

# West Virginia State University Start Guide - Pivot

## Welcome to Pivot

Pivot is a database that contains funding opportunities from many government and private sources, accessible via registration with a WVSU email address. Users can build profiles, save searches, track opportunities, and set up funding alerts on thousands of opportunities.

## Register for a Pivot Account

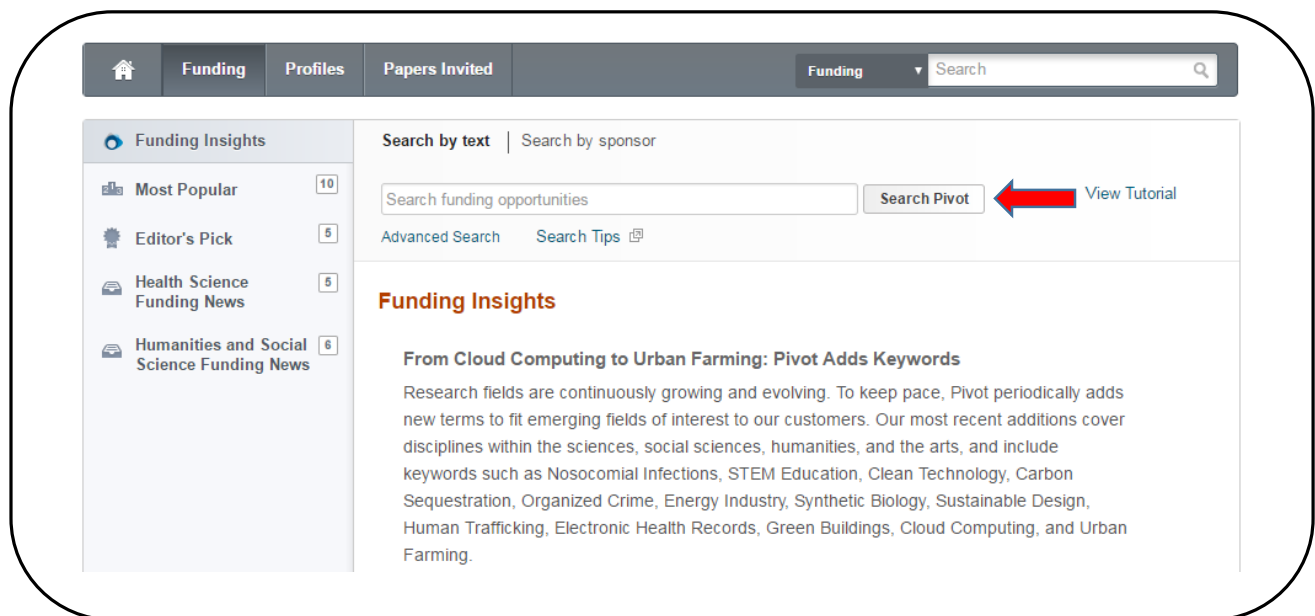
If you don't have a Pivot account, go to <http://pivot.proquest.com> and click on the Sign up link in the upper right of the screen. Fill out all fields. You must use your WVSU email address. (Pivot will not allow you to create an account if you enter a non-institutional email address). After you sign up, check your email for a confirmation. Click the login link in your confirmation email so you can begin using Pivot right away!

## Searching Pivot Funding

There are several ways to search the Funding area of Pivot: Quick Search, Advanced Search and Sponsor Search.

