated.



Note that the **Sign in** link is just next to it. You do not need to login to search if you are in an institutionally recognized IP range, but you will be required to login to use any of the save or email functions.



The sign-up page asks for your name, email, and prompts you to create a password.

Your email address will serve as your userID.

Find and select our university/institution from the institution pull down menu.

The system will send you an email with a link that serves as a confirmation, and will lead you to a website where you may log in.

If the confirmation email does not arrive in a short amount of time, you may want to check your email account's spam folder.

All fields required.

Name  First  Middle  Last

Institution Email

Password

Re-enter password

Affiliated Member Institution  Please select an institution

I consent to the collection and use of my personal information consistent with the [Privacy Policy](#) and I acknowledge that use of the service is subject to the [Terms & Conditions](#). Without your consent, we can not create an account.

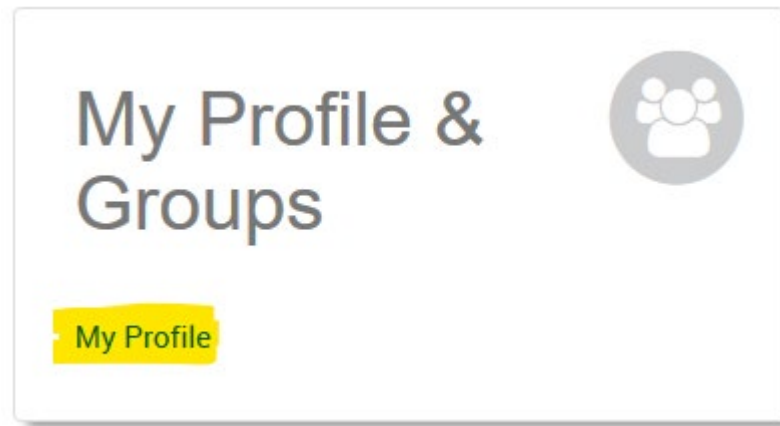
[Information about managing personal data in Pivot](#)

## Claiming a Profile

All Pivot users can claim and manage a personal profile. For most users Pivot comes pre-populated with a profile that has been set up by the Pivot editors on behalf of your institution. You will just need to **Claim your Profile** to be able to manage and edit its contents. Your profile can contain biographical information about your role and research interests, as well as lists of publications and grants awarded.

While you do not need to maintain a profile to use Pivot, the profile information is used to provide you with automatic **Funding Advisor Alerts** which are weekly recommendations of funding opportunities that may be of interest to you. You can opt out of receiving such recommendations in your personal **Preferences** settings.

Once you have created an account, choose **My Profile** and you will be prompted to **Claim your Profile**.



Next you will see a **Select your profile** page which should display your profile. If you have a common name, you may be prompted to select from a list of potential matches. Find your profile and select **“This is me”** to claim it.

The system will send you an email with a link that serves as a confirmation that you have claimed your profile.

**Select your profile** Your name:

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**Institution**

- ProQuest Information Solutions: 0
- Outside Institutions: 5

**Can't find your profile?**  
[Create your Profile](#) in just a few, quick steps.

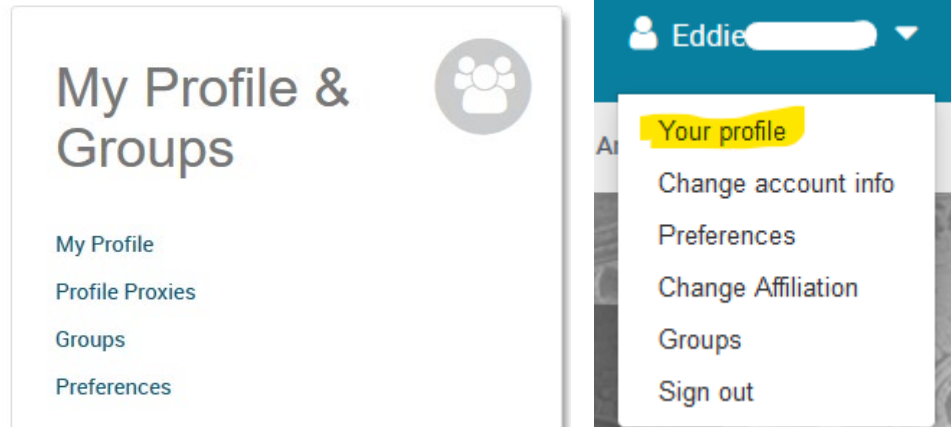
**Is 'your' profile already claimed?**  
You may have another account. [Contact us](#) for assistance.

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**5 Results** Sort ▾

Doe, John Information Solutions ProQuest	<input type="button" value="This is me"/>
Doe, John Faculty of Arts Acadia University	Claimed
Doe, John Melvin and Bren Simon Cancer Center School of Medicine Indiana University-Purdue University Indianapolis (Last known)	<input type="button" value="This is me"/>
Doe, John A.R. Smith Department of Chemistry College of Arts and Sciences Appalachian State University (Last known)	Claimed
Doe, John International Studies	Claimed

The next time you log in to Pivot you will find a link to **My profile** on the home page, or, in the drop-down menu under your name. It is a good idea to view and update the contents of your profile.



From your profile page you can select **Edit Profile** at any time to add, delete or update any of the information that is visible.

Linking a CV or publication page to your profile, or, adding a few Keywords that match your research interest, will improve the automated funding adviser recommendations you receive.



# Searching

The best place to start a Pivot search is from the **Funding tab**. Pivot offers several ways to quickly perform a search and get relevant results related to your research interests.

Pivot also allows you to search researcher profiles from the **Profiles tab**. All profiles provide links to funding opportunities that would be recommended for each researcher based on the contents of their profile.

