## Student Researcher 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:
   a. Boxes separated by "or" (the same row) will retrieve funding opportunities that contain any of the search terms typed.
   b. Boxes separated by "and" (the same column) will retrieve funding opportunities containing all the search terms typed.
   c. If two words are typed in one search box with no Boolean operators in-between, the default term is "and".
   d. Two or more words in quotes will retrieve funding opportunities that contain that exact term.
   e. 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 where ever 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 such as research, scholarship or travel.
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 graduate student or undergraduate student.
10. Click Search!

*From list of funding opportunities:*

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 in order 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 funding opportunity detail:*

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 research and may be a potential collaborator.

PIVOT Help Desk: 1-775-327-4105

*Funding Search Tips*

- If you are unsure what field to search in, use the **All Fields (Quick Search)** search box. This will search for the terms you enter across all text fields in each record.

- 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 the 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

- To search by Opp ID use the **All Fields** box or the **Quick Search**.

- Keywords 'Explode' function: Use this to expand your Keyword search. For example, if you are searching on the Keyword 'Education' and Explode it, the system will automatically search for all the more specific 'educational' terms under it in the Keyword hierarchy, such as 'Higher Education', 'Literacy', etc. For more details, see the **Keyword section.**

- To select multiple terms from any pick list (e.g. Sponsor Type, Citizenship, etc.), click the check box to the left of each term.

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

  **Examples:**

  - Mouse AND Genome will retrieve all records containing both the words mouse and genome
  - Mouse OR Genome will retrieve all records containing either the words mouse or genome
  - Mouse NOT Genome will retrieve all records containing the word mouse without the word genome
  - Compute* searches for computers, compute, computing,
  - *gene w/2 mouse:* searches for the word "gene" within 2 words of "mouse" in any order
  - *"mouse genome":* searches for the exact phrase "mouse genome."
  - *gene pre/2 mouse: searches where "gene" is within 2 words before "mouse"*
  - Searches are case *insensitive*. Using either upper or lower case letters will yield the same result set.
  - 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.
  - Do not use the articles *a, an,* or *the*. The search engine does not search for these.

PIVOT Help Desk: 1-775-327-4105

*Please Contact your Research Office Representative if you have any questions or problems using PIVOT. We would be happy to help.*

**Catherine Spaur**, *Grant Specialist for Colleges of Education & Social Work, Arts and Humanities, Business & Public Management, tel: 610.436.3060; cspaur@wcupa.edu*

**Laura Vassallo**, *Grant Specialist for Colleges of The Sciences & Mathematics, Health Sciences, tel: 610.430.5606; lvassallo@wcupa.edu*

**Graduate Research Assistants** are also available, tel: 610-436-3557

*West Chester University is a member of the State System of Higher Education*