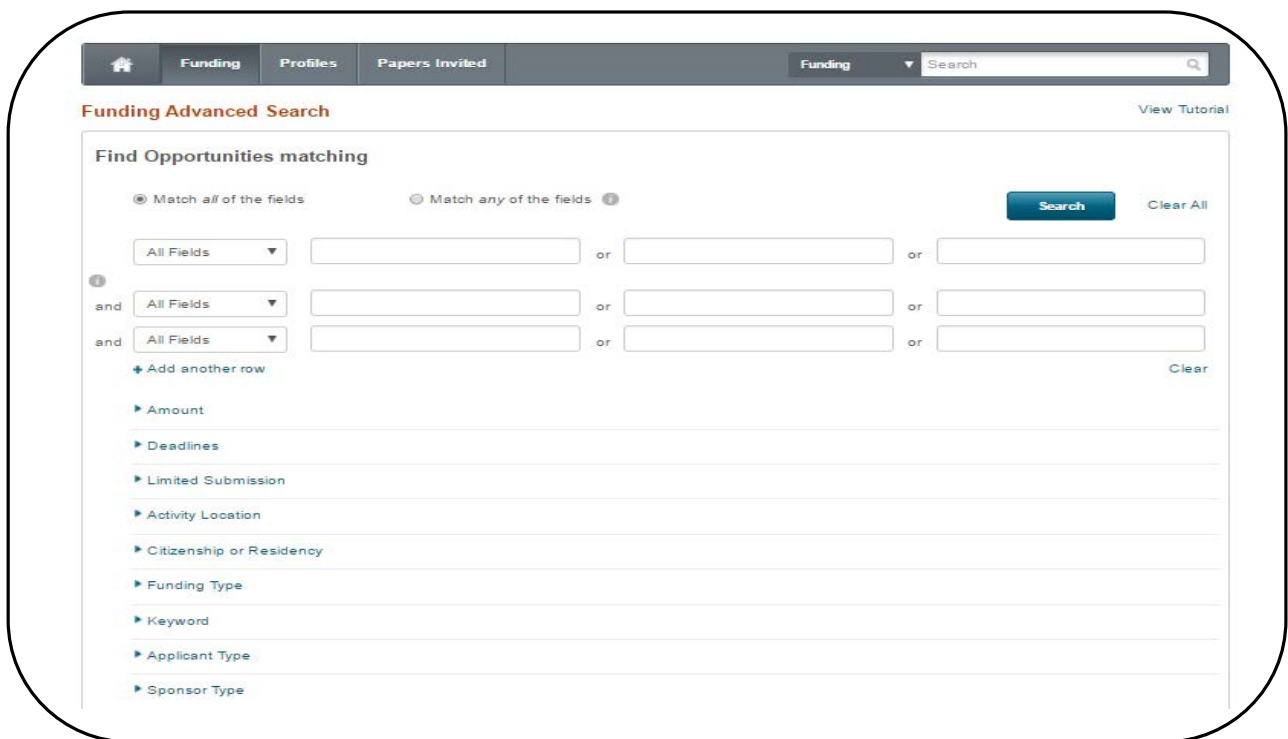
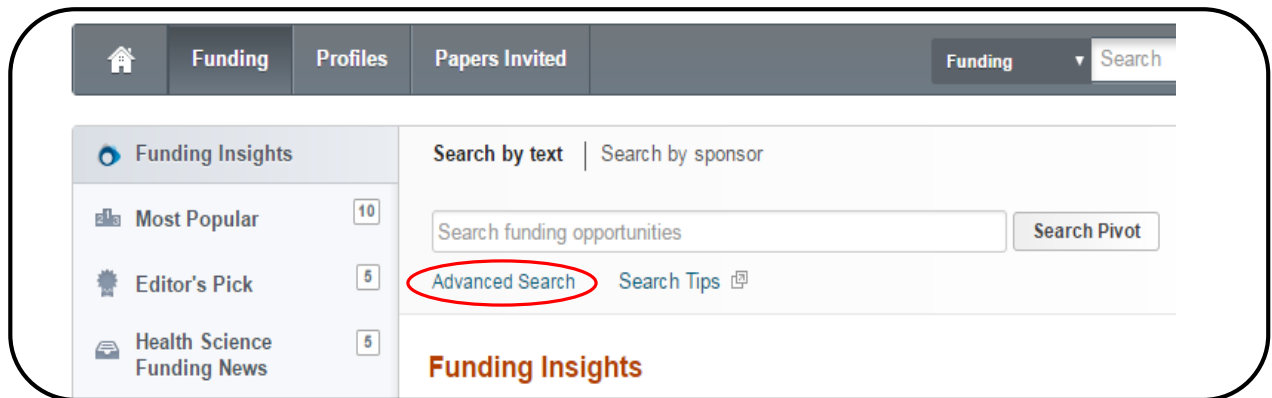
Use the **Quick Search** feature to search all fields of the funding opportunities in the database.

