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# VCU Office of Research Development Services

## Pivot Cheat Sheet

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The **Pivot** database can be used to search for Federal and private funding opportunities, match investigators with funding, identify collaborators, organize and house information, and share findings with colleagues. We strongly recommend that you create a Pivot account in order to manage your searches.

### Register for a Pivot Account

- Go to <http://library.vcu.edu/search/1145>
- Click on "Sign Up" in the upper right corner.
- Fill out all fields. You must use your VCU email address.
- Click "Create My Account."
- Go to your email and open the confirmation email. Click "Confirm!"

### Log in to Your Pivot Account

- Go to <http://library.vcu.edu/search/1145> or <http://pivot.cos.com>
- Click on "Log In" in the upper right corner.
- Your email address is your username.

### Search for Funding

We recommend that you use the "Advanced Search" feature.

- Click on "Funding" tab in grey bar. Click on "Advanced Search."
- Complete the fields for *Activity Location, Citizenship or Residency, Funding Type, Keyword, Requirements*.
- Click "Search."

Be careful not to accidentally use the  
*Exclude Opportunities Matching* section.

### Save a Search/Receive Alerts

- Click on "Save Search" at the top of the page.
- Give the search a name.
- Check box if you want to receive weekly alerts.
- Saved searches will appear on your Pivot homepage:



### Understand Search Results

- Click "Sort" to change sort order of results.
- Use Faceted Search Results on left side to drill down within your search results.
- Check opps to set to Active or Tracked. You will be alerted of upcoming deadlines.
- Check opps to send to colleagues or groups.
- Click on opp title for full record.

### Claim Your Pivot Profile

- Click on your name in the upper right corner to see a list of options.
- Click "Claim Profile."
- A list of potential profile matches may be displayed.
- If you locate your profile from the results list, click the "This is me" button and follow the instructions.
- If you do not find a profile for yourself, click the "Create a Profile" on the results page.

### Edit Your Pivot Profile

- Log in to your Pivot account.
- Click on your name to display the options.
- Click the "Your profile" link. You will be brought to your Pivot profile.
- Click the "Update your profile link" to the far right of your name. Follow the instructions.

### Help

- Click on **HELP** in the upper right corner.
- Sign up for Pivot webinars. See the Youtube channel.
- Sign up for group or one-on-one training:  
[http://www.research.vcu.edu/research\\_development/training.htm](http://www.research.vcu.edu/research_development/training.htm)