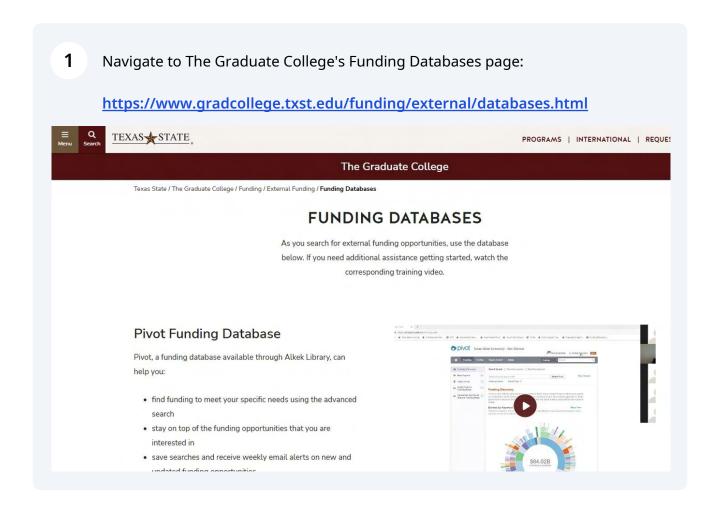
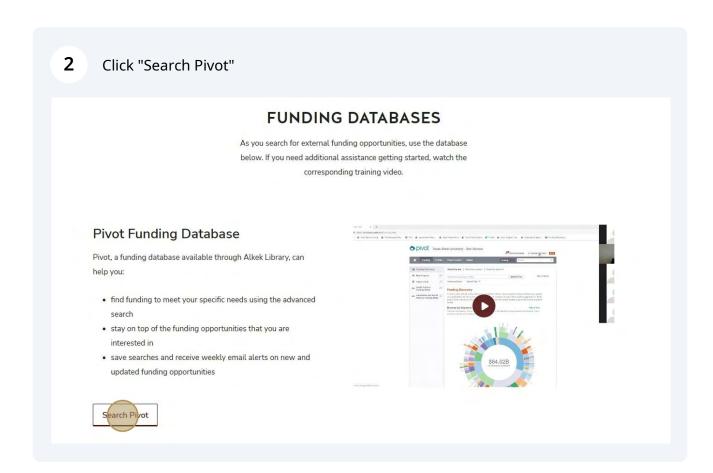
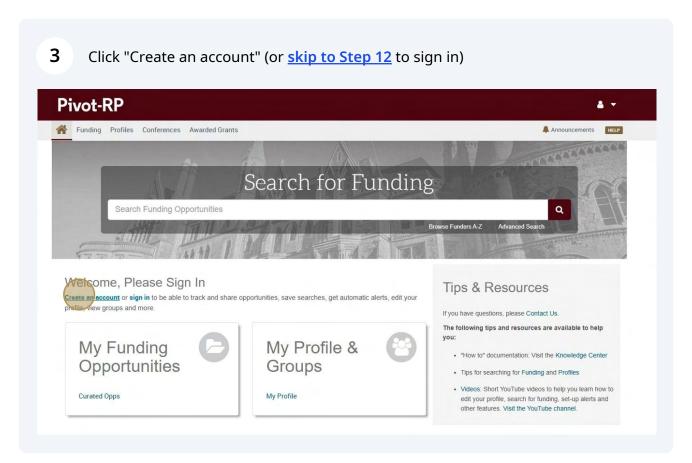
How to Search for Funding in Pivot-RP

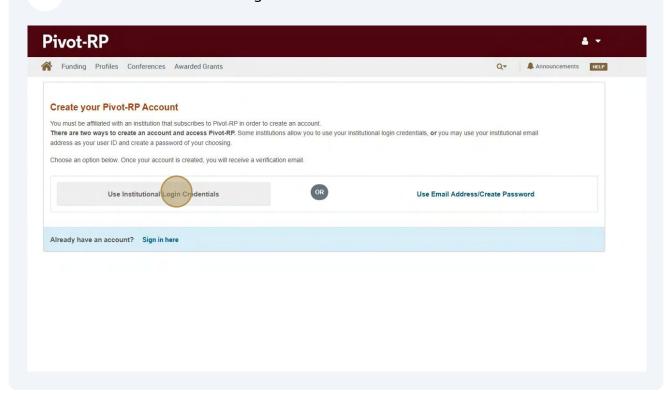
This training manual offers a step-by-step guide to conducting searches for funding in the Pivot-RP database, tailored to graduate student users. By utilizing advanced search features, particularly career stage, graduate students can find funding opportunities ("opps") that meet their needs. In addition to demonstrating sample searches using keyword and other filters, you will learn how set alerts for timely notifications, how to track opportunities of interest, and how to save searches.