1. Enter your search terms into the text box.
2. Click the **Search Pivot**



Use the **Advanced Search** function for a more precise search.

1. Select the **Advanced Search** button.
2. Select the **Match All** or **Match Any** radio button at the top of the screen. This option will add “And” or “Or” to the search rows beneath the option.
3. Click on the drop-down menu to select which field to search (**All Fields**, **Abstract**, **Title**, **Sponsor**, or **Sponsor ID**).
4. Enter your search terms into the boxes. If additional rows are needed, click **Add another row**.
5. Additional fields are available – click on any field name to expand the field options.
6. Click **Search**.



*Helpful hint:* You can determine which opportunities to exclude by entering terms in the **Exclude These** Section.

Use **Sponsor Search** to search for a specific sponsor and view funding opportunities or search for a sponsor name.

1. On the main **Funding** page, click the **By Sponsor** link located above the **Quick Search** box.
2. Enter a sponsor name in the text box to conduct a search or click on a link below the search box to view the names of **All Sponsors**, **U.S. Federal Sponsors**, or **Non-US Federal sponsors**.

*Note:* Many Sponsor names are listed under the name of their larger controlling entity.

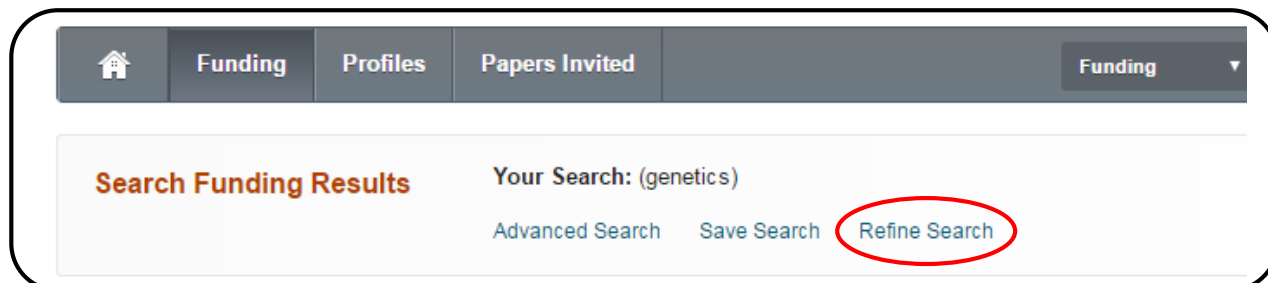


### Search Results

There are two different ways to refine the search from the results page: Refine Search or Faceted Searching.

### Refine Search

1. From the search results page, click on **Refine Search** from the top of the page. This option will take you to the **Advanced Search** page, which will display the previous search strategy.
2. Follow the same instructions as in **Funding Advanced Search**.



## Faceted Searching

Faceted searching lets you drill down to include more specific criteria without having to go back to your original search.

1. On the left side of the search results page, you will find the Faceted Search area. This area will break down the search results into specific categories based upon **Submission Type, Top Funding Types, Top Sponsor Types, Top Requirements, and Top Keywords**. Above the facets, you may notice that the results are also filtered by country for citizenship and residency and/or activity location. These filters are set by your Pivot Administrator and you can opt to remove the filters from the search query by clicking on the “x” next to the filter.
2. Click on the specific faceted search criteria to narrow down the results. The results list will refresh after a facet is selected.

