Creating a Pivot Account

Finding Funding Opportunities

PIVOT: Formally Community of Science (COS)

PIVOT ACCESS

Creating Your Account:

 If you do not already have a Pivot account, visit <u>https://pivot.proquest.com/register</u> to register for a new account.

Logging In:

Log into Pivot at https://pivot.proquest.com/session/login with your username and password

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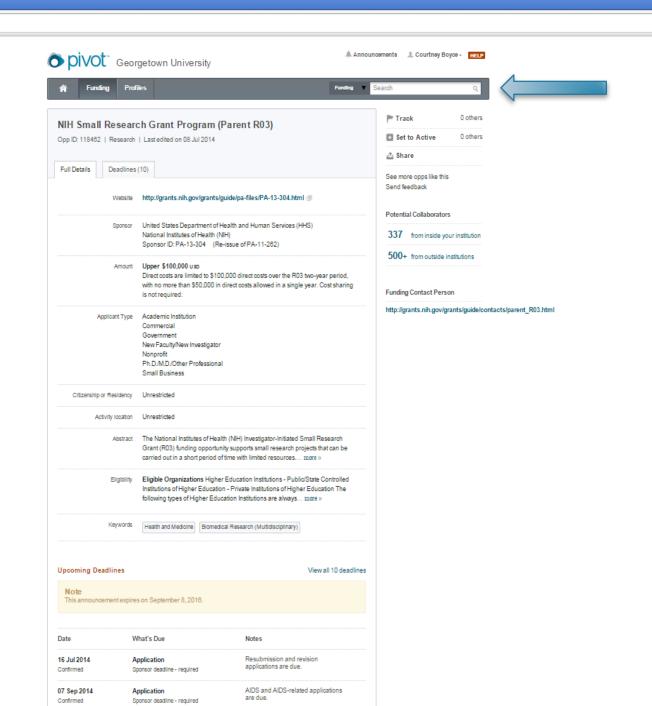
- Pivot contains funding opportunities from many government and private sources, accessible via registration with a GWU email address. It is the largest, most comprehensive database available through the Funding Information Portal, and access includes detailed documentation and user guides.
- Users can build profiles, save searches, track opportunities, and set up funding alerts on thousands of opportunities.

SEARCHING PIVOT FUNDING

Quick Search:

Use the "quick search" feature to search all fields of the funding opportunities in the database.

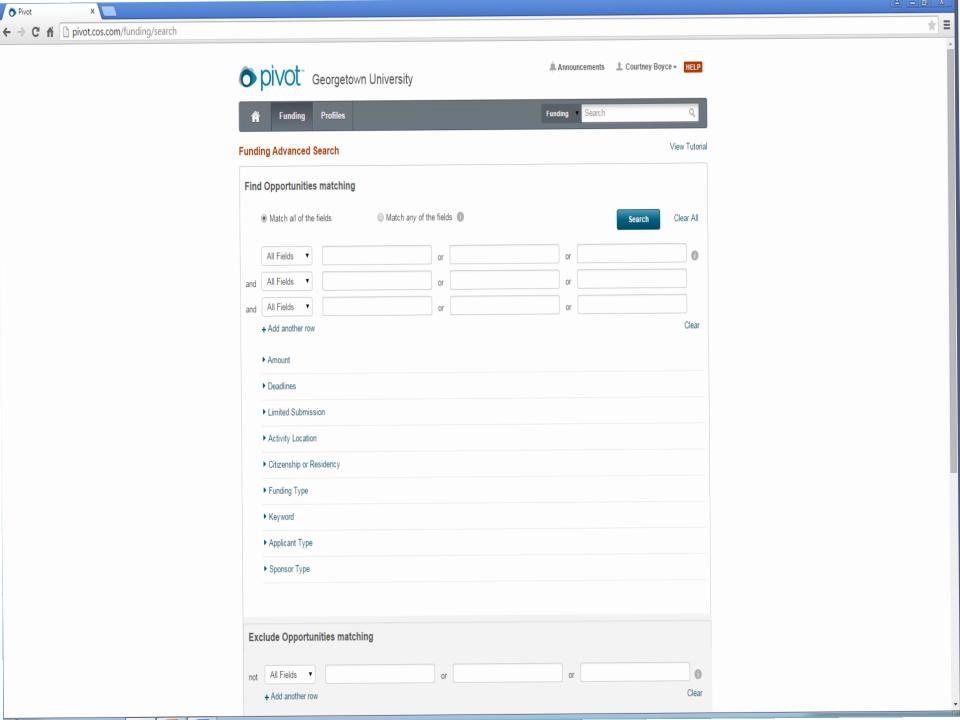
- 1. Enter your search terms into the text box.
- 2. Click the / icon.