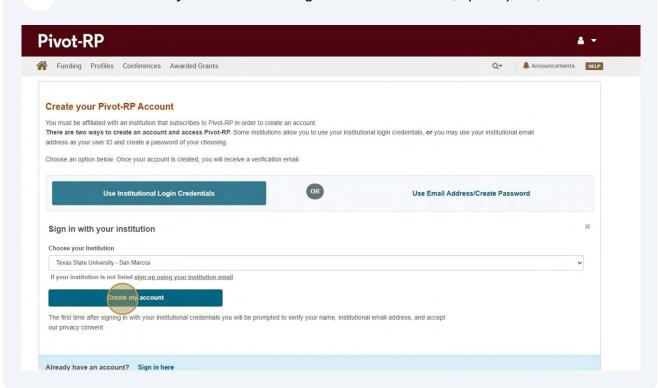




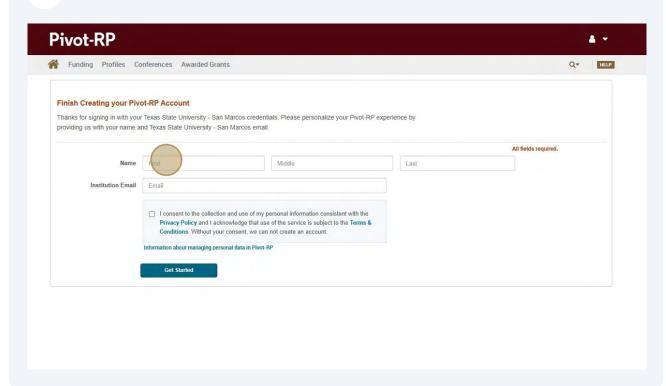
4 Click "Use Institutional Login Credentials"



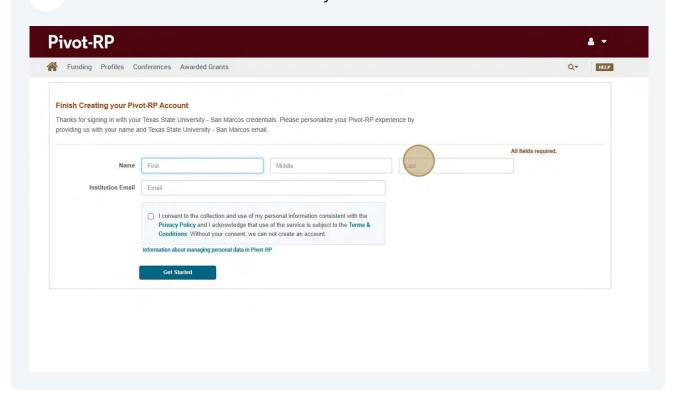
5 Click "Create my account," then login and authenticate (if prompted)



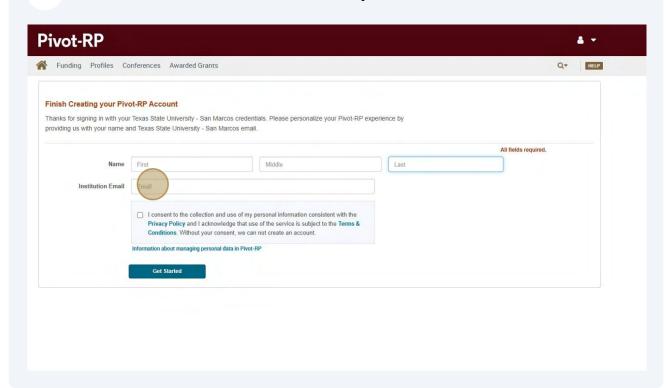
6 Click the "First Name" field to enter your preferred first name



