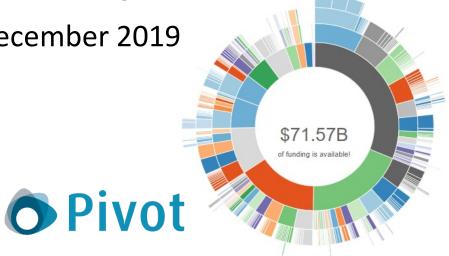
Pivot 101 Workshop Step-by-Step Guide

By Althea Sheets

Office of Sponsored Programs

November/December 2019



Althea Sheets, Awards Manager

The Awards Manager in the Office of Sponsored Programs identifies external funding sources (including early career and minority serving institution opportunities) and manages limited submissions and internal faculty awards to support the mission of the Research Excellence Program (REP).

The REP mission is to provide all of the necessary resources and support for enabling faculty, graduate students, postdoctoral fellows, professional residents, undergraduate students, and research staff to be successful in obtaining research funding and conducting their research.

althea.sheets@unlv.edu | 702-895-1880



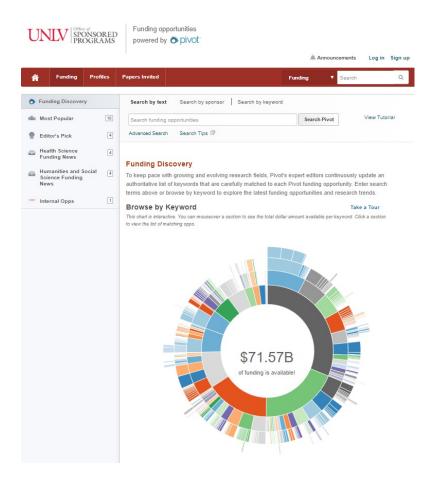
Methods to Find Funding Opportunities

- <u>Pivot</u> Funding Opportunities Database
 - Easy-to-use keyword-searchable database for finding current funding opportunities specifically tailored to research needs for faculty, staff, and students; potential collaborators; and conference calls for papers.
- OSP Weekly
 - Funding opportunities, limited submissions, workshops, and the Office of Sponsored Programs announcements are sent weekly. <u>Subscribe to the OSP Weekly</u>.
- Customized Funding Opportunity Searches
 - Need individual help, complete the <u>online request form</u>.

Pivot On Campus

No login is required to access Pivot on campus.

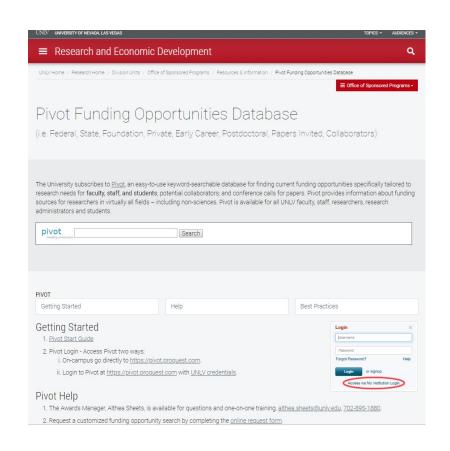
https://pivot.proquest.com



Pivot Reference on OSP Website

- Embedded Search
- Getting Started
- Pivot Help
- Pivot Best Practices

https://www.unlv.edu
/research/osp/pivot





Login - https://pivot.proquest.com

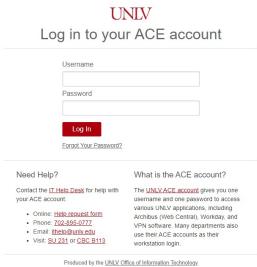


- Log in
- Access via My Institution Login





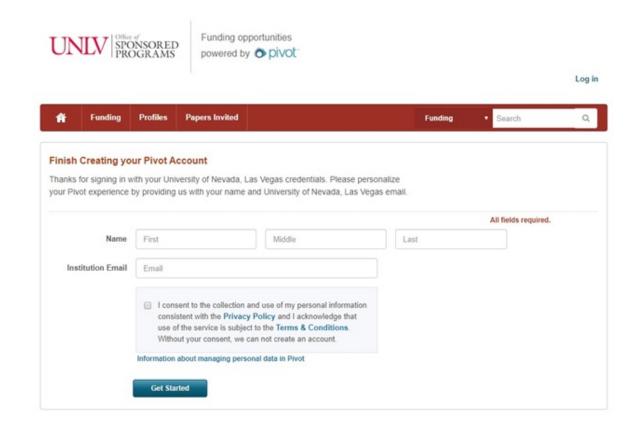
- Institution Credentials (Shibboleth)
- Login with ACE Credentials