SEARCHING PIVOT FUNDING

Advanced Search:

- 1. Start by selecting the <u>Match All</u> or <u>Match Any</u> buttons at the top pf the screen. This section will ask "And" or "Or" to the search rows beneath the option.
- Click on the drop-down menu to select which field to search (All Fields, Abstract, Title, Sponsor, or Sponsor ID).
- 3. Enter your search terms into the boxes. If additional rows are needed, click **Add another row**.
- 4. Additional fields are available- click on any field name to expand the field options or click **More search attributes** to fill out more criteria.
- Click Search.



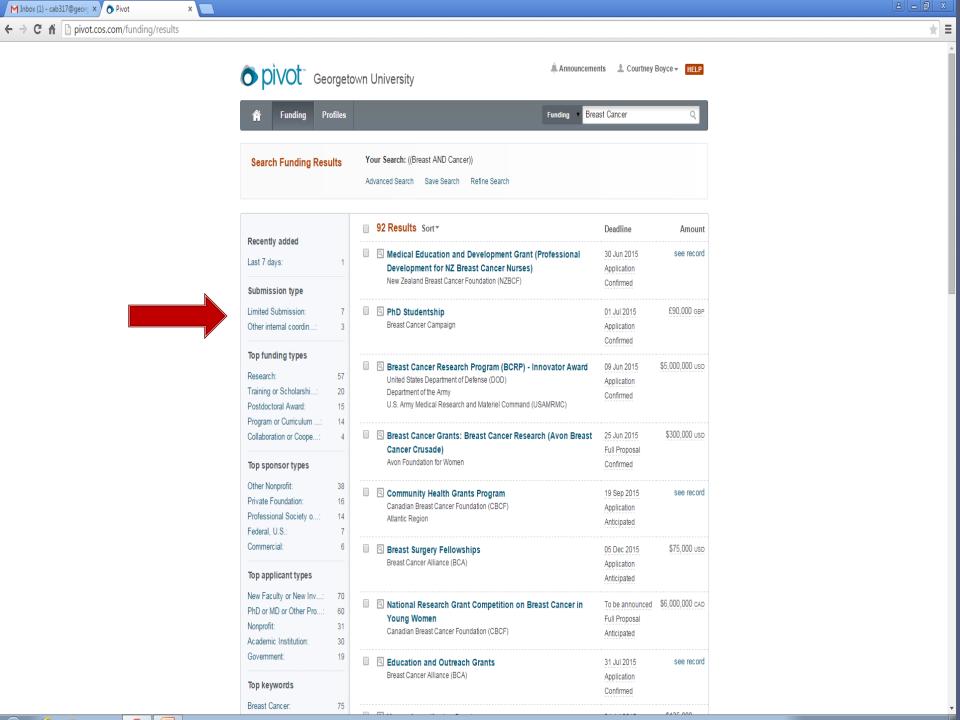
REFINE YOUR QUERY

- 1. From the search results page, click on Refine Your Query at the top of the page. This option will take you to the Advanced Search page, which will display your previous criteria search strategy.
- 2. Add or remove criteria to narrow down or broaden your original search.
- 3. Click Search