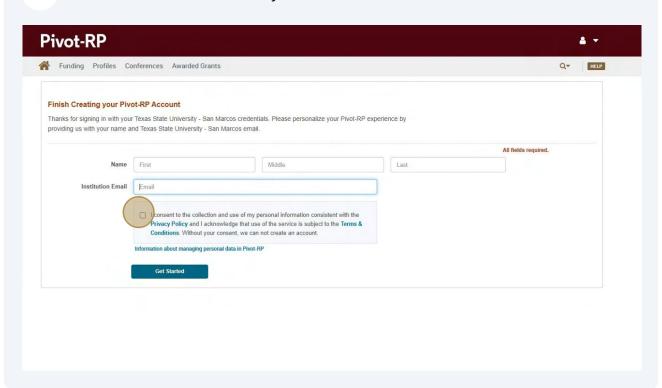
7 Click the "Last Name" field to enter your last name



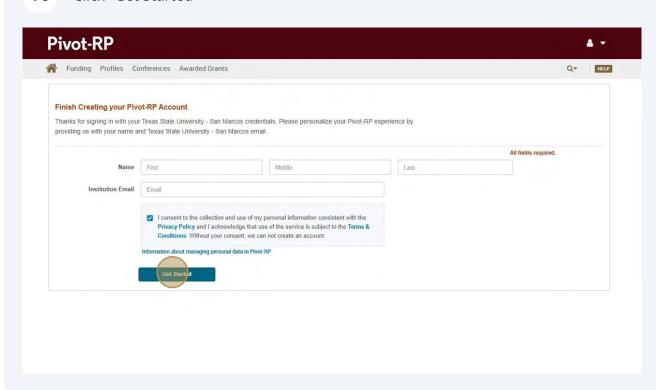
8 Click the "Institution Email" field to enter your TXST email address



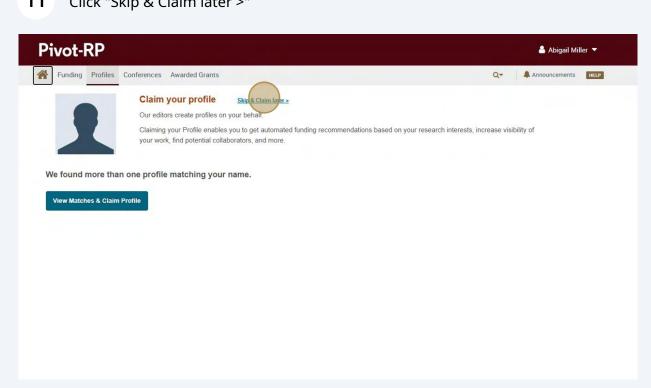
9 Check the button to indicate your consent



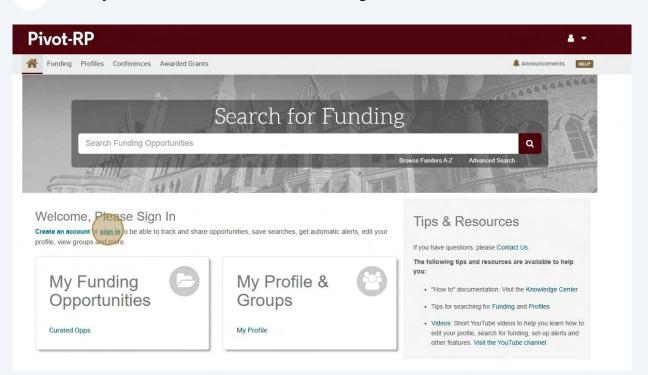
10 Click "Get Started"



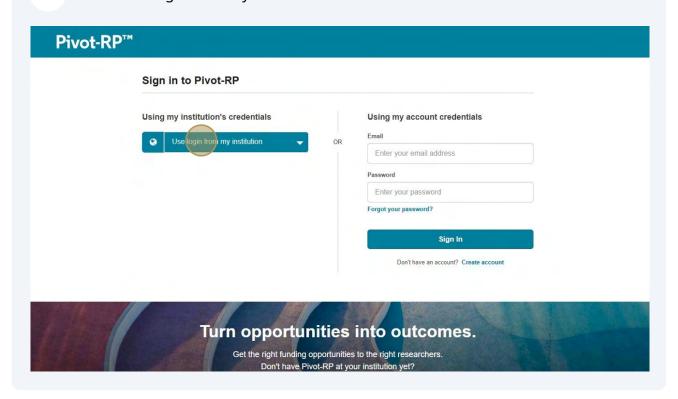
11 Click "Skip & Claim later >"