Choose the **Funding tab** to see all your search options. You can choose to search

- by entering **Free-Text terms**
- by **Funder name** (sponsor agency)
- by **Keywords**

or

- you can browse and select keywords using the graphical **browse by keyword wheel**

or

- choose **Advanced Search** for more precise searching options

The screenshot displays the Pivot website's 'Funding' tab. At the top, there are navigation links for 'Funding', 'Profiles', 'Conferences', 'Awarded Grants', and 'News'. A search bar is prominently featured with the text 'Search funding opportunities (enter search terms)' and a search icon. Below the search bar, there are links for 'Search All Fields', 'Search by Funder', and 'Search by Keyword'. A sidebar on the left contains navigation options: 'Funding Discovery' (selected), 'Internal Opps' (7), 'Tracked Opps' (37), 'Curated Opps' (70), 'Your Profile', and 'Groups'. The main content area is titled 'Funding Discovery' and includes a descriptive paragraph about the platform's keyword list. Below this, there is a section titled 'Browse by Keyword' featuring a large, colorful sunburst chart. The chart's center contains the text '\$71.57B of funding is available!'. The chart is composed of numerous segments in various colors (blue, orange, green, grey, purple, etc.), representing different keywords and their associated funding amounts.

## Browsing and Searching with Keywords

Because the titles and descriptions of the grant opportunities are often written in very general terms or are summarized from the full text of the opportunity, simple free-text searches may not yield the most precise or comprehensive results. One of the best ways to overcome this is to use the pre-defined **keyword** search options since Pivot editors carefully map one or more of those keywords to each entry in the database. Searches using pre-defined keywords can be more precise.

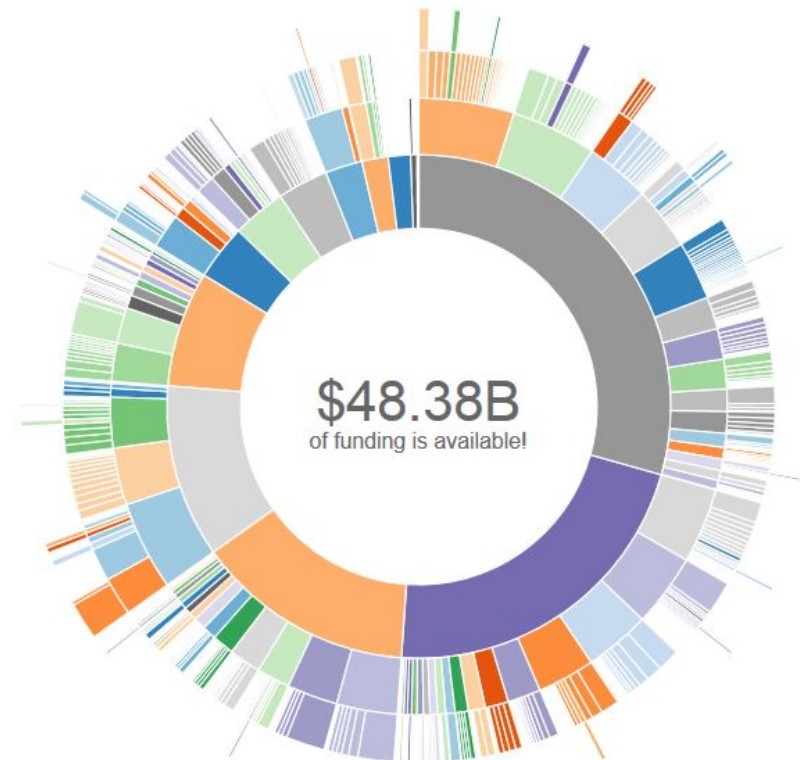
One way to search by keyword is to use the interactive **Browse by Keyword** wheel. Hovering over different parts of the wheel will give you a sense of approximately how much funding is available by topic.

Note: not all funders specify exactly how much funding is available so there is usually even more funding available at any given time than what the wheel displays.

### Browse by Keyword

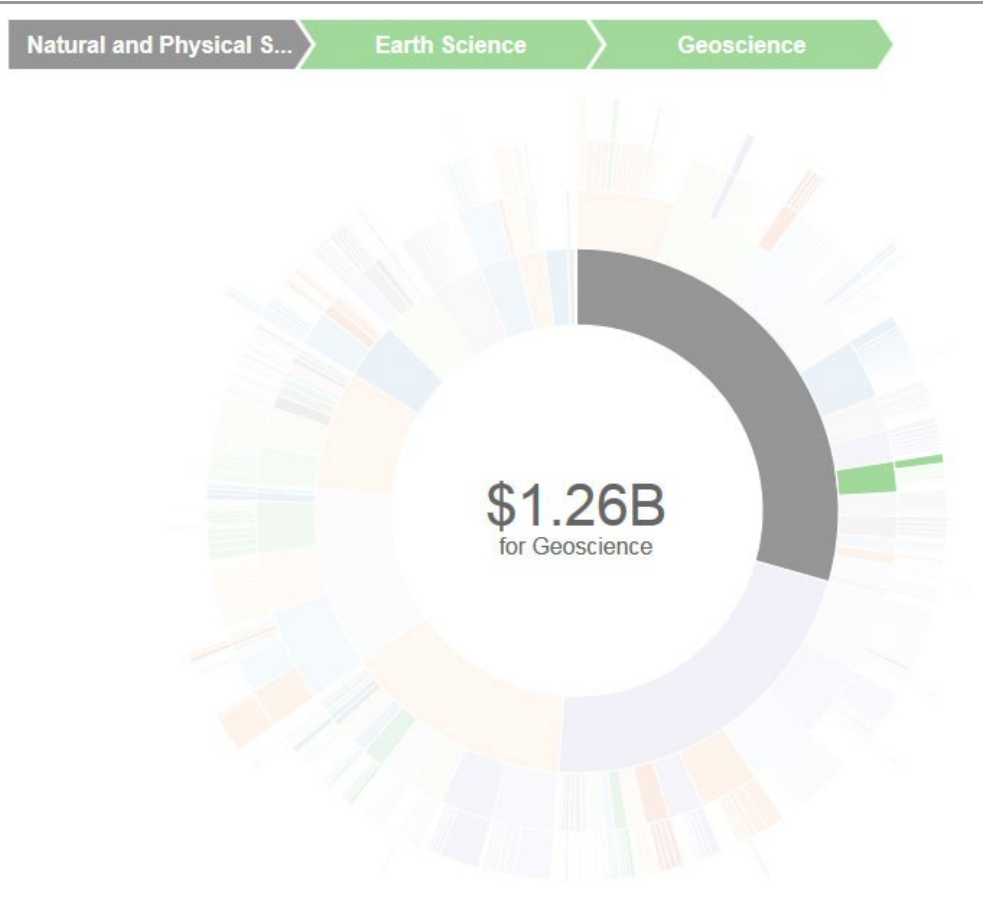
[Take a Tour](#)