FACETED SEARCHING

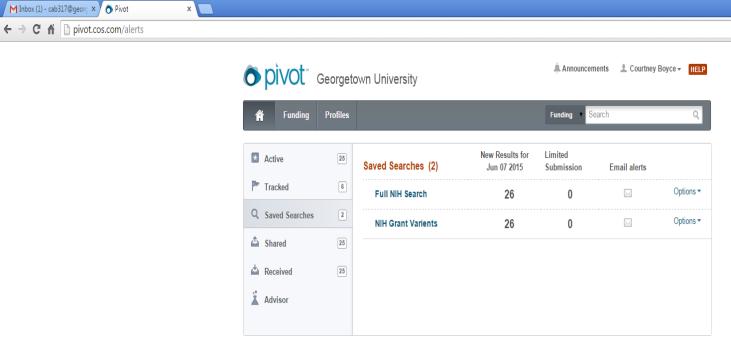
Faceted searching lets you drill down to include more specific criteria without having to go back to your original search.

- On the search results page, go to the left side of the page, where you will find the Faceted Search results area. This area will break down your search results into specific categories based upon Submission Type, Top Sponsor Types, Top Requirements, and Top Keywords.
- Click on the specific faceted search criteria to narrow down your results. Your results list will refresh after you select a facet.



SAVING A SEARCH

- 1. From the search results page, click on **Save** your Query at the top of the page.
- 2. Enter a name for your saved search in the text box.
- 3. Indicate whether or not you would like to receive a weekly email with new or updated opps from this query, using the checkbox.
- 4. Click Save



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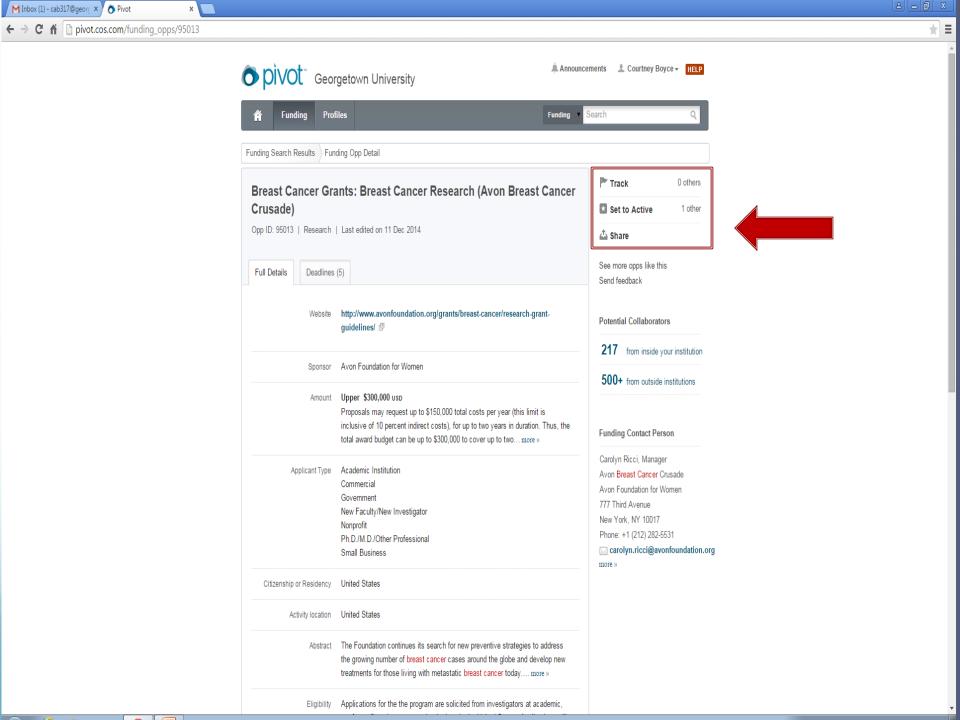
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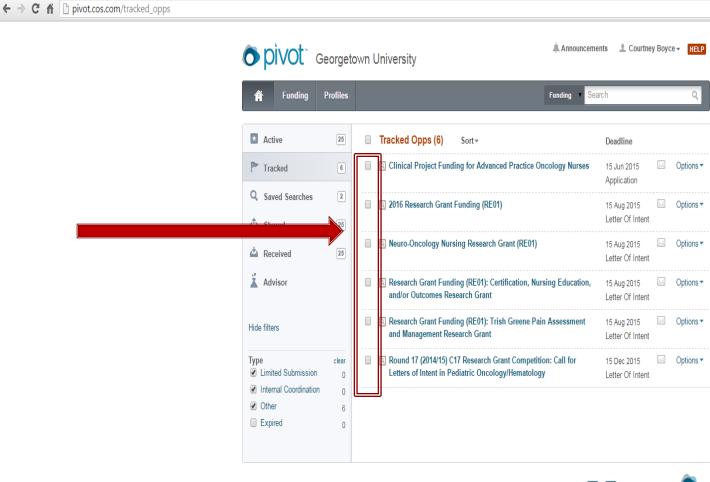
SAVING A FUNDING OPPORTUNITY

