

PIVOT Search Guide

Set up

Step 1: Access the PIVOT website <https://pivot.cos.com/session/login>

pivot™

Login using your Pivot Account

User

Password

Login or register for a Pivot account

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Step 2: Create a PIVOT log in by clicking “Register for a Pivot Account” below the password box.

Create your Pivot Account

You must be affiliated with an institution that subscribes to Pivot in order to create an account. You will receive a verification email. Once your account is created, your email address will be your Pivot user id.

All fields required.

Name

Email

Password

Re-enter password

Affiliated Member Institution

Create my account

Searching Tips

General tips

- It is best to keep your search broad and include the field you are searching for instead of the specific topic.
- When looking for a specific grant, enter the title without quotation marks. If the title is listed, it will be one of the first opportunities listed.
- If a funding opportunity is not listed by the exact title you are searching for, you can also search by sponsor. Once you click on the funder’s name, PIVOT will pull up all of the funding opportunities available from that funder.
- Searches are case insensitive. Using either upper or lower case letters will yield the same result.

- When reviewing individual opportunities from a search list, make sure to either: A) Right click on the opportunity to open in a new window or tab, or, B) After reviewing opportunity, click on "back to" arrow in upper left corner of windows screen. If you do not, you will lose the search and have to start from scratch.

Saving your searches

1. Make sure you have created a PIVOT profile (see above).
2. Before you start your search, log in to PIVOT.
3. Once you have completed your search, click "Save Search" (see below).

The screenshot shows the PIVOT search interface. At the top, the user is logged in as Rosemary Taveras. The search term is 'collaboration'. The search results are filtered by '(Citizenship=(United States or Unrestricted))) AND (Activity Location=(United States or Unrestricted))'. There are 1,357 results. A table lists one result: 'Biomedical Research Collaboration Award' by Hartwell Foundation, with an amount of \$300,000. The 'Save Search' button is circled in red, and a red arrow points to it from the text below.

4. **Create a funding alert:** Once you have completed a search and elected to save it for the future, PIVOT will ask if you want to receive weekly updates. All you have to do is make sure the box is checked when saving your search (see below).

The dialog box titled 'Save your search' has a close button (X) in the top right. It contains a text input field for 'Enter name for search'. Below the input field is a checked checkbox with the text 'Would you like to receive a weekly email containing new or updated opps from this query?'. At the bottom right are 'Cancel' and 'Save' buttons.

Advanced Search

To Conduct an Advanced Search:

1. Choose the "Funding" tab and then click "Advanced Search."

The screenshot shows the PIVOT search interface with the 'Funding' tab selected. The search bar contains the text 'Search'. Below the search bar, there are two search options: 'Search by text' and 'Search by sponsor'. The 'Search by text' option is selected, and the search input field contains the text 'Search funding opportunities'. A 'Search Pivot' button is next to the input field. Below the search bar, there is an 'Advanced Search' link.

- Choose a matching option. These options allow you to either narrow or broaden your search criteria depending on your selection.

Funding Advanced Search

[View Tutorial](#)

Your query contains institutional filters. Uncheck them if you wish to remove the filters from your query.

Activity Location Filter
 United States OR Unrestricted

Citizenship/Residency Filter
 United States OR Unrestricted

Find Opportunities matching

Match *all* of the fields Match *any* of the fields ⓘ

and or or ⓘ

and or or

and or or

Match all Fields

This will retrieve records including ALL of your selected search criteria. This is the default option and is used unless another option is selected. *Example:* Selecting “AIDS” as a KEYWORD and selecting “Private Foundation” as the SPONSOR TYPE will retrieve all funding opportunities dealing with AIDS from private foundations.

Match Any Field

This will retrieve records including ANY of your selected criteria. *Example:* Selecting “AIDS” as a KEYWORD and typing “National Institutes of Health” in the SPONSOR field will retrieve all funding opportunities that have the keyword AIDS, as well as all funding opportunities from the National Institutes of Health, whether or not they fund AIDS research.

At the bottom of the page, you can exclude fields from your search. You can exclude any combination of terms. Additionally, you can exclude other fields by clicking on “More Search Attributes.”

Boolean searching

Boolean operators AND, OR, and NOT can be used within the basic search and advanced search.

Examples:

- Baseball AND Football will retrieve all records containing both the words baseball and football.
- Baseball OR Football will retrieve all records containing either the words baseball or football.
- Baseball NOT Football will retrieve all records containing the word baseball without the word football.

Searching for phrases

Use quotations for exact phrase searching.

Example: "Baseball Football" will only retrieve records containing exact phrase —baseball football.

Wildcard, proximity, and precedence searching

Use wildcard or truncation (Asterisk), proximity operators (pre/#, w/#) and precedence (Parentheses) to give your search more flexibility.

Examples: Wildcard: creativ* will retrieve opportunities containing the terms creativity, creative, creativeness, and creatively. (gene w/2 mouse) searches for the word "gene" within 2 words of "mouse"

Punctuation

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.

Profile Searches

Within Syracuse University

The Profiles tab allows users to search for funding by using scholar profiles at Syracuse University and other institutions.

1. Click on the Profiles tab.
2. Enter the name of a scholar with similar research interests, and click search. Select scholar name.

