

Pivot User Guide

About Pivot

Pivot is a database containing funding opportunities for all disciplines and project types. It includes information on federal, private, and international funding options. With your personal Pivot account, you can:

- Sign up to receive customized funding alerts
- Save and return to previous funding searches
- Share funding opportunities directly from Pivot
- Track individual funding opportunities

Where to Begin

Access: [Pivot Homepage https://pivot.proquest.com](https://pivot.proquest.com)

- Click on Pivot/Community of Science (COS)
- To create an account, click on *Sign Up* in the upper right corner of the screen
- Use your Stanford University-assigned email address
- Choose Stanford as your Institution

To activate your account, wait for an email from Pivot: remember to check your spam folder if you do not see the email in your inbox

Starting a Basic Search

Under the *Funding* tab, click on *Advanced Search*. Below, we describe those search fields we recommend completing:

1. Keywords

You may enter keywords in either the free text boxes at the top of the screen OR under the *Keyword* field.

Do not enter keywords in both of these sections—choose one for better results.

- Under the *Keyword* field, click on “browse” and select your keyword(s) from the expandable lists
- Check the box for “Explode” to capture the keyword you select and all the subcategories listed below it

We recommend checking “Explode” to begin your search.

Tip: start with **broad keywords** first, then narrow your results on the results screen or add more specific terms based on the results you receive

2. Activity Location

- Type directly into the search box (it will auto-populate) or click on “or more locations”
- Check the boxes titled *Unrestricted*, *Unspecified*, *Sub-entities*, and *Super-entities* to ensure you capture all applicable opportunities

All California researchers should select “California” as their activity location. Selecting “United States” with *Sub-*

***entities* checked will yield results for all states**

3. Citizenship or Residency

- Select the country or countries of your citizenship or residency
- Check the boxes titled *Unrestricted* and *Unspecified*

4. Funding Type

Select any or all types of projects for which you seek funding

5. Requirements

This field refers to the required attributes of the applicant (you and/or your institution). Select all that apply.

- *New Faculty/New Investigator* applies to postdoctoral scholars and junior faculty
- *Ph.D./M.D./Other Professional* applies to mid- to senior-level faculty
- If applying through Stanford University, check *Academic Institution* and *Nonprofit*

Saving or Modifying a Search

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—find your saved searches by clicking on the “home” icon in the top left corner of the screen. On the Saved Searches screen, you can sign up for funding alerts and receive weekly emails with new opportunities that match each search
- *Refine Search* returns you to the search screen with your criteria still entered—you may also narrow your results using the faceted search results on the left side of the search results screen

Note: Pivot provides short and useful tutorial videos—watch for “View Tutorial” links in the database.