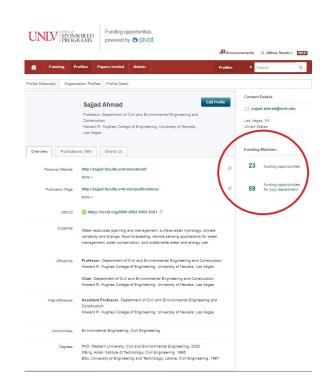
Finish Creating Your Pivot Account

Name, email and consent



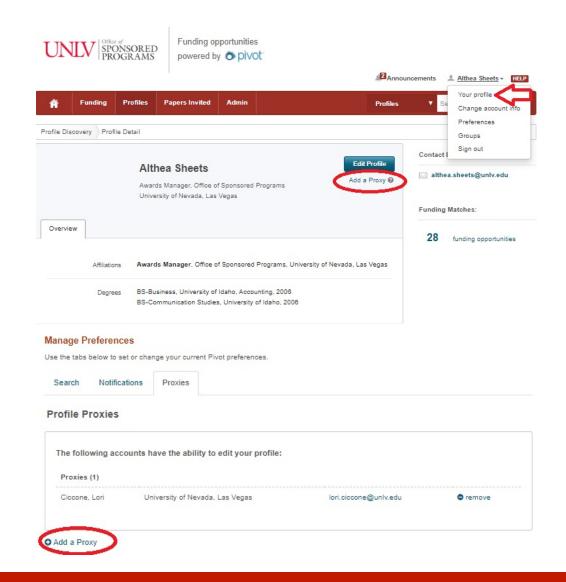
Claiming/Creating Profile

- The Pivot team pre-filled profiles for UNLV based on the UNLV website (CV, personal website, expertise, affiliations, past affiliations, communities and degrees).
- After you create your Pivot account,
 Pivot will automatically search for your
 profile and prompts you to claim your
 profile that they created.
- Pivot automatically and continually searches for Funding Matches and Funding Opportunities for your Department based on your profile.



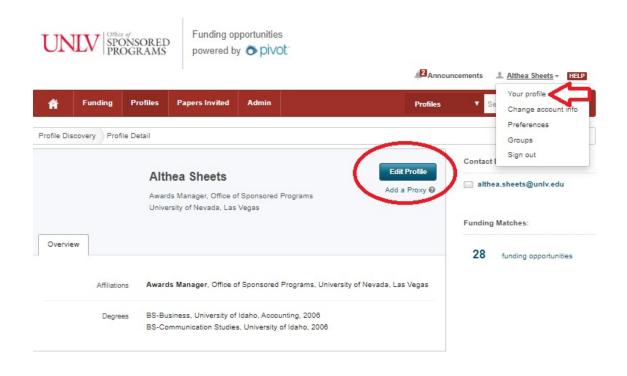
Add Proxy

 Name user for proxy (e.g. Grant Administrator Graduate Student)