- 1. Saving funding opportunities in your Pivot account allows you to maintain two separate lists of opportunities you are interested in.
- 2. Your active list will be a shorter list of the most important opps, and your tracked list will be a longer list that you still wish to keep track of.
- 3. When you save an opportunity, you will have the option to choose which list you want the opp on.
- 4. You are allowed to save an unlimited number of opps, so Pivot will also allow you to group similar opps together.



Saving- From the Funding Results Page

- 1. From the search results page, select which opps to tag.
- 2. In the Tool Box, Click **Put Opp on** and choose to put the opps on your **tracked list** or your **active list**.
- 3. Using the check box, choose if you would like to receive an email when there are updates to these opps.
- 4. Enter a new tag or select from your existing tag list.
- 5. Click Submit.



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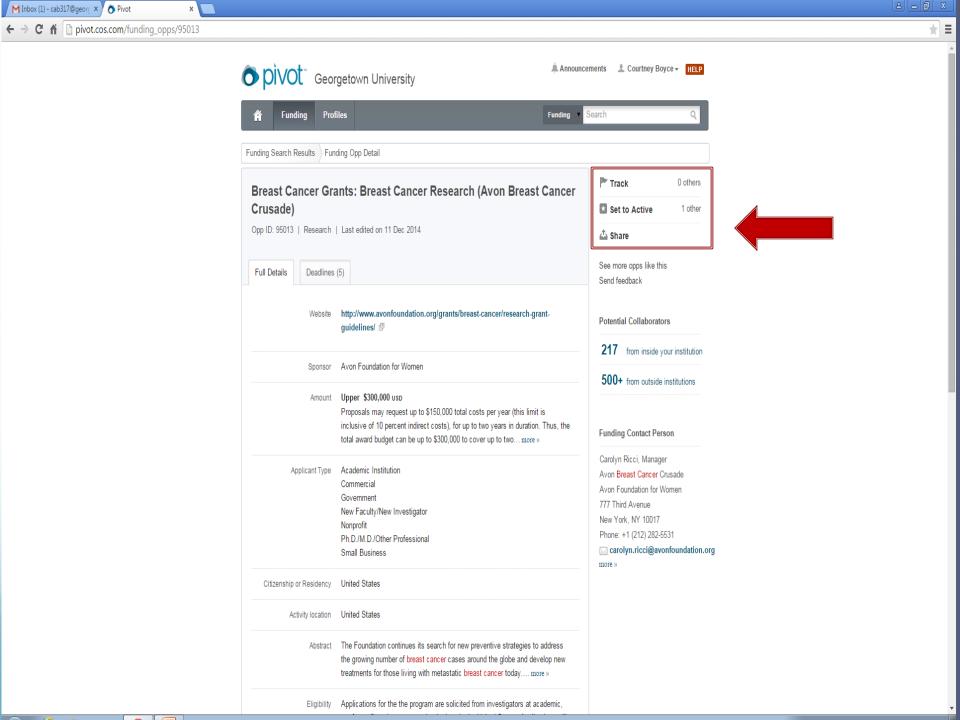
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Saving- From an Individual Opportunity

- 1. Click the opportunity name from the search results page to view the complete details.
- Using the tool box on the right side of the opportunity, click Put Opp on and choose to put the opps on your tracked list or your active list.
- 3. Using the check box, choose if you would like to receive an email when there are updates to these opps.
- 4. Enter a new tag or select from your existing tag list.
- 5. Click Submit

