

# Center for Communication, Collaboration & Creativity

COLLEGE OF FINE ARTS AND COMMUNICATION

Go to the PIVOT website: https://pivot.proquest.com/ funding\_main

## Step 1. Create your PIVOT Account

Sign Up with YOUR Texas State Email



## Step 2. Your PIVOT Dashboard ("House")

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🛉 Funding	Profiles			Funding Search		Q
Active			Tracked Opps (3) Sort-	Deadline		
Tracked	3		Youth Advisory Board Grants	03 May 2014 Application		Options *
C Saved Searches	1		South Texas Hispanic Fund	12 Sep 2014 Application		Options •
Received	3		Humanities Program	Continuous Other		Options •
Ådvisor						

The most important dashboard tools are:

Tracked – Funding opportunities that you want to monitor Saved Searches – Saved search parameters to receive email updates Shared – Share funding opportunities and saved searches with colleagues.

## Step 3. Funding tab

Select Advanced Search

	Search by text	earch by text Search by sponsor						
	Search funding opp	portunities	Search Pivot	View Tutorial				
	Advanced Search	Search Tips @						

- Match all fields (default) Retrieves all funding opportunities that match ALL of your selected search criteria, e.g. sustainability + NSF will only retrieve results that reference BOTH
- Match any fields Retrieves funding opportunities that match ANY of your selected criteria, e.g. sustainability + NSF will retrieve any results that reference EITHER
- Use "OR" Retrieves all records containing either key words
- Use "AND" Retrieves all records containing both keywords
- Search by All Fields (default), Abstract, Title, Sponsor, or Sponsor ID
- Limited Submission/Other Internal Coordination– Some type of restriction or "limit" imposed by the sponsor (e.g. only one proposal may be submitted by institution)

## Step 4. Pay Attention to Keywords Used in Funding Solicitations to Streamline your Search

Step 5. Save Your Search		
Save your search parameters and receive regular email updates	Search Funding Results	Your Search: (sustaination of the search filtered by: (Citizenship of States or Unrestricted))) AND (Activity Location=(United States) (Unrestricted)))   Advanced Search Save Search   Refine Search