

# GUIDE TO THE COS PIVOT FUNDING DATABASE

## How to Search for Funding Opportunities

### ABOUT COS PIVOT

COS Pivot is a searchable database of external funding opportunities for all disciplines and project types. 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: <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 Howard-assigned email address
- Choose Howard University 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, Subentities, and Super-entities to ensure you capture all applicable opportunities

All Washington, DC researchers should select “District of Columbia” as their activity location. Selecting

“United States” with Sub-entities checked will yield results for all states (California, Alaska, Ohio, etc.)

#### 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. Applicant Type

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

### 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

### TRACKING OPPORTUNITIES

If you would like track a few of the search results, you can select the opportunities by selecting the checkbox next to the opportunity and clicking the “Track” option. Tracking an opportunity puts the opportunity into your “Tracked” searches tab on your homepage.

### QUESTIONS AND TRAININGS

If you encounter issues using Pivot, please contact the **Office of Research Development**: email: [huogm@howard.edu](mailto:huogm@howard.edu) phone: (202) 806-6000

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