SHARING A SEARCH

- 1. Log in to your Pivot account and click **Searches** and then **View Your Full List of Saved Searches**.
- 2. Click Select a Task and then Share This Search
- 3. Enter the name or the email address of the person that you wish to share this search with.
- 4. Include an optional message
- 5. Click Share



FROM THE OPPORTUNITY

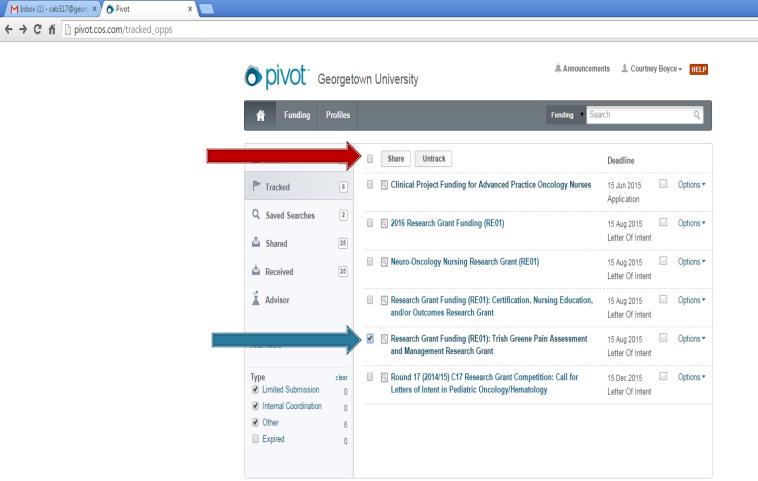
- 1. Run a Funding search
- 2. Select the opportunity you wish to share
- 3. In the tool box, click Share with Faculty
- 4. Enter the name or email address of the person you wish to share the opportunity with, include an optional message, and click **Share**.

FROM A FUNDING RESULTS PAGE

- 1. Run a Funding search
- Select the opportunity or opportunities you wish to share
- 3. In the tool box, click Share with Faculty
- 4. Enter the name or email address of the person you wish to share the opp with, include an optional message, and click **Share**.

FROM YOUR ACTIVE or TRACKED LISTS

- 1. Select the opportunity you wish to share
- 2. Click **Select a task** and then click **Share** this **Opp**.
- 3. Enter the name or email address of the person you wish to share the opp with, include an optional message, and click **Share**.



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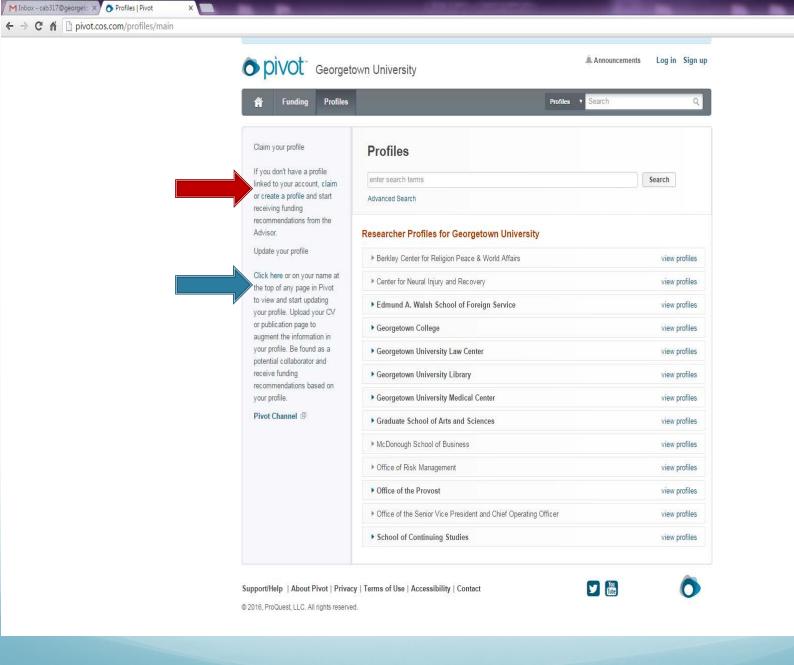