12 Once you have created an account, click "sign in"

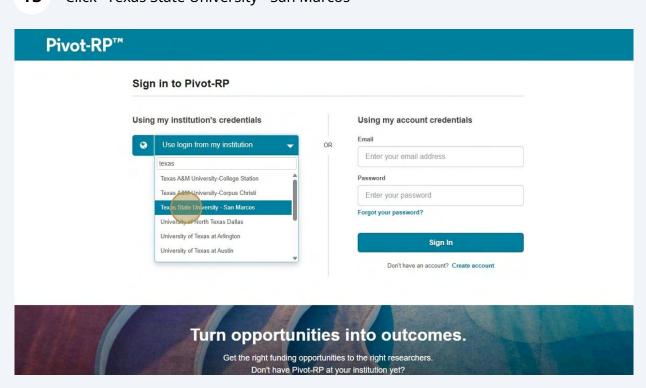


13 Click "Use login from my institution"

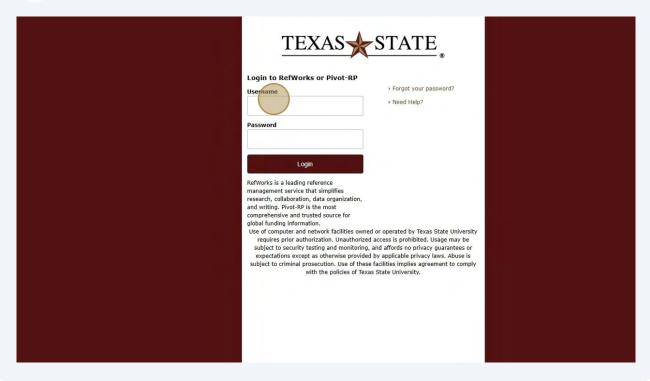


14 Type "texas"

15 Click "Texas State University - San Marcos"



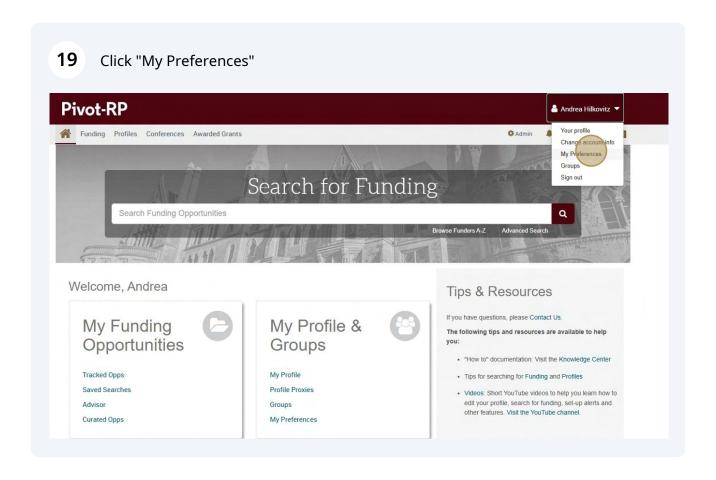
16 Click the "Username" field to enter your Net ID



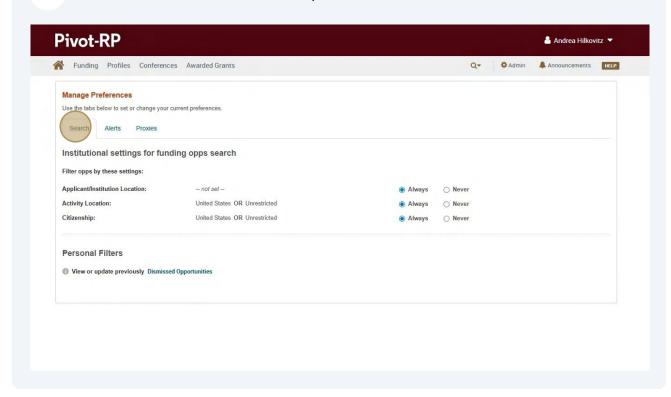
17 Click the "Password" field to enter your password