*This chart is interactive. You can mouseover a section to see the total dollar amount available per keyword. Click a section to view the list of matching opps.*





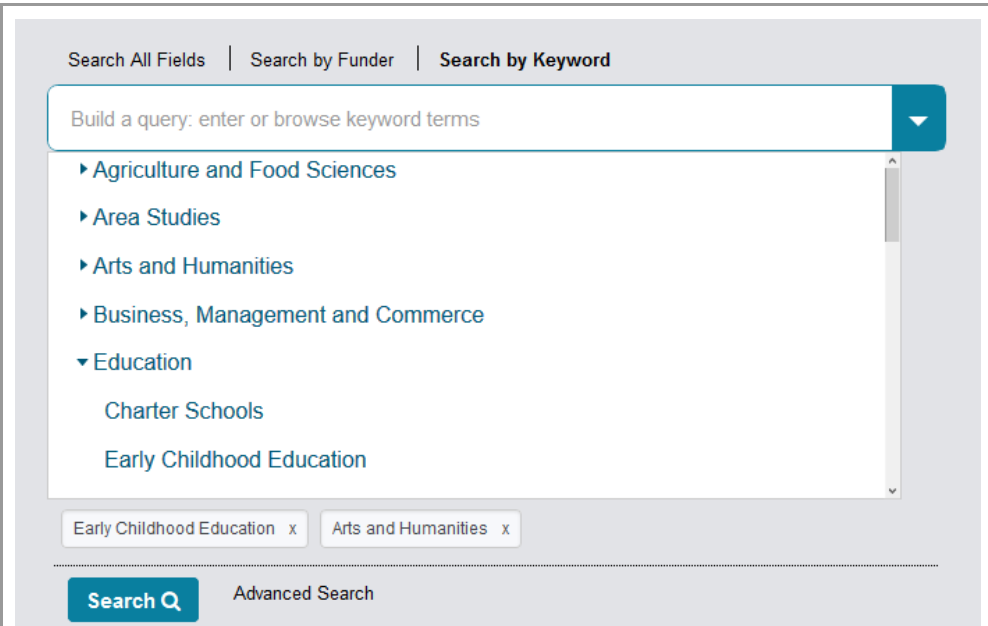
If you find a **Keyword** that matches your research interest when hovering over the wheel, just click that part of the wheel to view all results in Pivot currently associated with that term.



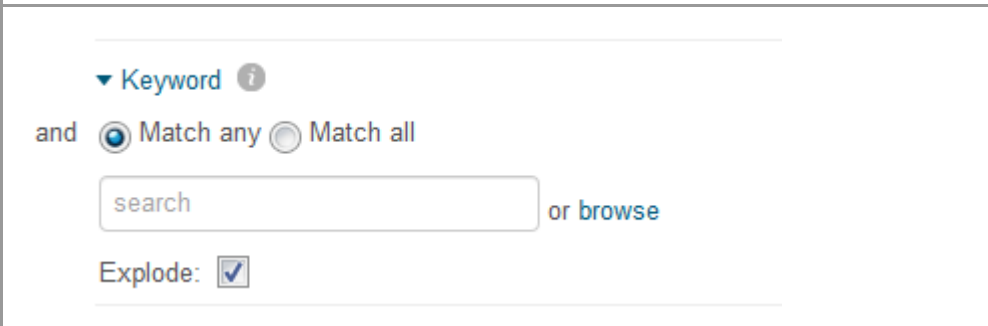
Choose **Search by Keyword** to browse the Pivot keyword hierarchy. You can also type terms in the search box and Pivot will match them to the keyword hierarchy.

This allows you to build a query that uses one or more keyword terms and may lead you to discover related keyword terms you had not yet thought of.

Note that when using multiple keywords, they are automatically combined with an OR, which means that your results will contain at least one of the keywords that you selected.



Keywords can also be found and included in searches (along with other search parameters) when using the **Advanced Search** form



## Using Advanced Search - Tools for Narrowing a Search

One of the most effective ways to search Pivot is to use the Advanced Search form which allows you to set very specific search criteria for a more precise, narrow results set.

The Advanced Search page has many tools for pre-scoping and limiting your search results.

You can search all or just specific fields within funding opportunity records by using the **All Fields** pull down menu.

You can also pre-filter results by funding type, by dollar amount, by upcoming deadline, or by a handful of other useful parameters related to eligibility or applicant type.

### Find Opportunities matching

Match all of the fields  Match any of the fields ?

	All Fields	▼		or		
<span style="font-size: 0.8em;">?</span>	and	All Fields	▼		or	
	and	All Fields	▼		or	

[+ Add another row](#)

- [▶ Amount](#)

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- [▶ Deadlines](#)

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- [▶ Limited Submission](#)

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- [▶ Activity Location](#)

---

- [▶ Citizenship or Residency](#)

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- [▶ Funding Type](#)

---

- [▶ Keyword](#)

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- [▶ Applicant Type](#)

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- [▶ Sponsor Type](#)

