

Pivot-RP Funding Database START GUIDE

To get started, go to: <https://pivot.proquest.com>

1. Create an Account

Pivot-RP™

Sign in to Pivot-RP

Using my institution's credentials

Use login from my institution

OR

Using my account credentials

Email

Enter your email address

Password

Enter your password

[Forgot your password?](#)

Sign In

Don't have an account? [Create account](#)

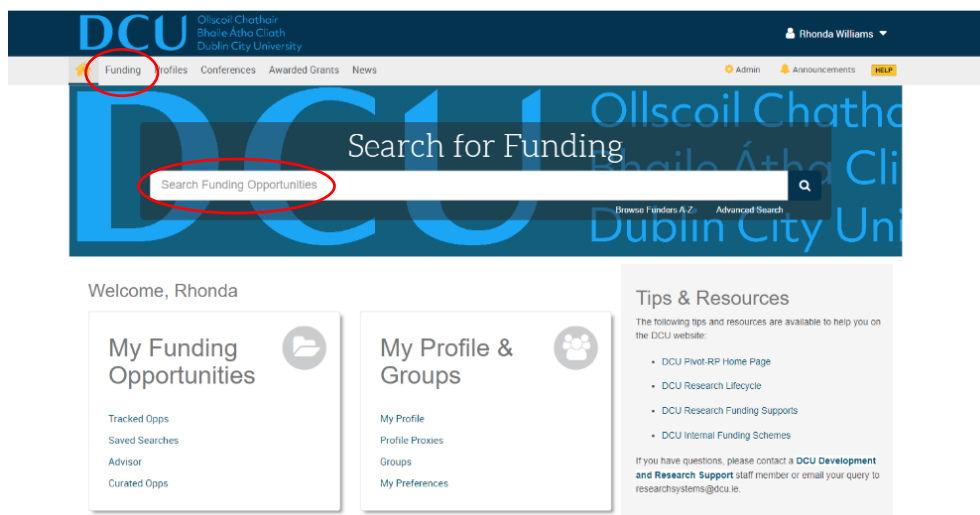
- Click on Create Account
- Choose “use institutional credentials” for SSO login
- Select DCU from the Institution pull-down menu
- Fill in all required fields to validate your name and email address

Wait for an email from Pivot-RP to validate your account. Check your spam folder if you do not see the email in your inbox.

2. Claim your Profile

- Upon logging in for the first time, Pivot-RP may prompt you to claim your profile or to create a profile
- While this is optional, it is a good idea to do so: to get automated funding recommendations based on your research interests, publications, and grants
- Claiming a profile also allows you to be discovered by potential collaborators

3. Search for Funding (Basic Search)



Basic Search via the Funding tab

- You can enter free text search terms in the **Search All Fields** feature.
- The **Search by Keyword** feature allows you to easily find keywords that align with your research interests and quickly build a query that searches one or more keywords. It can be a good idea to start with keywords which are pre-defined terms that Pivot-RP editors match to funding opportunities.
- The **Search by Funder** feature allows you to search for specific sponsors and funding agencies, or, you can browse an A-to-Z list of all the funders that Pivot-RP is tracking. Just click on a funder name to see all of the active funding opportunities for that funder in Pivot-RP.

Basic Search via the home dashboard

- Use **quotes** for an exact phrase search (example, “childhood obesity” returns results that have that exact phrase)
- Using an **asterisk** to search word variants (example, using child* returns results with the terms child, childhood, children, etc.)
- Using **proximity limiters** (example, using childhood w/5 obesity returns results where both terms are within five words of each other)

Funding Discovery

- By hovering over the **Browse by Keyword** wheel you can see approximately how much funding is available for a given term. Selecting a term from the wheel will return results for all the funding opportunities matching that term.

Tip: *If you start with broad keywords first, then you can always narrow your results on the results screen or refine your query by adding more specific terms based on the results you receive.*

4. Search for Funding (Advanced Search)

The screenshot shows the DCU website home dashboard. The top navigation bar includes 'Funding' (highlighted with a red circle), 'Profiles', 'Conferences', 'Awarded Grants', and 'News'. The main header area features a large 'Search for Funding' banner with a search input field and a search button. The 'Advanced Search' link is also highlighted with a red circle. Below the banner, the dashboard is personalized for 'Rhonda Williams' and includes sections for 'My Funding Opportunities', 'My Profile & Groups', and 'Tips & Resources'.