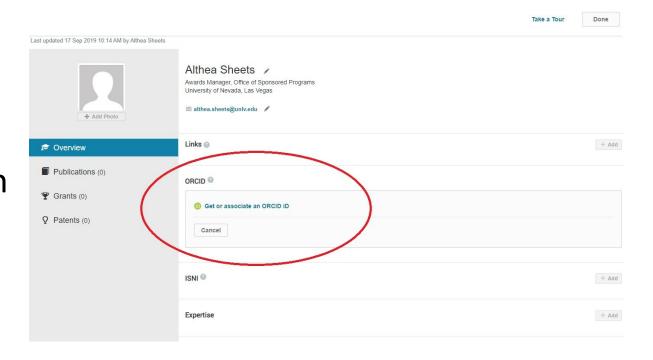
Link Pivot with ORCiD

• Edit Profile



Update Profile Information

- Add ORCiD
 Number
- Update information



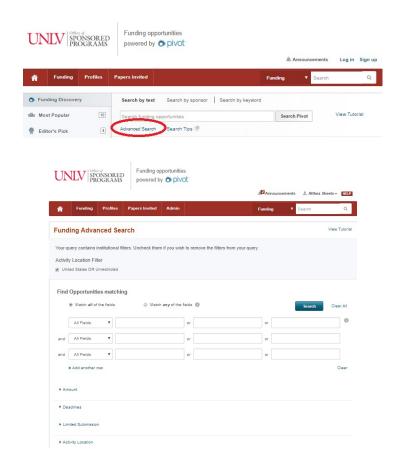
Search Capabilities — Find Funding

- Quick Search
 - By Text
 - By Sponsor



Search Capabilities — Find Funding

- Advanced Search
 - Choose Matching Options
 - Narrow or Broaden Search

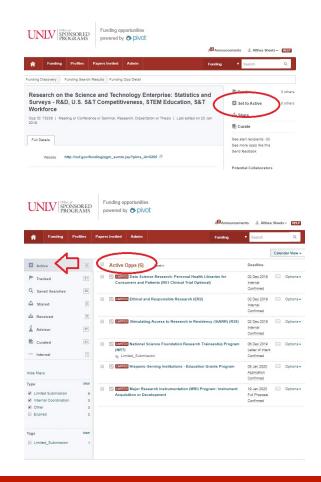


Search Tips

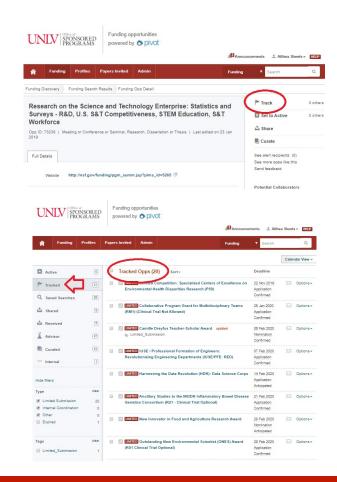
- If you are unsure what field to search in, use the **All Fields (Quick Search)** search box. This will search for the terms you enter across all text fields in each record.
- Many grant sponsors do not mention specific kinds of research they will fund. Instead they state broader disciplines within which they will consider applications. Some research topics may not get any results in searching, but that does not necessarily mean there are no grants for which the project may be eligible. If this happens, try searching for grants in the broader field(s) within which your project falls. For example, a project to study zebra mussels may be eligible under a grant looking to fund projects in the broader fields of Biological Sciences, Marine Biology, or Environmental Biology, etc.
- To search by Opp ID use the **All Fields** box or the Quick Search.
- Keywords 'Explode' function: Use this to expand your Keyword search. For example, if you are searching on the
 Keyword 'Education' and Explode it, the system will automatically search for all the more specific 'educational'
 terms under it in the Keyword hierarchy, such as 'Higher Education', 'Literacy', etc. For more details, see
 the Keyword section.
- To select multiple terms from any pick list (e.g. Sponsor Type, Citizenship, etc.), click the check box to the left of each term.
- Use Truncation (Asterisk), Proximity Operators (pre/#, w/#), Exact Phrase Searching (Double Quotes), and Precedence (Parentheses) to give your search more flexibility.
- **Example**: (gene **w/2** mouse) *or* "mouse genome" -- searches for the word "gene" within 2 words of "mouse" or for the exact phrase "mouse genome."
- Searches are case insensitive. Using either upper or lower case letters will yield the same result set.
- With the exception of the hyphen, do not use punctuation marks (slashes, commas, etc.). Punctuation marks in
 most cases will retrieve erroneous results. This also applies to the **Amount Field**. For monetary amounts, leave
 out any commas or periods. E.g.: \$10,000 = 10000.
- Do not use the articles a, an, or the. The search engine does not search for these.



- Active Opportunities
 - Mark opportunities you deem important or critical.
 - Listed in the Active section on your homepage, which is shown to you immediately upon logging in.
 - Typically used for opportunities which you have applied or plan to apply.