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<p>Placing search terms on two separate lines will cause the ideas to be combined with an AND, meaning each resulting item will contain both topics.</p> <p>Items on the same line are automatically combined with an OR, which means that your results will contain at least one of the keywords that you selected</p>	<p> <input checked="" type="radio"/> Match <i>all</i> of the fields      <input type="radio"/> Match <i>any</i> of the fields <span style="float: right;">i</span> </p> <p> All Fields ▼    early childhood education    or    <input type="text"/> </p> <p> <span style="background-color: yellow;">and</span> <span style="font-size: small;">i</span> All Fields ▼    mathematics    or    <input type="text"/> </p> <p> and All Fields ▼    <input type="text"/>    or    <input type="text"/> </p> <p><a href="#">+ Add another row</a></p>
<p>Choose <b>Funding Type</b> to limit to opportunities of a particular type or for a particular activity, such as postdoctoral awards or travel.</p>	<p>▼ Funding Type</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Postdoctoral Award</li> <li><input checked="" type="checkbox"/> Prize or Award</li> <li><input type="checkbox"/> Program or Curriculum Development or Provision</li> <li><input type="checkbox"/> Publishing or Editorial</li> </ul> <p>and <input checked="" type="checkbox"/> Research</p>
<p>Choose <b>Sponsor Type</b> to limit to opportunities from a particular type of funder, such as the US or international governments, a private foundation, or a commercial entity.</p>	<p>▼ Sponsor Type</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Federal, U.S.</li> <li><input type="checkbox"/> Multinational Organization</li> <li><input type="checkbox"/> National Government, Non-U.S.</li> <li><input type="checkbox"/> Other Nonprofit</li> <li><input checked="" type="checkbox"/> Private Foundation</li> </ul>

Choose **Activity Location** to limit by location. (This is usually a restriction placed by the funder on the location(s) where the research or activity is allowed to take place)

Choose **Citizenship** to limit results based on citizenship or residency requirements stipulated by the funder.

Note: In some cases, you may see these filters enabled by default by your Institution's pivot administrator

▼ Activity Location ⓘ

and  Match any  Match all

search  or more locations

Include:  Unrestricted  Unspecified  
 Sub-entities  Super-entities

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▼ Citizenship or Residency ⓘ

United States  
 Canada  
 United Kingdom  
 Australia  
and  European Union

Include:  Unrestricted  Unspecified

You can also exclude opportunities that meet certain criteria in the **Exclude Opportunities matching** section.

This is useful to eliminate opportunities that might contain requirements you know do not meet your needs, or, that are related to research areas you are not interested in.

Exclude Opportunities matching

not  All Fields  or  or

ⓘ

- ▶ Deadlines
- ▶ Limited Submission
- ▶ Activity Location
- ▶ Citizenship or Residency
- ▶ Funding Type
- ▶ Keyword

# Working with Results

Your search in Pivot will result in a list of possible opportunities.

By scanning the list, you can see deadlines, dollar amounts and sponsors

The list may be narrowed further by any of the terms in the categories listed to the left, including:

- **Funding Type**
- **Sponsor Type**
- **Keywords**
- and more

Submission type	21 Results Sort	Deadline	Amount
Limited Submission: 1	<input type="checkbox"/> <input checked="" type="checkbox"/> <b>Early Care and Education Research Scholars: Head Start Graduate Student Research Grants</b> United States Department of Health and Human Services (HHS) Administration for Children and Families (ACF) Office of Planning, Research, and Evaluation (OPRE)	01 Apr 2019 Application Confirmed	\$50,000 usd
<b>Top funding types</b> Research: 21 Program or Curriculum ...: 10 Training or Scholarshi...: 1 Postdoctoral Award: 1 Dissertation or Thesis: 1	<input type="checkbox"/> <input checked="" type="checkbox"/> <b>GRAMMY Museum Grants Program: Scientific Research Projects</b> GRAMMY Museum	15 Oct 2019 Letter of Inquiry Anticipated	\$20,000 usd
<b>Top sponsor types</b> Federal, U.S.: 8 Private Foundation: 7 Other Nonprofit: 3 Professional Society o...: 2 Multinational Organiza...: 1	<input type="checkbox"/> <input checked="" type="checkbox"/> <b>Reach Out and Read Young Investigator Awards</b> Academic Pediatric Association (APA)	04 Sep 2019 Preliminary Pr... Anticipated	\$15,000 usd
<b>Top applicant types</b> Nonprofit: 12 Academic Institution: 9 Small Business: 8 Individuals: Mid-Caree...: 7 Individuals: Early Car...: 7	<input type="checkbox"/> <input checked="" type="checkbox"/> <b>Kenneth B. and Mamie P. Clark Fund</b> American Psychological Association (APA) American Psychological Foundation (APF)	15 Jun 2019 Application Anticipated	\$10,000 usd
<b>Top keywords</b> Early Childhood Education: 21 Elementary Education: 7 Minority Education: 7 Education: 6 Science Education: 6	<input type="checkbox"/> <input checked="" type="checkbox"/> <b>IES Small Business Innovation Research Program (SBIR) - Phase I</b> United States Department of Education (ED) Institute of Education Sciences (IES)	To be announced Application Anticipated	\$200,000 usd
	<input type="checkbox"/> <input checked="" type="checkbox"/> <b>Grants</b> Caplan Foundation for Early Childhood	31 Jan 2019 Letter of Inquiry Confirmed	see record
	<input type="checkbox"/> <input checked="" type="checkbox"/> <b>Funding for for Systemic Change</b> Rauch Foundation	Continuous Proposals Confirmed	see record
	<input type="checkbox"/> <input checked="" type="checkbox"/> <b>Lydia Donaldson Tutt-Jones Memorial Research Grant</b> African American Success Foundation (AASF)	01 Jun 2019 Proposals Anticipated	\$5,000 usd
	<input type="checkbox"/> <input checked="" type="checkbox"/> <b>LIMITED NIH Science Education Partnership Award (SEPA) (R25)</b> United States Department of Health and Human Services (HHS) National Institutes of Health (NIH) National Institute of General Medical Sciences (NIGMS)	09 Jul 2019 Application Confirmed	\$1,250,000 usd

Choose **Sort** to order the list of opportunities by:

- **Relevance**
- **Title**
- **Deadline**
- **Amount**

**21 Results** Sort ▾

- Early Care and Education Research Scholars: Head Start Graduate Student Research Grants**  
United States Department of Health and Human Services (HHS)  
Administration for Children and Families (ACF)  
Office of Planning, Research, and Evaluation (OPRE)
- GRAMMY Projects**

- **Relevance**
- Title
- Sponsor name
- Deadline    soonest > latest
- Deadline    latest > soonest
- Amount    highest > lowest
- Amount    lowest > highest

Choose the **magnifying glass** icon to quickly view a brief description of the opportunity and its eligibility requirements

Type=(Relevance)    **Early Care and Education Research Scholars: Head Start Graduate Student Research Grants**

Advanced Search

**21 Results** Sort ▾

**ABSTRACT**  
Since 1991, the Administration for Children and Families (ACF) has supported the development of partnerships between Head Start programs and their local research community through the Head Start Graduate Student Research Grants. These awards attract...