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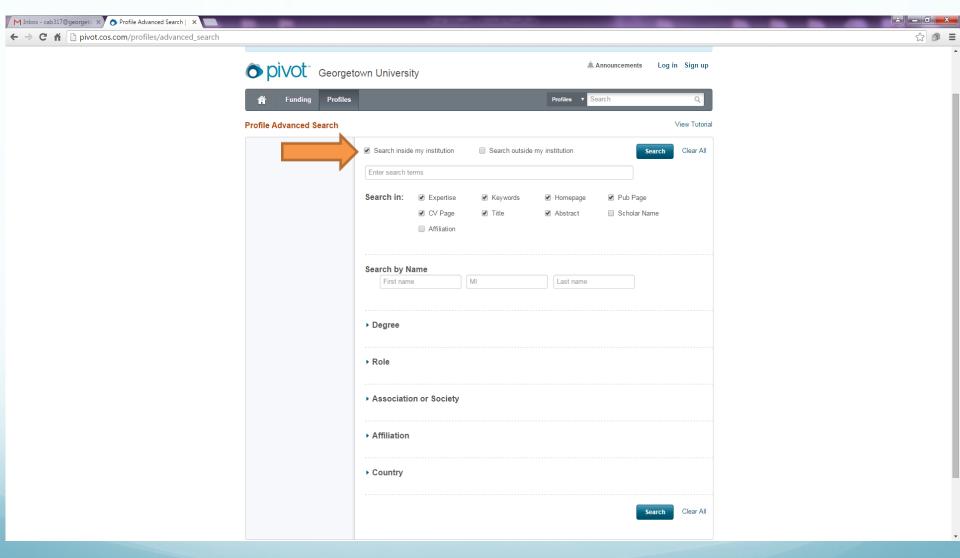
Creating a Profile in PIVOT



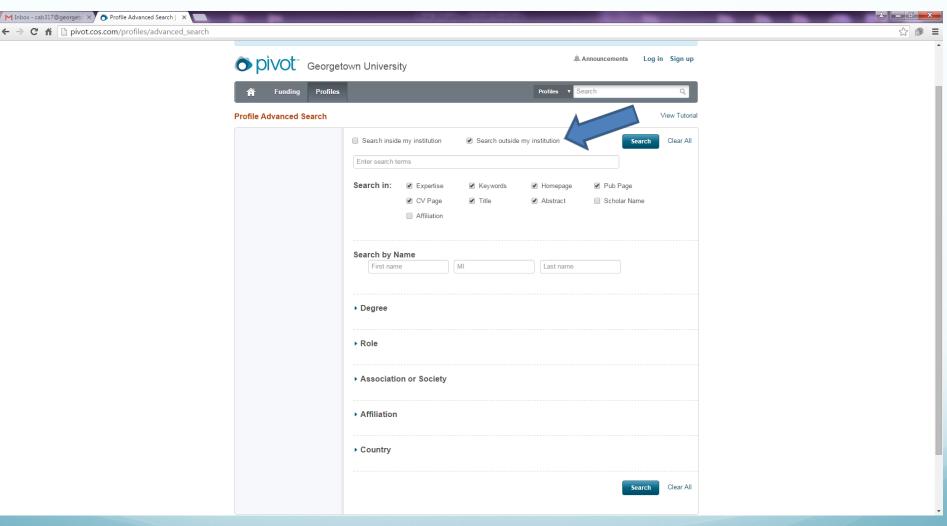
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Searching Inside My Institution



Searching Outside My Institution



Resources

Where can I get help?

- Pivot's Youtube Channel: https://www.youtube.com/user/proquestpivot?
- Pivot Webinars for Researchers, Faculty and Staff: https://proquestmeetings.webex.com/mw3300/mywebex/default.do?

Email reshelp@gwu.edu if you need assistance with Pivot.