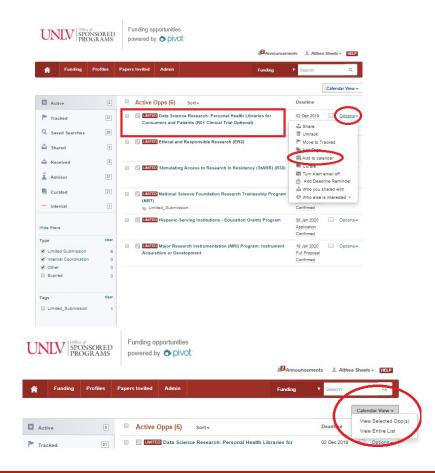


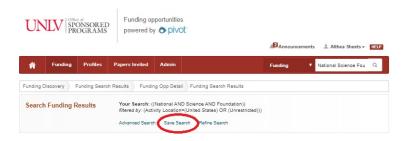
- Tracked Opportunities
 - Mark opportunities you want to monitor.
 - Opportunities you would like to follow and receive a funding alert.
 - For example, a funding opportunity that is anticipated but not released yet.



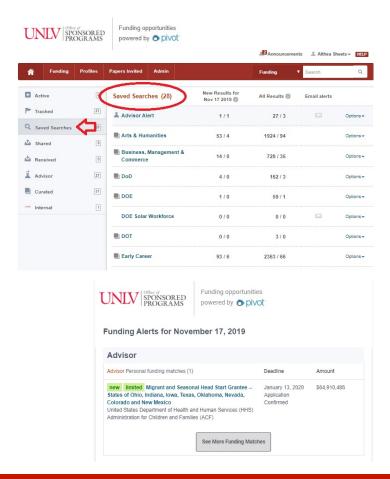
Calendar View and Sync

- Export a tracked or active funding opportunity deadline to an external calendar application (Google, Outlook, iCal).
- View any search results as Calendar View and export search to calendar application.



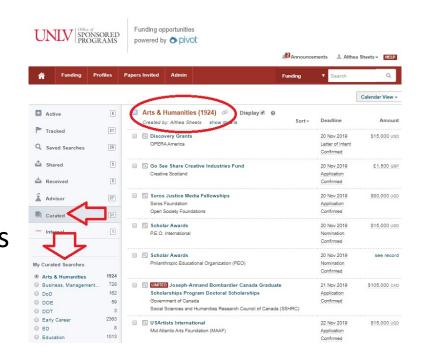


- Saving a Search
 - Saves time.
 - Choose to receive/or not a weekly email funding alert that identifies any newly added or updated opportunities that match your query.

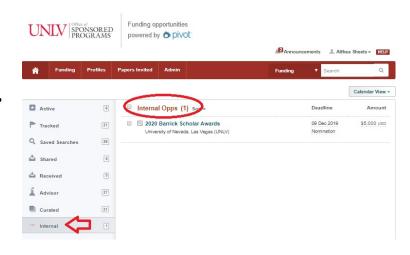


Curated Lists

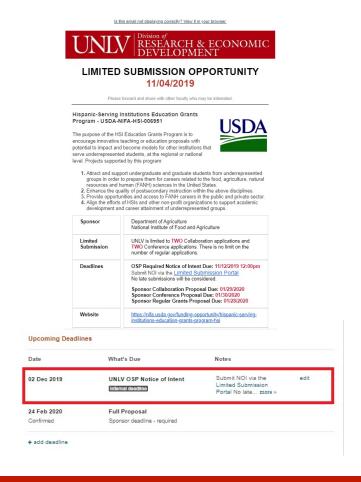
- Awards Manager saved searches by category and sponsor.
- Available to anyone at UNLV.
- Opportunities with deadlines in the next 6 months in broad categories, applicant type and funding agencies.



- Internal Opportunities
 - Internal UNLV opportunities.
 - For example, NSHE Regents' Awards, Barrick Scholar Awards, etc.