**ELIGIBILITY**  
Eligibility is limited to accredited public, state-controlled, and private institutions of higher education acting on behalf of doctoral-level graduate students. To be eligible to administer the grant on behalf of the student, the institution must be...

To view the full details of a grant opportunity, choose the **title** of the opportunity to be brought to a full details page for that opportunity.

<input type="checkbox"/> <b>21 Results</b> Sort ▾	Deadline	Amount
<input type="checkbox"/> <input type="checkbox"/> <b>Early Care and Education Research Scholars: Head Start Graduate Student Research Grants</b> United States Department of Health and Human Services (HHS) Administration for Children and Families (ACF) Office of Planning, Research, and Evaluation (OPRE)	01 Apr 2019 Application Confirmed	\$50,000 usd



Each Full Details display gives you information about:

- **Deadlines**
- **A detailed description**
- **Contact information**
- **A link to the funding agency's website**
- **Eligibility requirements**
- and more

## Early Care and Education Research Scholars: Head Start Graduate Student Research Grants

Opp ID: 129190 | Research | Last edited on 03 Apr 2018

### Full Details

Website <https://ami.grantsolutions.gov/index.cfm?switch=foa&fon=HHS-2017-ACF-OPRE-YR-1219> 

Sponsor [United States Department of Health and Human Services \(HHS\)](#)  
[Administration for Children and Families \(ACF\)](#)  
[Office of Planning, Research, and Evaluation \(OPRE\)](#)  
Sponsor ID: HHS-2014-ACF-OPRE-YR-0785 (Re-issue of HHS-2013-ACF-OPRE-YR-0573)

CFDA Numbers 93.600 - Head Start

Amount **Upper \$50,000** usd  
Estimated Total Funding: \$150,000  
Expected Number of Awards: 6  
Award Ceiling: \$25,000 Per Budget Period  
Award Floor: \$20,000 Per Budget Period  
Average Projected Award Amount: \$25,000 Per Budget Period

Length of Project... [more »](#)

Applicant Type [Academic Institution](#)  
[Nonprofit](#)



Citizenship or Residency [United States](#)

Activity location [United States](#)

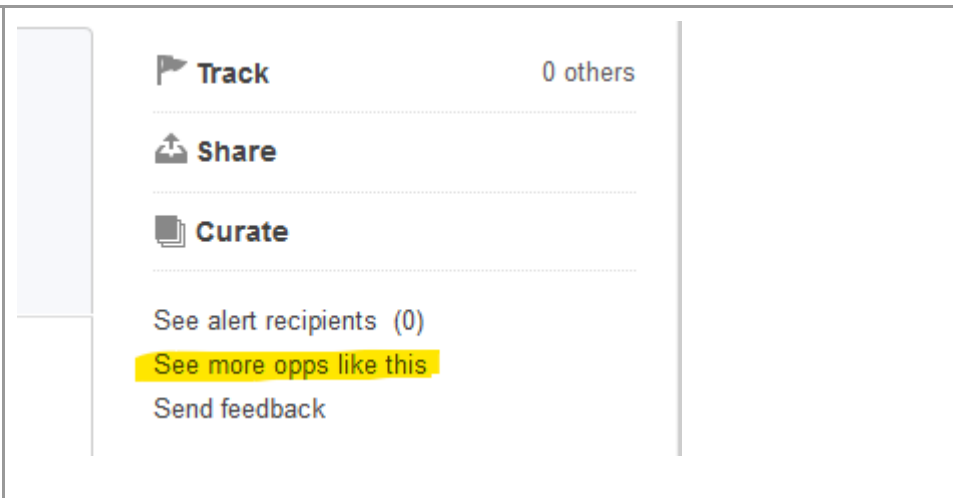
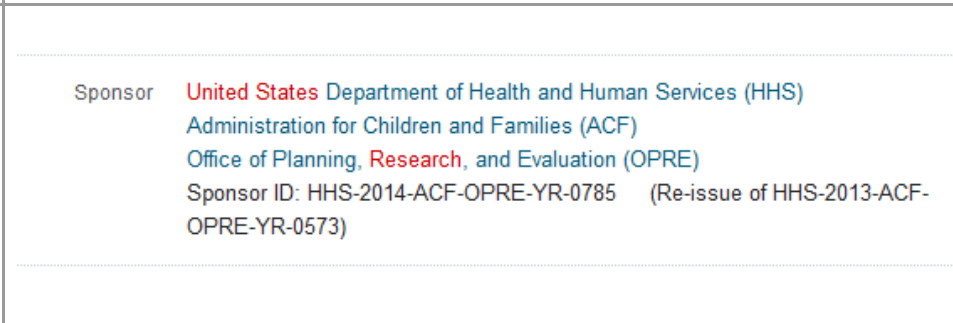
Abstract Since 1991, the Administration for Children and Families (ACF) has supported the development of partnerships between Head Start programs and their local research community through the Head Start Graduate Student... [more »](#)

Eligibility Eligibility is limited to accredited public, state-controlled, and private institutions of higher education acting on behalf of doctoral-level graduate students. To be eligible to administer the grant on behalf of the... [more »](#)