The screenshot displays a search results interface with a faceted search sidebar on the left and a list of results on the right. The sidebar is highlighted with a red border and contains the following categories and counts:

- Submission type**
  - Limited Submission: 25
  - Other internal coordin...: 4
- Top funding types**
  - Research: 468
  - Training or Scholarshi...: 143
  - Postdoctoral Award: 85
  - Prize or Award: 60
  - Collaboration or Coope...: 59
- Top sponsor types**
  - Other Nonprofit: 160
  - Professional Society o...: 153
  - Federal, U.S.: 138
  - Private Foundation: 73
  - Academic Institution: 38
- Top applicant types**
  - New Faculty or New Inv...: 507
  - PhD or MD or Other Pro...: 407
  - Academic Institution: 218
  - Nonprofit: 198
  - Government: 140
- Top keywords**
  - Cancer or Carcinogenesis: 229
  - Cancer Genetics: 207
  - Genetics: 204
  - Oncology: 202
  - Cancer Biology: 199

The main results area shows 636 results, sorted. The results list includes the following entries:

	Deadline	Amount
<input type="checkbox"/> <b>William Allan Award</b> American Society of Human Genetics (ASHG)	28 Apr 2018 Nomination Anticipated	\$25,000 USD
<input type="checkbox"/> <b>GSA Awards</b> Genetics Society of AustralAsia (GSA)	20 Feb 2018 Self-Nominatio... Anticipated	see record
<input type="checkbox"/> <b>Arno Motulsky-Barton Childs Award for Excellence in Human Genetics Education</b> American Society of Human Genetics (ASHG)	28 Apr 2018 Nomination Anticipated	\$10,000 USD
<input type="checkbox"/> <b>Curt Stern Award</b> American Society of Human Genetics (ASHG)	28 Apr 2018 Nomination Anticipated	\$10,000 USD
<input type="checkbox"/> <b>Genetics Residency Programs</b> University of Alabama at Birmingham (UAB) Department of Genetics	Continuous Application Confirmed	see record
<input type="checkbox"/> <b>Genetics Prize</b> Peter and Patricia Gruber Foundation	15 Dec 2017 Application Anticipated	\$500,000 USD
<input type="checkbox"/> <b>Junior Scientist Conference Grants</b> Genetics Society	27 Feb 2018 Application Anticipated	see record
<input type="checkbox"/> <b>Genetics and Public Policy Fellowship</b> American Society of Human Genetics (ASHG)	21 Apr 2018 Application Anticipated	\$72,000 USD
<input type="checkbox"/> <b>Trainee Awards: DeLill Nasser Award for Professional Development in Genetics</b> Genetics Society of America (GSA)	28 Oct 2017 Application Anticipated	see record

