

Office of Research and Sponsored Programs | Ehinger Annex | 610-436-3557 | [www.wcupa.edu](http://www.wcupa.edu/)

Faculty & Staff - Quick Steps/Shortcuts to Carry Out a PIVOT Search:

1. Click on Funding located in the top gray bar.
2. Click on Advanced Search located under the text box.
3. Type broad search terms in appropriate boxes:
   1. Boxes separated by “or” (the same row) will retrieve funding opportunities that contain any of the search terms typed.
   2. Boxes separated by “and” (the same column) will retrieve funding opportunities containing all the search terms typed.
   3. If two words are typed in one search box with no Boolean operators in-between, the default term is “and”.
   4. Two or more words in quotes will retrieve funding opportunities that contain that exact term.
   5. Typing the operator “not” in between two words will retrieve funding opportunities containing the first term, without the second term.
4. Amount: allows you to specify a range of award amount.
5. Deadlines: Recommended that you choose a deadline date at least 6 weeks ahead.
6. Activity Location: This is important for many private sector opportunities. Begin typing “Pennsylvania” (or wherever your work will be carried out) and choose “United States/Pennsylvania”. This will retrieve all grants where activity will occur in the US or Pennsylvania or Unrestricted (make sure unrestricted is checked).
7. Funding type: This is a good way to refine searches without having to cut down on search terms. Click the appropriate boxes that your project/research falls under.
8. Keyword: All funding opportunities have a list of keywords associated with it. You can search this keyword list by typing terms related to you research.
9. Applicant type: Check all that apply. It is recommended to start with: Academic Institution, Ph.D./M.D./Other Professional and Nonprofit.
10. Click Search!
11. This will now yield funding opportunity results.

# From the Funding Opportunity Results List:

1. Click on “save search” at the top to save your search and elect to receive weekly e-mails from PIVOT with new opportunities that match your search.
2. Click on “Refine Search” at the top to go back to your search screen to edit search terms and/or filters
3. The list can be further refined by clicking on filters to the left.
4. Click on the title of an opportunity to open the funding opportunity detail page.

# From the Funding Opportunity Detail Page:

1. Click on track or active to save/bookmark opportunities that are of particular interest. These opportunities can then be easily retrieved from your home page.
2. Click on “share” to send an e-mail to a potential collaborator. That person does not need to have a PIVOT account to view the opportunity.
3. Click on “from inside your institution” under Profile Matches on the right to see who at WCU may be carrying out the same type of research and may be a potential collaborator.

PIVOT Help Desk: 1-775-327-4105