<p>Check the <b>Keywords</b> to see if there are any that could be used to further enhance your search.</p>	<p>Keywords</p> <p> <a href="#">Early Childhood Education</a> <a href="#">Minority Education</a> <a href="#">Student Enrichment</a> </p> <p> <a href="#">Education</a> <a href="#">Educational Research</a> <a href="#">Community and School Relations</a> </p>
<p>View the agency's <b>website</b> to check the full information from the agency.</p> <p>This is always an important step, since the material in Pivot has been edited for brevity.</p>	<p>Full Details</p> <hr/> <p>Website <a href="https://ami.grantsolutions.gov/index.cfm?switch=foa&amp;fon=HHS-2017-ACF-OPRE-YR-1219">https://ami.grantsolutions.gov/index.cfm?switch=foa&amp;fon=HHS-2017-ACF-OPRE-YR-1219</a> </p> <hr/> <p>Sponsor <a href="#">United States Department of Health and Human Services (HHS)</a></p>
<p>The <b>funding contact person</b> may also be a valuable resource, and if you are serious about an application, it may be wise to email or call them directly to discuss how well your idea matches the parameters of the grant.</p>	<p><b>Funding Contact Person</b></p> <hr/> <p>Wendy DeCoursey, Program Office Contact  OPRE Head Start Graduate Student  Research Grant Review  c/o ICF International  9300 Lee Highway  Fairfax, VA 22031-6050  Phone: (877) 350-5913  Fax: (703) 934-3740</p> <p> <a href="mailto:HSGraduateResearchReviews@icfi.com">HSGraduateResearchReviews@icfi.com</a></p>

## Results: Related opportunities

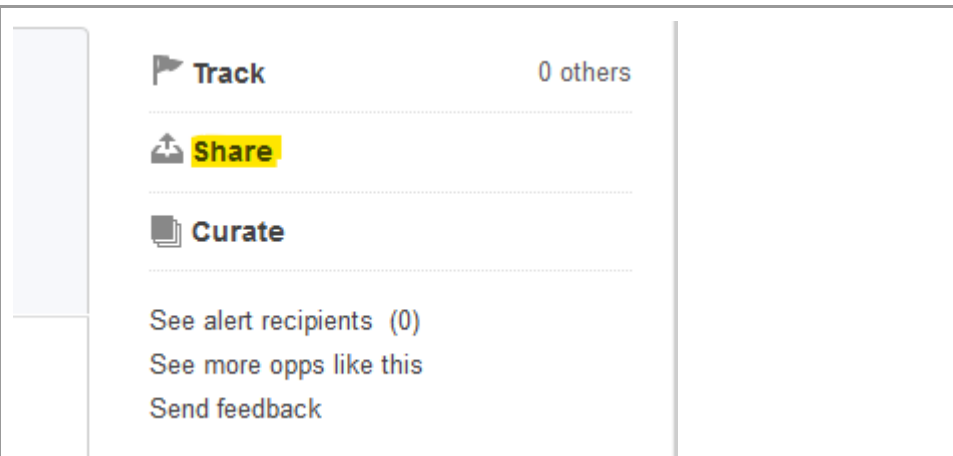
<p>As you are looking at individual opportunities, if you are signed in, select the “<b>see more opps like this</b>” link.</p> <p>This is a quick way to get a list of opportunities closely related to the one you are looking at, without an elaborate search.</p> <p>The list of results can be quite lengthy, but it is organized in a relevancy rank, which should help.</p>	 <p>Track 0 others</p> <p>Share</p> <p>Curate</p> <p>See alert recipients (0)</p> <p><b>See more opps like this</b></p> <p>Send feedback</p>
<p>Choosing a <b>sponsor name</b> will run a new search in Pivot and return results for all the opportunities that are available from that funder</p> <p>Depending on the funder this can be another way to see related opportunities</p>	 <p>Sponsor <b>United States</b> Department of Health and Human Services (HHS) Administration for Children and Families (ACF) Office of Planning, <b>Research</b>, and Evaluation (OPRE) Sponsor ID: HHS-2014-ACF-OPRE-YR-0785 (Re-issue of HHS-2013-ACF-OPRE-YR-0573)</p>

## Results: Limited Submission opportunities

<p>Note that some results in Pivot are marked as “<b>Limited</b>”. This generally means that only one application for your institution can be submitted. You should coordinate with the research office before applying.</p>	 <p><b>LIMITED</b> NIH Science Education Partnership Award (SEPA) (R25) 09 Jul</p> <p>United States Department of Health and Human Services (HHS) Application</p> <p>National Institutes of Health (NIH) Confirmation</p> <p>National Institute of General Medical Sciences (NIGMS)</p>
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## Results: Sharing Opportunities

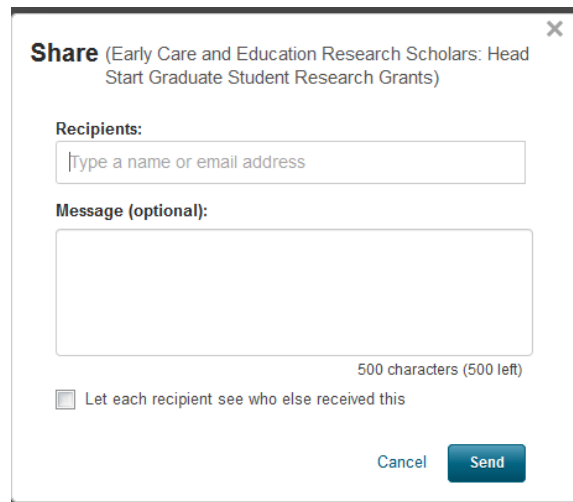
Use **Share** to send opportunities to colleagues or yourself.



A screenshot of the Pivot sharing interface. On the left is a vertical grey bar. The main area contains a list of actions: 'Track' with a flag icon and '0 others' to its right; 'Share' with a share icon and the word 'Share' highlighted in yellow; and 'Curate' with a document icon. Below these are three links: 'See alert recipients (0)', 'See more opps like this', and 'Send feedback'.