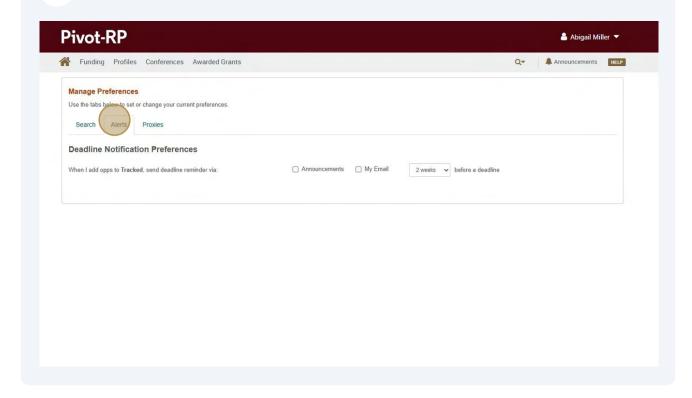
18 Click on your name in the top right **Pivot-RP** Funding Profiles Conferences Awarded Grants Admin ARRAGARA Search for Funding Search Funding Opportunities Welcome, Andrea Tips & Resources If you have questions, please Contact Us. My Profile & My Funding The following tips and resources are available to help Opportunities Groups "How to" documentation: Visit the Knowledge Center Tracked Opps · Tips for searching for Funding and Profiles Profile Proxies Videos: Short YouTube videos to help you learn how to edit your profile, search for funding, set-up alerts and other features. Visit the YouTube channel. Curated Opps My Preferences



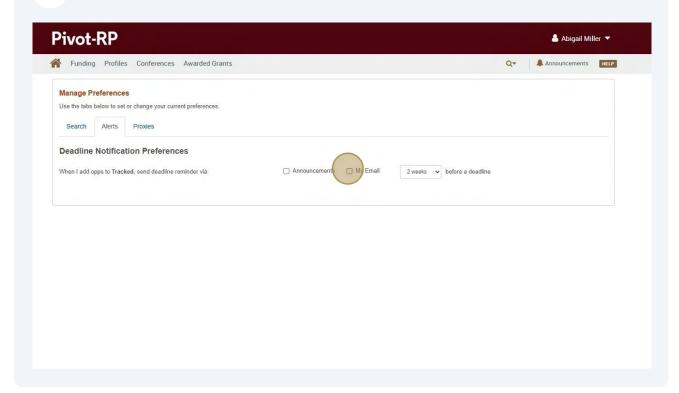
20 Click the "Search" tab to view the pre-set institutional filters



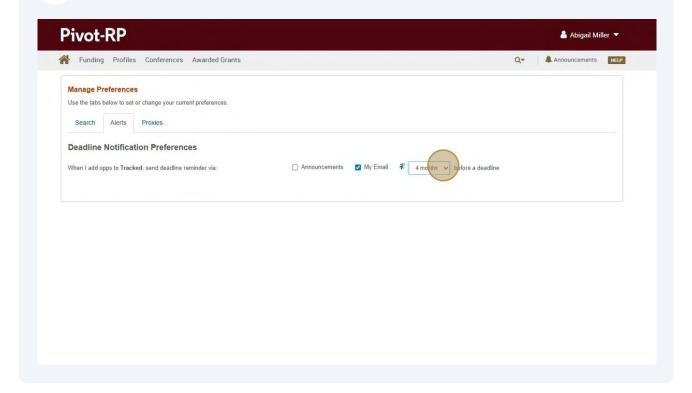
21 Click "Alerts" to manage your notification preferences



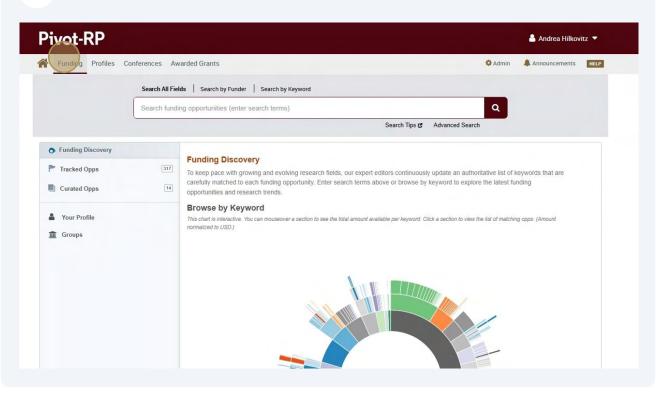
22 Click the "My Email" field to receive timely notifications of due dates