The screenshot displays the 'Funding Advanced Search' interface. It features a search bar at the top with a 'View filters' button. Below the search bar, there are radio buttons for 'Match all of the fields' (selected) and 'Match any of the fields'. The search criteria are organized into rows, each starting with 'and' and 'All Fields' in a dropdown menu, followed by input fields and 'or' connectors. A 'Search' button and a 'Clear All' link are positioned to the right of the search criteria. At the bottom, there is a list of filter categories: Funder, Amount, Deadlines, Limited Submission, Applicant/Institution Location, and Activity Location.

On the Funding tab or home dashboard select **Advanced Search**. You will see a variety of options for searching specific fields and for pre-scoping your search by specific criteria including but not limited to:

- Funding type
- Sponsor type
- Award amounts
- Upcoming deadline
- Applicant type

There are also two other important parameters related to eligibility:

- Activity location - specifies where the research or activity must take place. As you type Pivot-RP will auto-populate locations or you can browse from a list.
- Citizenship - specifies any citizenship requirements or restrictions

Note: These filters are already applied by default by DCU's Pivot-RP administrators. However, you can toggle off or modify these limiters.

Search Tip: 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.

5. Saving or Modifying a Search

The screenshot shows the DCU Pivot-RP search results interface. At the top, the DCU logo and navigation menu are visible. The search criteria are displayed as: "Your Search: (biotechnology) filtered by: ((host_location (Ireland OR Unrestricted) OR host_location_parent:(Ireland) OR host_location_child:(Ireland)))". Below the search criteria, three links are circled in red: "Advanced Search", "Save Search", and "Refine Search". The results are displayed in a table with columns for "Applicant/Institution Location", "Deadline", and "Amount". The table shows 100 results, including grants from the International Centre for Genetic Engineering and Biotechnology (ICGEB), American Oil Chemists' Society (AOCS), and Novo Nordisk Foundation.

After initiating your search, three links appear on the top of your search results screen: **Advanced Search**, **Save Search**, and **Refine Search**.

- **Advanced Search** starts a new, blank search screen.
- **Save Search** allows you to name and save your search.
 - You can then choose whether you want to receive weekly funding alert emails that highlight any new opportunities that match your search criteria. These will automatically be delivered to your inbox.
 - You can also tag your saved searches.
 - You can find and manage your saved searches by clicking on the 'home' icon in the top left corner of the navigation bar.
- **Refine Search** returns you to the search screen with your criteria still entered so you can easily add or modify keywords or search parameters. You may also narrow your results using the faceted search results on the left side of the search results screen.

6. Tracking and Sharing Funding Opportunities

The screenshot shows the DCU Funding Search Results page. At the top, there is a navigation bar with 'Funding', 'Profiles', 'Conferences', 'Awarded Grants', and 'News'. A user profile for 'Rhonda Williams' is visible in the top right. Below the navigation bar, there are breadcrumb links: 'Funding Opp Detail' > 'Funding Search Results' > 'Funding Opp Detail' > 'Funding Search Results'. The main content area is titled 'Search Funding Results' and displays the search criteria: 'Your Search: (biotechnology) filtered by: ((host_location:(Ireland OR Unrestricted) OR host_location_parent:(Ireland) OR host_location_child:(Ireland)))'. There are links for 'Advanced Search', 'Save Search', and 'Refine Search'. A 'Share Search' link is circled in red. Below this, there is a sidebar on the left with 'Set by your institution' and 'Applicant/Institution Location' (Ireland OR Unrestricted). The main table lists funding opportunities with columns for 'Track', 'Share', 'Export', 'Dismiss', 'Curate', 'Deadline', and 'Amount'. The first row is 'Grants for the Biotechnology of natural products and the environment conference' with a deadline of '15 Mar 2025' and an amount of 'see record'. The second row is 'Biotechnology Division Achievement Award' with a deadline of '19 Aug 2025' and an amount of '\$1,000 USD'. The 'Track', 'Share', 'Export', 'Dismiss', and 'Curate' buttons are circled in red.

When viewing a full set of results or individual funding opportunities you can choose to Track, Share, Export, or Curate (Admin) them.

Track

When viewing search results, you can select one or more opportunities, and then select Track to add the selected opportunities to your Tracked list. When viewing an individual opportunity, you can similarly select Track.

You can choose to get alerts and deadline reminders for items on your tracked list. This list can also be organised and sorted to easily keep track of opportunities for multiple research areas at once.

Share

You can share or a full set of results or individual funding opportunities.

- To share an individual opportunity, enter the name or the email address of the person(s) that you wish to share this opportunity or search with. Pivot-RP will attempt to auto-populate names of others at your institution, so you don't need to type in their email addresses. You can include an optional message as well and can even create groups of people you wish to share with.
- When viewing results you can choose to Share them by selecting the Share Search link and enter the same information as above.
- You can save and share an unlimited number of opportunities.