When sharing an opportunity, type the name of a recipient and Pivot will autocomplete the emails for members of your institution. You can send to multiple colleagues at once.

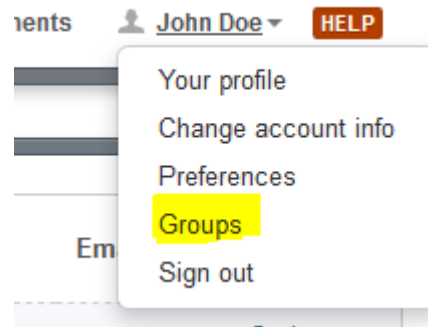
Pivot allows you to share with anyone within or outside of your organization. If you share an opportunity with someone who does not have access to Pivot, they will only be able to view the opportunity details for 14 days.



A screenshot of the 'Share' dialog box. The title is 'Share (Early Care and Education Research Scholars: Head Start Graduate Student Research Grants)'. It contains a 'Recipients:' label and a text input field with the placeholder 'Type a name or email address'. Below that is a 'Message (optional):' label and a larger text area. At the bottom right of the message area, it says '500 characters (500 left)'. There is a checkbox labeled 'Let each recipient see who else received this'. At the bottom are 'Cancel' and 'Send' buttons.

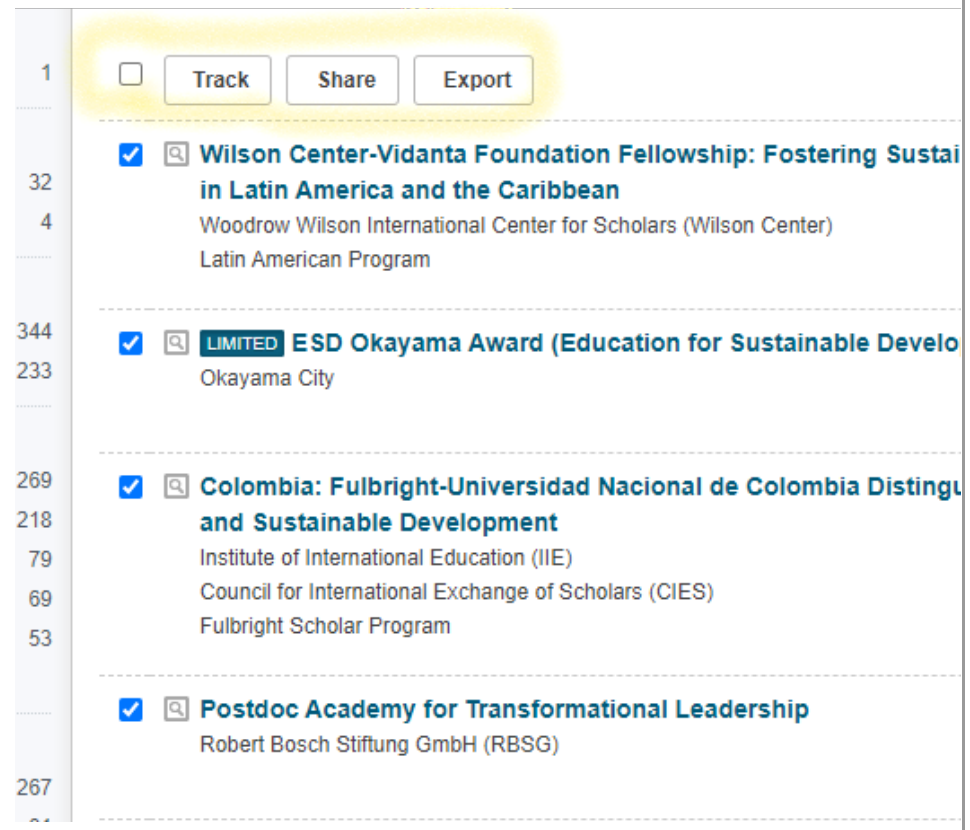
You can create and save **Groups** of colleagues that you regularly wish to share opportunities with. Choose Groups from the pull-down menu under your name (or from the home page) and follow the prompts to create unlimited numbers of groups.

If you have created a group(s), whenever you share an opportunity you will have the ability to share it with individuals or a group.



You can **share multiple results** directly from the results list. Click the check box next to each of the opportunities you want to share, or, check the box at the top of the list to share the entire list.

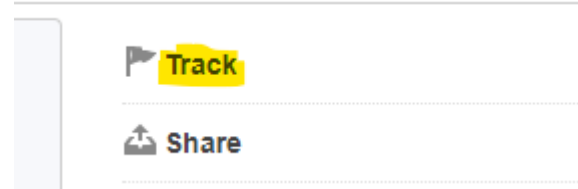
You can also use this method to **track** or **export** multiple opportunities.



## Results: Tracking Opportunities

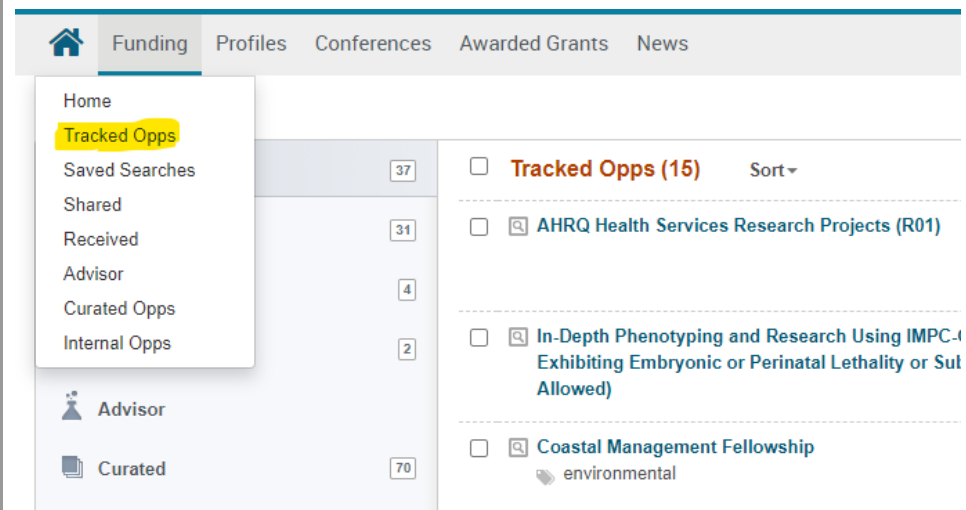
The ability to track opportunities is one of the biggest benefits of Pivot. If you are tracking an opportunity, you can schedule Pivot to send you a personal deadline reminder or add deadlines to your personal calendar. Pivot will also email you with updates if there are any changes made by the funder to the opportunity.