## Saving, Tracking, and Sharing

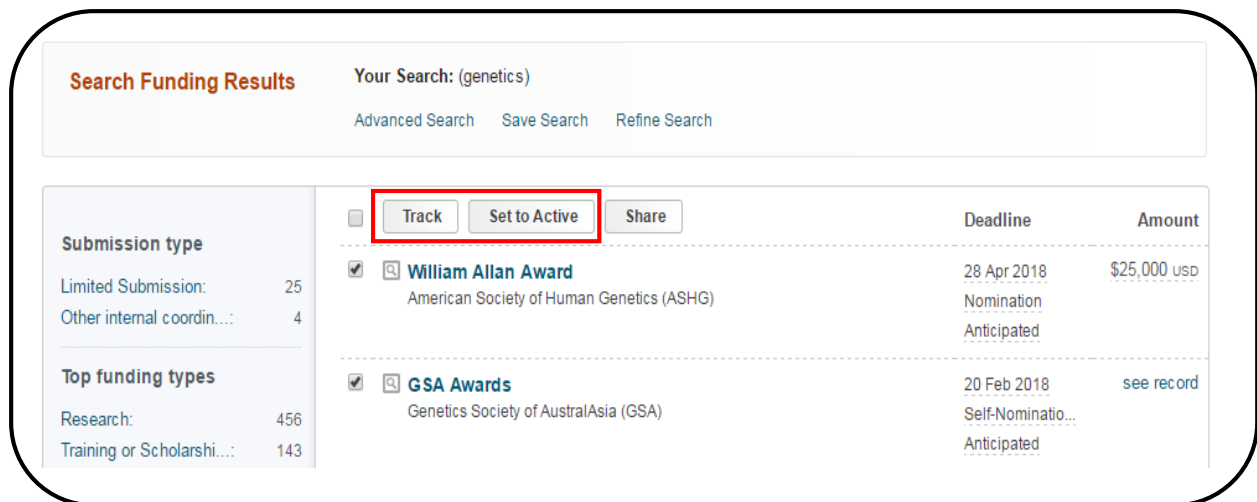
### Saving a Search

1. Click **Save Search** at the top of the search results page.
2. Name your search.
3. Choose whether to have new and/or updated opportunities emailed to you in a weekly alert.
4. Click **Save**.

Saving funding opportunities in the Pivot account allows you to maintain two separate lists of opportunities you are interested in. The active list will be a shorter list of your very important opportunities, and the tracked list will be a longer list of opportunities that you still wish to keep track of. When saving an opportunity, you have the option to choose which list you want the opportunities on. An unlimited number of opportunities is permitted.

There are two ways to save funding opportunities.

1. Select opportunities from the search result list, which will display options for tracking.
  - a) From the search result page, select which opportunities to save.
  - b) Click **Track** or **Set to Active** and choose to put the opportunities on the tracked list or the active list (opportunities cannot be on both lists).
  - c) By default, you will receive an email when there are updates to these opportunities.
  - d) Enter a new tag or select from the existing tag list.
  - e) Click **Add**.

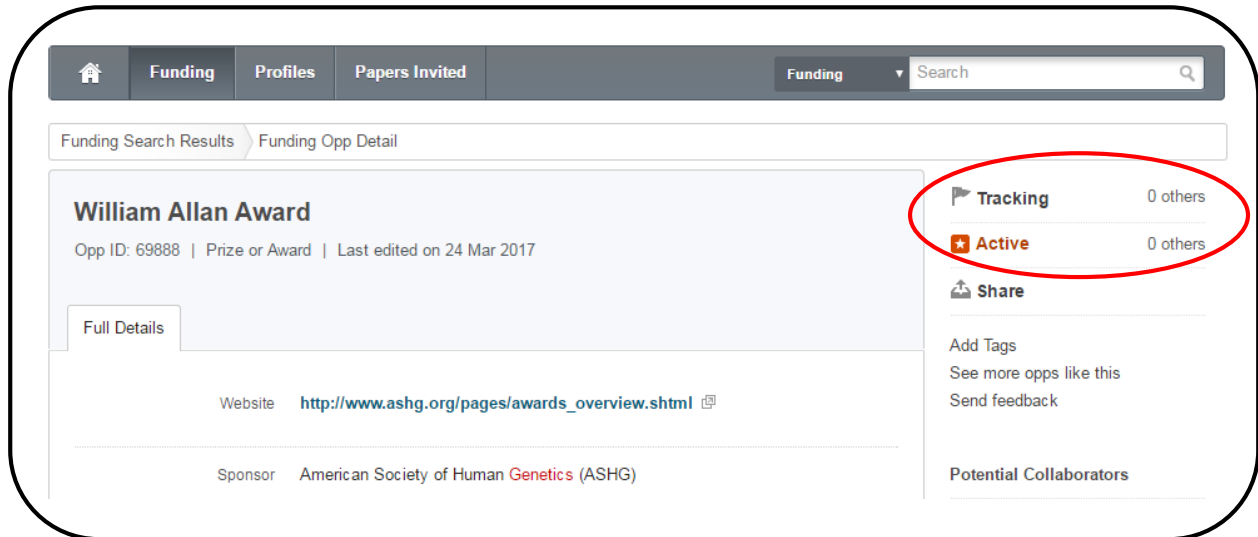


The screenshot shows a search results page for 'genetics'. It includes a sidebar with filters for 'Submission type' and 'Top funding types'. The main content area displays a table of search results with columns for 'Track', 'Set to Active', 'Share', 'Deadline', and 'Amount'. Two opportunities are listed: 'William Allan Award' and 'GSA Awards'. The 'Track' and 'Set to Active' buttons for the first opportunity are highlighted with a red box.