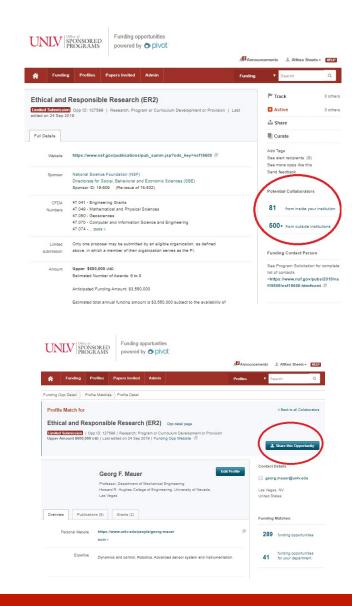
- Limited Submissions
 - Distributed to campus through the <u>OSP Weekly</u> listserve.
 - Internal OSP Notice of Intent deadline added in Pivot.
 - Opportunities also posted on OSP website https://www.unlv.edu/rese https://www.unlv.edu/rese https://www.unlv.edu/rese





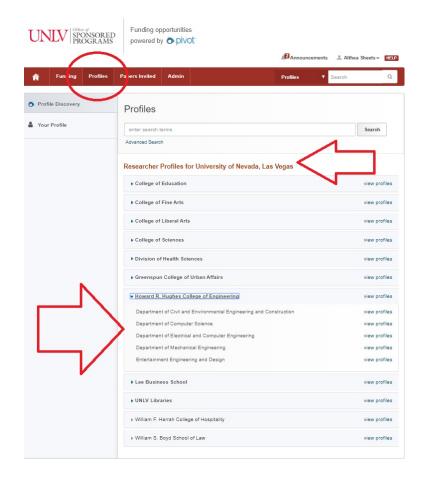
Find Collaborators

- Pivot profiles 500,000
 researchers worldwide to help
 you identify potential
 collaborators.
- In each funding opportunity the potential collaborators are listed in the right column (inside and outside of UNLV). Click on the # to access the list.
- Share the funding opportunity with any of the potential collaborators.



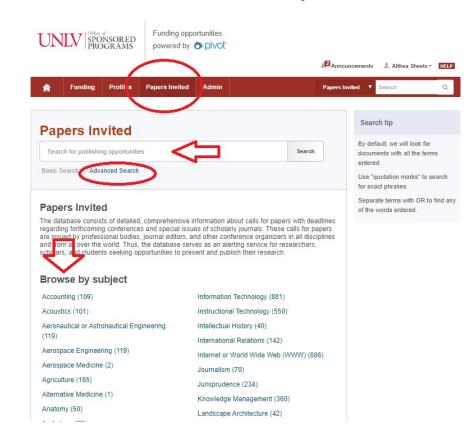
Find UNLV Collaborators

 Access all UNLV researcher profiles on the Profiles tab listed by college and department.



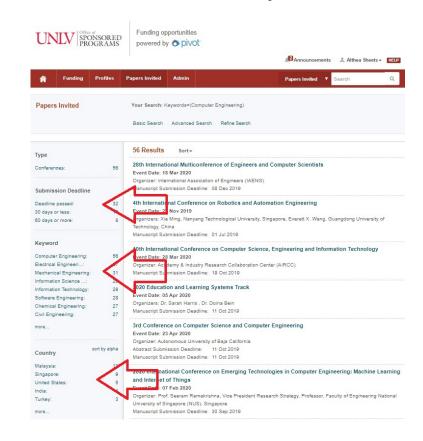
Find Conference Calls for Papers

- Papers Invited is now part of Pivot.
- Database of conference calls for papers and special issues of scholarly journals.
- Search, Advanced Search or Browse by subject



Find Conference Calls for Papers

- Papers Invited search, sort by:
 - Submission deadline
 - Keyword
 - Country



- Awards Manager, Althea Sheets, questions and one-on-one training, althea.sheets@unlv.edu, 702-895-1880.
- Request a customized funding opportunity search by completing the <u>online request form</u>.
- <u>Pivot Help</u>: If you need help logging in or have questions about the product, click on the <u>Support/Help</u> <u>link</u> at the bottom left-hand corner of each Pivot page to request case, chat or call technical support help.
- View help videos on the <u>ProQuestPivot YouTube</u> <u>channel</u>.

Thank You!

