

# Searching ProQuest Pivot Funding Opportunities



[www.elon.edu/sponsoredprograms](http://www.elon.edu/sponsoredprograms)

## About ProQuest Pivot

ProQuest Pivot is a database of funding opportunities in all disciplines for research, programs, creative activities, outreach, study, and other scholarly activities.

## Register for a Pivot Account

<http://pivot.proquest.com/register>

- Fill out all fields. You must use your Elon email address. This will be your user id.
- Click *Create my account*. (You should get a confirmation screen.)
- Go to your email account, open the confirmation email, and click the *Confirm* link.
- Log in to your account from link in new screen.

OR

## Login to Your Pivot Account

<http://pivot.proquest.com>

- Select Elon University as your affiliation if asked.
- Click *Log in* at the upper right corner.

## Start Your Search

- Check to see that the *Funding* button at the top is selected.
- Click *Advanced Search*.
- Follow the directions below to complete each of the recommended fields.

### 1. Select the *Activity Location* link

- Type your location in the search box or click on *more locations* (by the search box) to browse in the pop-up window to find the appropriate state, country or region. (Click on the arrow to the left of the country for drop down.)
- Check *Unrestricted*, *Unspecified*, *Sub-entities* and *Super-entities*.

**Tip:** Researchers should select *North Carolina* from the browse window. Selecting *United States* with *Sub-entities* checked will yield results for all states (California, Alaska, Ohio, etc.)

### 2. Select the *Citizenship or Residency* link

- Select the country or countries of your citizenship.
- Select *Unrestricted* and *Unspecified*.

**Tip:** Faculty and staff who are not U.S. citizens should still select *United States* in addition to their citizenship.

### 3. Select the *Funding Type* link

- Click on *Funding Type*.
- Select all the types of funding you are seeking.

### 4. Select the *Keyword* link

Keywords are terms that describe your topic or field. You have the option to:

- A. use free text search box **OR**
- B. browse **OR**
- C. use *match all/match any* search option

**READ ABOUT EACH OPTION BELOW TO DECIDE WHAT WORKS BEST FOR YOU:**

#### A. Free text:

- Enter keywords in the search box.

OR

#### B. Browse:

- Click on *browse* beside the *Keyword* section.

Browse for keywords in the pop-up window by clicking on the arrow to the left of the folders on the top half of the screen or find them using the search box.

- Click on the text of the keyword to add the term to your search.
- Click on the icon next to the word in the search results list to see related terms.
- Uncheck the *Explode* box under the search box. This will ensure that the results will match only the specific terms selected. *Explode* will re-check itself after any new keywords are added, so be aware.

**Tip:** Select **broad keywords** that apply to your research, such as "History," or "Biological Sciences" as well as more specific terms.

OR

#### C. Use Match All/Match Any:

- At the top of the page, enter terms in the free text boxes to refine your search.
- Terms on the same line are combined with OR, those on separate lines are combined with AND.
- Find more information by clicking the **i** (information) buttons to the right of Match all and Match any and to the right of the free text boxes.

**Tip:** Choosing "Match Any Field" will combine **all** fields with OR, not just the free text ones.

## 5. Select the *Applicant Type* link

- Click on *Applicant Type*.
- Select all the terms that apply to you and to Elon University.
  - You should select *PhD/MD/Other Professional*.
  - Those working toward a degree should select *Graduate* or *Undergraduate Student*.
  - Faculty and staff should always add *Academic Institution* to their selections.

**Tip:** Selecting *Minority, Women* or *Persons with Disabilities* will result in all opportunities labeled with that descriptor (e.g. – minority business owners and undergraduates, not just minority graduate students).

**Sponsor Type** is optional.

Scroll to the bottom of the page and select **Search**.

**\*Please note: Do not hit the back button if you need to change criteria. Instead, select *Refine Search* or *Refine your query*.**

### Save a Funding Search/Receive a Funding Alert

- Click *Save Search* at the top of the search results page.
- Name your search and choose whether or not to have new and updated opportunities matching this search emailed to you in a weekly alert.
- Your saved search will appear on your home tab under *Searches*.

**Tip:** After first setting up your search, screen the results and track and tag the best funding records. See *Tracking a Funding Opportunity* below.

### Your Saved Funding Searches

<http://pivot.proquest.com/alerts>

- **Run a Funding Search**
  - To view the complete results for a saved search, click the title of your search then select the *All* button.
- **Edit a Funding Search**
  - Click *Options* by the search you want to edit.
  - Choose *Edit*.
  - Make your changes to the search.
  - Click *Search* to run your newly edited search.
  - Click *Save Search* at the top of the results page to save your refined search.
- **Share a Saved Funding Search**
  - Click *Options* by the funding search you want to share.
  - Select *Share*.
  - Sharing searches creates a link to dynamic information – clicking it will always return current results.

### Turn On/Off a Funding Alert

- To turn on a funding alert, click *Options* next to the search and select *Alert email on*.
- To turn off a funding alert, click *Options* next to the search and select *Alert email off*.

### Managing Your Funding Opportunities

When you select an opportunity of interest in your saved search list, you may designate it as Active or Tracked.

#### Active Funding Opportunities

- Click on your home tab.
- *Active* is an option on the tool bar on the left. Select it, read the instructions and view the video tutorial.
- Select a Saved Search, then choose *All*.
- Check one or more funding opportunity and, at the top of the page, select *Set to Active*.

#### Tracking a Funding Opportunity

- Click on your home tab.
- *Tracked* is an option on the tool bar on the left. Select it, read the instructions and view the video tutorial.
- Select a Saved Search, then choose *All*.
- Check one or more funding opportunity and, at the top of the page, select *Track*.

#### Sharing and Receiving Opportunity

- Click on your home tab.
- *Shared* and *Received* are options on the tool bar on the left. Select one or both, read the instructions and view the video tutorial.
- Sharing searches and tracked opportunities creates a link to dynamic information – clicking it will always return current results.

### Searching Using Profiles

Another way to search for funding opportunities is to use Profiles.

- Select the *Profiles* button at the top of the page.
- Locate and select your area under *Researcher Profiles for Elon University*.
- Locate your department and select *view profiles*.
- Locate and select your name. To the right of your profile information, you will see *Funding Matches*. Select *funding opportunities* to see opportunities selected based on your profile.
- If you do not see your name listed, then you will need to create a profile. Use the *Claim Profile* link to create a new profile.