grantforward

ACCOUNT & PROFILE

CREATING AN ACCOUNT

- Visit https://www.grantforward.com/index.
- Select the **Sign Up** tab in the upper right-hand corner.
- Using your UWF e-mail, complete the required fields under the **Institutional Account** tab.
- Click on the link in the following e-mail confirmation to access GrantForward.

CREATING A PROFILE

- Under the Profile tab, click **Create Profile**.
- On the following page, select the **Begin Building** button and enter all the basic information on the first page.
- On the next page, connect your information to your profile three ways by selecting **Interest Source**.
- If you have a research or publication page, enter the URL into the corresponding text box.
- Or upload your current CV to automatically update your profile interests.
- The final option is to manually input your publications into the text box.

SEARCHES

BASICS

- Under the **Search** tab, go to **Search Home**.
- In the keywords box, enter any words relevant to your field of research.
- You can refine your search by selecting **Advanced Search** or sorting by different factors.

FILTERS

- On search results page, you will see filters on the left-hand side.
- By entering information or selecting criteria from the set options, the results of your search will automatically update.

SAVING SEARCHES

- First, click the **Save Search/Alert** button above the search results.
- A pop-up will ask you if you want to either update a previously saved search or create a new saved search.
- Next, you will set the alert frequency for grant alerts when new funding opportunities are added to your search criteria.
- To see and edit your save searches, you can find them under the **Search** tab by clicking the **Saved Searches** button.