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Two Ways to Access the Pivot Advanced Search Screen

1. From the Pivot Funding page (used when performing a new Advanced Search)
   - Click on "Advanced Search"

2. From the Search Results page (used for refining a previously run search query)
   - Click on "Refine Search"

For questions or support, contact ORSP at orsp@ohio.edu; 740.597.6777
Two Main Sections of the Advanced Search Screen

Matching Criteria (top half of screen)

Excluding Criteria (bottom half of screen)

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The “Find Opportunities Matching” section of the Advanced Search Screen instructs Pivot to search for opportunities matching the criteria entered/selected.

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PIVOT ADVANCED SEARCH
MATCHING CRITERIA SECTION - TEXT SEARCH BOXES

Match all fields option

Searches for opportunities matching the criteria entered on all rows

Match any fields option

Searches for opportunities matching the criteria entered on any row

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PIVOT ADVANCED SEARCH
MATCHING CRITERIA SECTION – “AMOUNT”

“Amount” searches for opportunities by funding amount. Select either "More than" or "Less than" from the drop down menu. Then enter the desired amount.

Enter the amount as numbers without dollar signs or commas. For example, to search on the amount $12,000, enter 12000.

NOTE: Pivot automatically converts the amount into all currencies when searching and returns results regardless of native currency amounts. Currency conversions are updated weekly.

Check the unspecified box to include funding opportunities that do not have an amount indicated.
The “Deadlines” field refers to submission deadlines set by the sponsor. You can search for deadlines from the calendar, or use the preset options.

**Continuous or Undefined Deadlines** are those that do not have a specific date for submission and are either open or continuous or for which the sponsor does not provide deadline information. Click in the box to select this option.

**Optional deadlines** are any part of a submission that is not required to effectively submit a proposal (ex. Optional Letter of Intent).

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Limited Submission: For some opportunities, sponsors accept only a specified number of proposals or applications from an institution. This checkbox limits your search to just those opportunities.

Other Internal Coordination: Limits your search to include opportunities that require some coordination at the university level prior to the sponsor deadline. This might be a ranking requirement, a limit on the number of times an applicant may submit, or some other special requirement by the sponsor.
Activity Location identifies any requirements about where the grant may be used.

To limit results by activity location(s), begin typing in the search box to find a matching location from the list of countries, political regions, geographic groups and continents.

“Match any” will find opportunities that can be used at any of the selected locations.

“Match all” will only find opportunities that have all selected locations specified for the activity location and will result in a more limited results list.

Sub-entities: refers to any locations (i.e. narrower terms) that may be a part of a larger entity than the one(s) selected.

Super-entities: refers to broader locations or groups on the Activity Location Browser hierarchy.

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"Citizenship or Residency" returns all funding opportunities available specifically to citizens or residents of the chosen country(s).

To select more than one option in the picklist, hold down the Ctrl key on your keyboard (the Apple key for Mac users) and use your mouse to select.

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“Funding Type” refers to the type of funding that you are interested in. Leave all boxes unchecked to receive results that include all types of funding.

Funding Types include

- Artistic Pursuit
- Collaboration or Cooperative Agreement
- Contract or Tender
- Dissertation or Thesis
- Equipment or Materials Acquisition or Facility Use
- Facility Construction or Operation
- Meeting or Conference or Seminar
- Postdoctoral Award
- Prize or Award
- Program or Curriculum Development or Provision
- Publishing or Editorial
- Research
- Training, Scholarship, or Fellowship
- Travel
- Visiting Personnel

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Pivot keywords are controlled vocabulary terms that describe the areas to which Funding Opportunities pertain. Search for matching keywords by using the search box, or browse the Pivot keyword hierarchy.

To browse the full list of Pivot keywords, click on the browse link to open up the browse box. The list is organized hierarchically. Use the folder expanders to open folders to view lower in the hierarchy. Click on the keyword to add it to your list.

Explode is selected to add all of the subheadings below your selected keywords to your search.

Click on the “plus” sign to view subheadings.

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**Applicant Type** refers to the type of applicant that the sponsor is seeking to fund.

**Applicant Types include**

- Academic Institution
- Commercial
- Government
- Graduate Student
- Minority
- New Faculty/New Investigator
- Nonprofit
- Persons With Disabilities
- Ph.D./M.D./Other Professional
- Small Business
- Undergraduate Student
- Women

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Selecting a “Sponsor Type” narrows your search based on the type of sponsor you are interested in.

Sponsor Types include:

- Academic Institution
- Commercial
- Federal, U.S.
- Multinational Organization
- National Government, Non-U.S.
- Other Nonprofit
- Private Foundation
- Professional Society or Association
- State, Province, or Local Government

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The bottom half of the Advanced Search Screen allows you to specify what you would like to exclude from your search. Whatever you enter or select will be excluded in your results.

Click “Search” after you have finished making all of your selections on the Advanced Search Screen. This will run the query and retrieve the results.

Note: The fields in the “Exclude Opportunities Matching” section function in the same manner as those in the “Find Opportunities Matching” section.

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To run your search and view matching funding opportunities, click either of the “Search” buttons located at the top or bottom of the page.
The results of the Advanced Search query will be displayed on the Funding Page.

You have the option to save your search ("Save Search") or to refine your search ("Refine Search").

"Refine Search" takes you back into the Advanced Search Screen so that revision can be made.

"Save Search" Saves your search so you can run it again and/or receive emailed updates of new opportunities matching your search.

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PIVOT ADVANCED SEARCH SCREEN
SAVING YOUR SEARCH & RECEIVING EMAILED UPDATES

Choose a name for your saved search

Select if you would like to receive weekly emailed updates of new opportunities matching your saved search

Click “Save”

Saved searches are located on the Pivot Homepage under “Saved Searches.” See “Saved Searches” on the ORSP website for more information on saved searches.