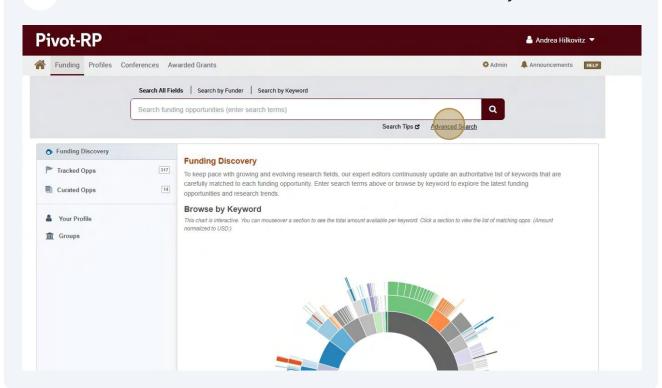
23 Select "4 months" to receive notifications as far in advance as possible



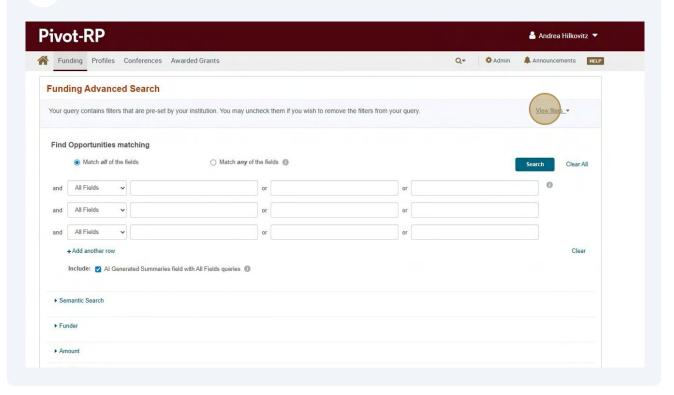
24 To begin conducting searches, click the "Funding" tab



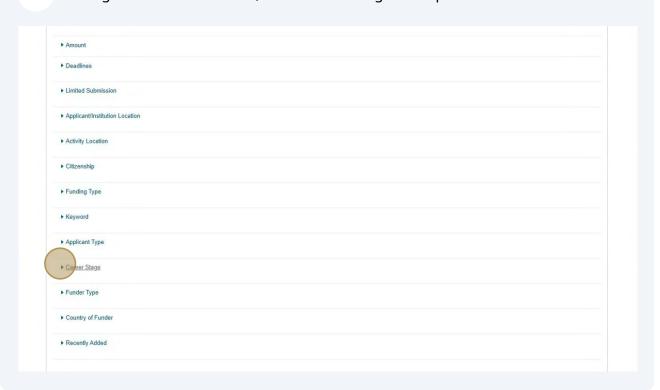
25 Be sure to click "Advanced Search" to filter out results for faculty users