You may designate any individual opportunity to be put on a “tracked” or “active” list by using the **Track** link on the right.



The list of items on your tracked list, as well as your recent activity, is listed on the Pivot home menu, if you are signed in.

Select the Home icon on the navigation bar.



Choose **Options** to enable **Alert emails**.

You will receive a notification if an opportunity is updated in any way.

The screenshot shows a 'Tracked Opps (2)' section with a 'Sort' dropdown and a 'Deadline' column. Two opportunities are listed: 'Early Care and Education Research Scholars: Head Start Graduate Student Research Grants' with a deadline of '01 Apr 2019', and 'Reach Out and Read Young Investigator Awards' with a deadline of '04 Apr 2019'. An 'Options' dropdown menu is open for the first opportunity, listing actions: Share, Untrack, Move to Active, Add Tags, Add to calendar, Turn Alert email off, Add Deadline Reminder, Who you shared with, and Who else is interested.

## Saved Searches and Email updates

Once you have a search with which you are satisfied, you may save it and receive updates via email each time a new grant opportunity matching your search is added to the database. You may also save a search and choose not to get email updates, but instead run the search manually at any time in the future.

You can try multiple search strategies and can save multiple searches. No matter how many saved searches you have, you will only get one single weekly email that features results for each of your searches.

On your search results page, choose **Save Search**.

The screenshot shows a 'Search Funding Results' section. It displays the search criteria: 'Your Search: ((Keywords=(Early Childhood Education)) OR (Exploded K Education)) AND (Citizenship=(United States or Unrestricted or Unspecified)) AND (Type=(Research))'. Below the search criteria are three buttons: 'Advanced Search', 'Save Search' (highlighted in yellow), and 'Refine Search'. At the bottom, it shows '21 Results' and a 'Sort' dropdown.

Give the search a name, decide if you want weekly email updates or not, and select Save.

A link to your saved searches will also appear on the Pivot homepage (if you are signed in).

Follow the **Saved Searches** link to work with your searches

Select the title of your saved search to view the current results in Pivot that match your saved search criteria.

You can limit your view to only the results that were newly added in the past week, or, you can view the complete list of results

	New Results for Jan 06 2019	All Results
Advisor Alert	58 / 4	5609 / 361
Early Childhood research opportunities	0 / 0	21 / 1

Choose **Options** to edit or delete searches or to change the email alert options.

You may also **share searches** with colleagues. They will receive a unique URL allowing them to view the full results of the search within Pivot.

Search Name	New Results for Jan 06 2019	All Results	Email alerts
Advisor Alert	58 / 4	5613 / 361	Options
Early Childhood research opportunities	0 / 0	21 / 1	Options

- Share
- Edit
- Add Tags
- View archived results
- Alert email off
- Delete this search

## Getting Help

Pivot provides short and useful “tutorial videos” and “inline help” for most features in the database. Select the “info” icon to get tips.

Selecting the “Help” link from any page will take you to detailed, searchable product documentation and other resources.

John Doe ▾ **HELP**



Detailed documentation and other resources: <https://knowledge.exlibrisgroup.com/Pivot>

Pivot tutorial videos can be found on YouTube: <https://www.youtube.com/user/ProQuestPivot>



## General Search Tips

Pivot is a powerful tool, but for a variety of reasons it is not as forgiving as a search engine like Google. We recommend trying a few different approaches and search strategies to get the most relevant results. In some cases, you will find more success searching broad subject terms and then using the filters and refinement techniques to zoom in on opportunities of interest. In other cases, you may have better luck building a sophisticated query using the Advanced Search features.

Many grant sponsors do not mention specific kinds of research they will fund. Instead they state broader disciplines within which they will consider applications. Some research topics may not get any results in searching, **but that does not necessarily mean there are no grants for which your project may be eligible**. If this happens, try searching for grants in the broader field(s) within which your project falls. For example, a project to study zebra mussels may be eligible under a grant looking to fund projects in the broader fields of Biological Sciences, Marine Biology, or Environmental Biology, etc.

Remember that you can save multiple searches and search strategies. In addition, the Pivot database is updated daily, and new sponsors and funding opportunities are added frequently. So, it is always possible that a search that did not result in any opportunities one day, may have relevant results another day.

Use Truncation (**Asterisk**), Proximity Operators (**pre/#**, **w/#**), Exact Phrase Searching (**Double Quotes**), and Precedence (Parentheses) to give your search more flexibility.

**Quotes:** Searches for exact phrases. Example:  
"childhood obesity" searches for opportunities that contain the exact phrase "childhood obesity"

**Proximity:** Searches for opportunities containing words that lie within a specified maximum distance of each other.  
Example:  
(childhood w/5 obesity) - Finds opportunities where the words "childhood" and "obesity" lie within 5 words of each other

**Truncated:** Inserting an asterisk allows you to search for multiple variations of a word or partial word. Example:  
child\*- Finds opportunities containing the words "child," "children," "childhood," etc.

- Searches are case insensitive. Using either upper-case or lower-case letters will yield the same result set. Also do not use the articles a, an, or the since the search engine does not search for these.
- With the exception of the hyphen, do not use punctuation marks (slashes, commas, etc.). Punctuation marks in most cases will retrieve erroneous results. This also applies to the **Amount Field**. For monetary amounts, leave out any commas or periods. E.g.: \$10,000 = 10000.