The screenshot shows the Pivot search interface for Syracuse University. At the top, the Pivot logo and "Syracuse University" are visible, along with "Announcements" and a user profile for "Matthew Stewart". A navigation bar contains "Funding", "Profiles" (circled in red with a "1" above it), and "Papers Invited". A search bar in the "Profiles" section contains the text "((andrew london))" (circled in red with a "2" above it) and a "Search" button. Below the search bar, there are links for "Advanced Search" and "Refine Search". On the left, a sidebar shows "Institution" filters: "Syracuse University: 67" (checked) and "Outside Institutions: 20,248". Below this is a "Filter by" section with "Agriculture: 0". The main content area displays a list of profiles. The first profile, "London, Andrew S." (circled in red), is selected with a checked checkbox. Below his name, his affiliation is listed: "Department of Sociology", "Maxwell School of Citizenship & Public Affairs", and "Syracuse University". Another profile, "Wilmoth, Janet M.", is partially visible below.

3. Select hyperlink for “Funding Opportunities” under “Funding Matches” on the right side of the screen to view potentially relevant funding opportunities.
4. Sort by appropriate parameters on the left side of the screen. For example: “Top Funding Types: Research”; “Top Applicant Types: Individual: Early Career.”

		5b <input type="checkbox"/> 9 Results Sort ▾	Deadline	Amount
Country ⓘ <input checked="" type="checkbox"/> United States Submission type Limited Submission: 3 Other internal coordin...: 2 Top funding types <input checked="" type="checkbox"/> Research: 4 18 Program or Curriculum ...: 8 Training or Scholarshi...: 6 Postdoctoral Award: 4 Prize or Award: 4 Top sponsor types Federal, U.S.: 14 Private Foundation: 10 Professional Society o...: 8 Academic Institution: 4 Other Nonprofit: 3 Top applicant types <input checked="" type="checkbox"/> Individuals: Early Car...: 4 24 Individuals: Mid-Caree...: 23 Nonprofit: 23 Government: 21 Academic Institution: 19	<input type="checkbox"/>	Research on Transgender Health (R21) United States Department of Health and Human Services (HHS) National Institutes of Health (NIH)	16 Nov 2017 Application Confirmed	\$275,000 USD
	<input type="checkbox"/>	Research on Transgender Health (R01) United States Department of Health and Human Services (HHS) National Institutes of Health (NIH)	05 Nov 2017 Application Confirmed	see record
	<input checked="" type="checkbox"/>	Amy Biehl Youth Spirit Award New Mexico Voices for Children	05 May 2018 Self-Nominatio... Anticipated	\$1,000 USD
	<input type="checkbox"/>	Women and Sex/Gender Differences in Drug and Alcohol Abuse/Dependence (R01) United States Department of Health and Human Services (HHS) National Institutes of Health (NIH)	05 Nov 2017 Application Confirmed	see record
	<input type="checkbox"/>	Women and Sex/Gender Differences in Drug and Alcohol Abuse/Dependence (R03) United States Department of Health and Human Services (HHS) National Institutes of Health (NIH)	16 Nov 2017 Application Confirmed	\$100,000 USD
	<input type="checkbox"/>	Women and Sex/Gender Differences in Drug and Alcohol Abuse/Dependence (R21) United States Department of Health and Human Services (HHS) National Institutes of Health (NIH)	16 Nov 2017 Application Confirmed	\$275,000 USD
	<input type="checkbox"/>	Drug Abuse Dissertation Research (R36) United States Department of Health and Human Services (HHS) National Institutes of Health (NIH)	16 Nov 2017 Application Confirmed	\$50,000 USD

5. To save the results from this search, either a) Check boxes by the box next to the number of results, or b) Click top box next to RESULTS to select all.
6. Click TRACK to add to your own tracked opportunities or SHARE to email the list of filtered results to yourself each.

		<input checked="" type="checkbox"/> Track Set to Active <input checked="" type="checkbox"/> Share	Deadline	Amount
Country ⓘ <input checked="" type="checkbox"/> United States Submission type	<input checked="" type="checkbox"/>	Research on Transgender Health (R21) United States Department of Health and Human Services (HHS) National Institutes of Health (NIH)	16 Nov 2017 Application Confirmed	\$275,000 USD

Outside of Syracuse University

PIVOT also allows for profile searches of scholars at other institutions.

1. From the main menu, click Profiles.
2. Click “Advanced Search” under the Search bar.
3. Uncheck “Search Inside My Institution” box.
4. Click “Search Outside My Institution” box.
5. Enter the name of the scholar in the name field.

Note: Results will depend on if person being search has an affiliation with an institution holding a pivot subscription.

Profile Advanced Search

[View Tutorial](#)

Search inside my institution Search outside my institution **4**

Enter search terms

Search in: Expertise Keywords Homepage Pub Page
 CV Page Title Abstract Scholar Name
 Affiliation

Search by Name **5**

First name MI Last name

Other PIVOT Resources

PIVOT YouTube Search Guides: <http://www.youtube.com/user/ProQuestPivot>

PIVOT Quick Start Guide: https://pivot.cos.com/guides/pivot_funding_quick_start_guide_jun_12.pdf

SU Resources

Office of Sponsored Programs (OSP): ospoff@syr.edu

Internal submission dates for required paperwork, required forms (COI, IPA, IRR), budget templates, and proposal development advice: [OSP Forms, Checklists, and Templates](#)

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Updated October 2017