	Track	Set to Active	Share	Deadline	Amount
<input checked="" type="checkbox"/> <b>William Allan Award</b> American Society of Human Genetics (ASHG)				28 Apr 2018 Nomination Anticipated	\$25,000 USD
<input checked="" type="checkbox"/> <b>GSA Awards</b> Genetics Society of AustralAsia (GSA)				20 Feb 2018 Self-Nominatio... Anticipated	see record

2. From within the individual opportunity
  - a) Click the opportunity from the search results page to view the complete details.
  - b) Click **Track** or **Set to Active** depending on what list you want to put the opportunity on.

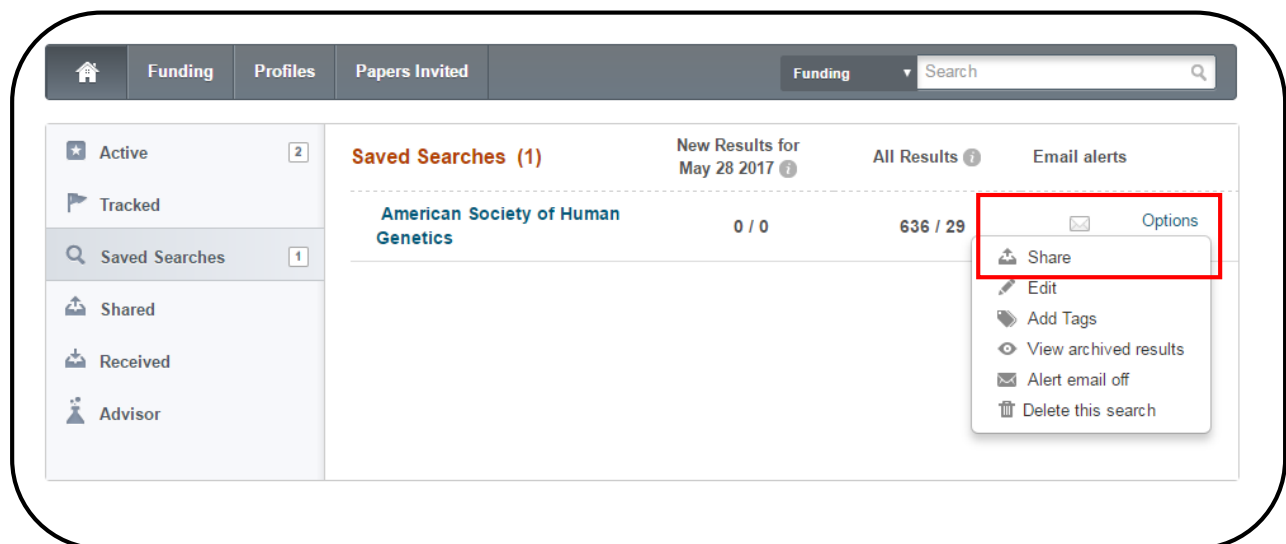
- c) By default, you will receive an email when there are updates to these opportunities. If you do not wish to receive an alert, you will need to modify your preference from your Pivot home page Active or Tracked list.
- d) Enter a new tag or select from the existing tag list by clicking **Add tag** (which will display once you choose **Track** or **Set to Active**).



### Sharing a Search

1. Log in to your Pivot account and click Saved Searches.
2. Click Options and then Share.
3. Enter the name or the email address of the person you wish to share the search with.
4. Include a message if you would like.

*Note:* Users must belong to a subscribing institution to view the results.



## Sharing a Funding Opportunity

You can share funding opportunities three ways within Pivot – from the opportunity itself, from a funding results list or from the **Active** or **Tracked** list.

