## Pivot-RP Essentials

# Advanced Searching for Funding Opportunities

From the home dashboard or Funding Tab, click the Advanced Search link. Advanced search allows you to use a variety of pre-search filters to find opportunities that match your interests.

The Advanced Search page *may* have a section at the top with institutional filters; and if they are here, they were set by your institution's Pivot-RP administrator. If you don't want to filter opportunities in these ways, you can deselect them.

Pivot-RP will search for opportunities that match *all* of the text fields you're about to enter, or *any* of the criteria. This changes the search between a Boolean AND and a Boolean OR. Matching all of the fields is the default choice and ensures a targeted search with fewer results. The second option makes the search much broader. By the way, you can click the information buttons to see an explanation of these and other filters.

You then choose which fields in the funding opportunities you want to search, such as Abstract, Title, and so on. Then type the search terms in the boxes. Note that *within* each of these search boxes you can make use of Boolean operators, exact-phrase searching, and proximity searching, just like in the basic search box. If you don't put a phrase in quotation marks, then it isn't an exact phrase search, and so Pivot-RP will find opportunities that have all these words in any field of the opportunity. Continue to enter terms based on your preferred search.

Pivot-RP allows you to search by award amount. Using the dropdown menu, specify whether to search for more than an amount or less than an amount. Pivot-RP includes an explanation regarding currency conversions. You can also elect to include opportunities where the funder has not specified an amount.

You can filter by opportunity deadlines. You can select a specific date range from a calendar, or you can search for opportunities that have a deadline within a certain number of days.

You can restrict results to opportunities that allow a limited number of submissions from one institution, and to opportunities that require internal coordination.

Many opportunities are only available to applicants from certain locations. Applicant/Institution Location will limit your search by your country or region. You can enter a specific location by typing in the box. Or, you can click *more locations* and use the Geographic Browser to choose one or more locations. You can also include opportunities where the applicant location is unrestricted and opportunities where the funder hasn't specified this criterion.

You can filter by Activity Location or by Citizenship requirements.

The Funding Type field allows you to filter for things like prizes and awards, travel, equipment, or research funding.

The Keyword section lets you choose search terms that match a *controlled vocabulary*, which are terms that Pivot-RP editors apply to opportunities to make them more discoverable. Type in a term, and Pivot-RP will suggest matching keywords. Or click browse, and use the Keyword Browser to find keywords organized by subject area. You also have the option to "explode" any keyword, which means that the search will include the keyword you chose as well as all the narrower terms beneath it in the Browser hierarchy.

The Applicant Type field lets you choose a demographic group with which you identify or specify your career stage to get more targeted funding opportunities.

The Funder Type allows you to narrow down which types of funders you want to include in your search, such as federal government, foundations, and so on.

Country of Funder allows you to focus on funders from specific countries.

And, with Recently Added you can limit your results to those that were newly added to Pivot-RP within the last 7, 14, or 30 days.

The next section of the Advanced Search lets you specify what you'd like to *exclude* from your search. Whatever you choose on this list will *not* be included in your results. All of the fields function the same way as in the main body of Advanced Search.

Click the Search button to see your results.

At the top of the results list, Pivot-RP displays the details of the search that you just conducted. If you're happy with your search, you may want to save it. This will allow you to get the latest results for this search any time, without having to re-enter the search filters. You can also have Pivot-RP send you an alert whenever new opportunities are added that match this advanced search you have saved.

And that's how you search for funding opportunities using Advanced Search in Pivot-RP!