### 1. From the Opportunity

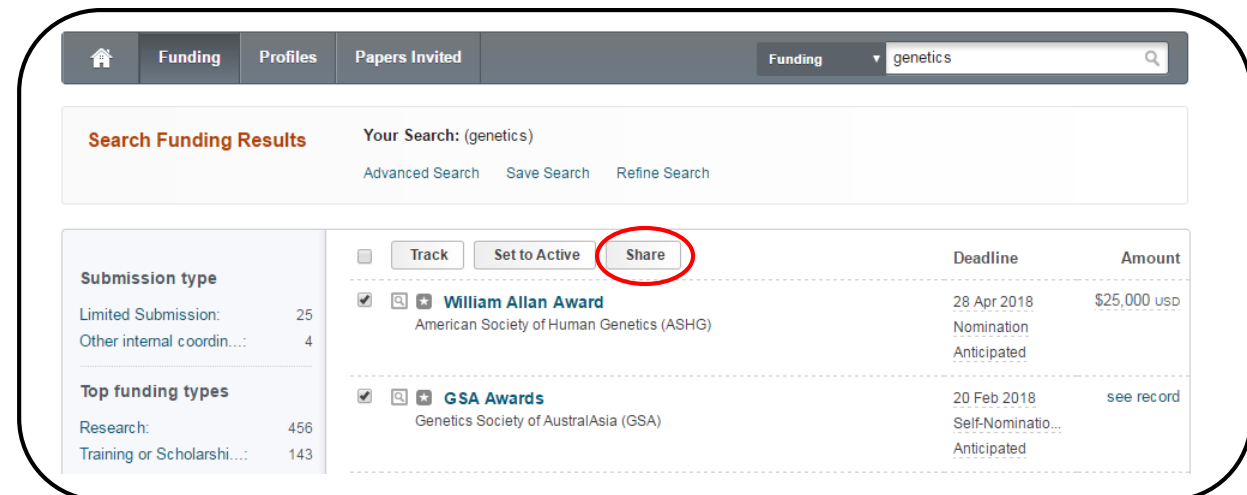
- Run a Funding search.
- Select the opportunity you wish to share.
- Click **Share**.
- Enter the name or email address of the person you wish to share the opportunity with, include a message, and click **Send**.



The screenshot shows the 'Funding Opp Detail' page for the 'National Genetics Education and Family Support Center'. The page includes a navigation bar with 'Funding', 'Profiles', and 'Papers Invited'. The main content area displays the opportunity title, ID (169808), and type (Collaboration or Cooperative Agreement). On the right side, there are buttons for 'Track', 'Set to Active', and 'Share'. The 'Share' button is circled in red. Below these buttons are links for 'See more opps like this' and 'Send feedback'. At the bottom, there is a 'Potential Collaborators' section.

### 2. From a Funding Results Page

- Run a Funding search.
- Select the opportunity(ies) you wish to share.
- Click the **Share** button.
- Enter the name or email address of the person you wish the share the opportunities with, include a message, and click **Send**.



The screenshot shows the 'Search Funding Results' page for the search term 'genetics'. The page includes a navigation bar with 'Funding', 'Profiles', and 'Papers Invited'. The main content area displays the search results. On the left side, there are filters for 'Submission type' and 'Top funding types'. The search results table has columns for 'Track', 'Set to Active', 'Share', 'Deadline', and 'Amount'. The 'Share' button for the 'William Allan Award' is circled in red. The table lists two results: 'William Allan Award' and 'GSA Awards'.

	Track	Set to Active	Share	Deadline	Amount
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <b>William Allan Award</b> American Society of Human Genetics (ASHG)				28 Apr 2018 Nomination Anticipated	\$25,000 usd
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <b>GSA Awards</b> Genetics Society of AustralAsia (GSA)				20 Feb 2018 Self-Nominatio... Anticipated	see record

### 3. From the Active or Tracked Lists

- a) Select the opportunity you wish to share.
- b) Click **Options** then click **Share**.
- c) Enter the name or email address of the person you wish to share the opportunity with, include a message, and click **Send**.