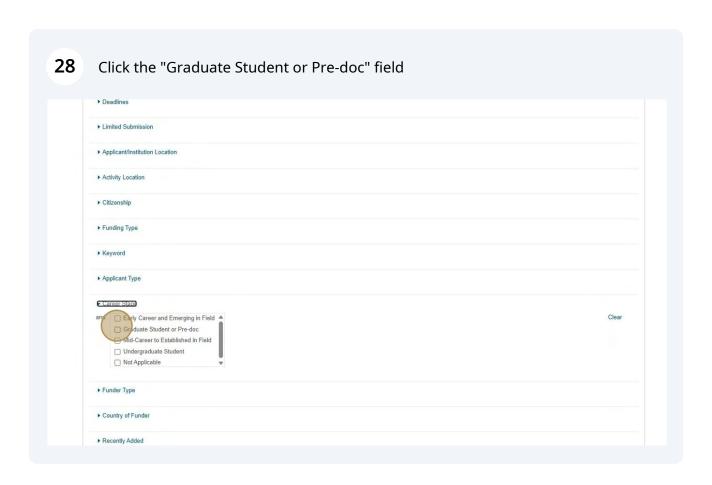


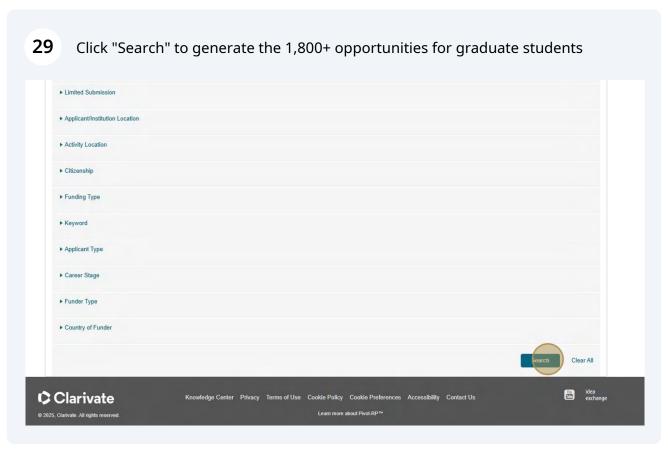
26 Click "View filters" as a reminder about the pre-set institutional filters



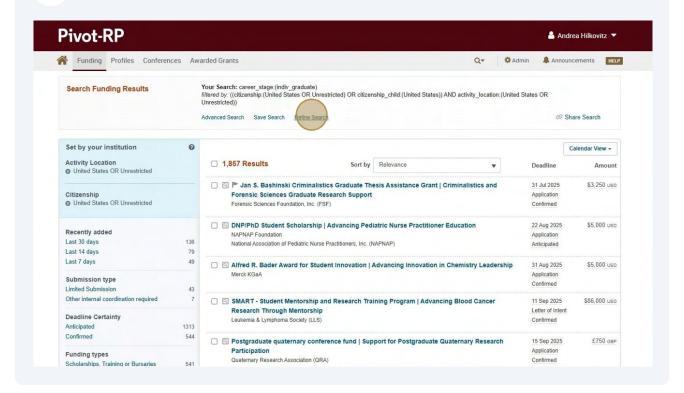
27 As a graduate student user, click "Career Stage" to expand this filter



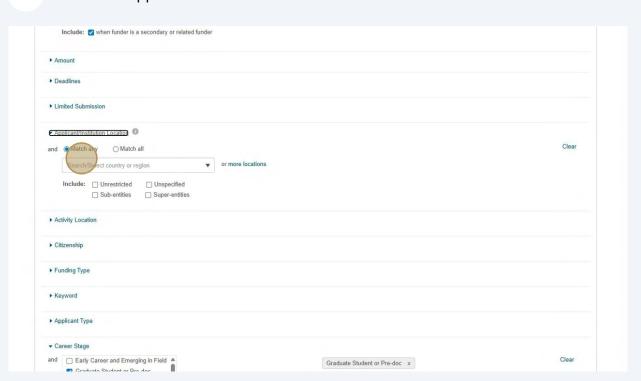




30 Click "Refine Search" to narrow these results

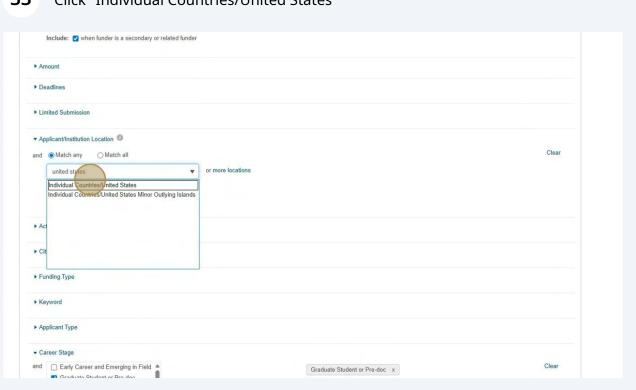


31 Click the "Applicant/Institution Location" field

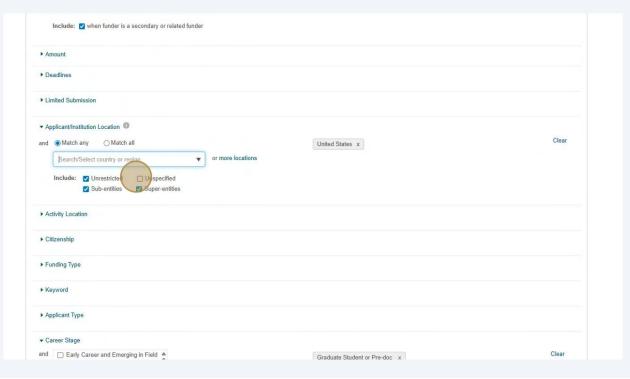


32 Type "united states"

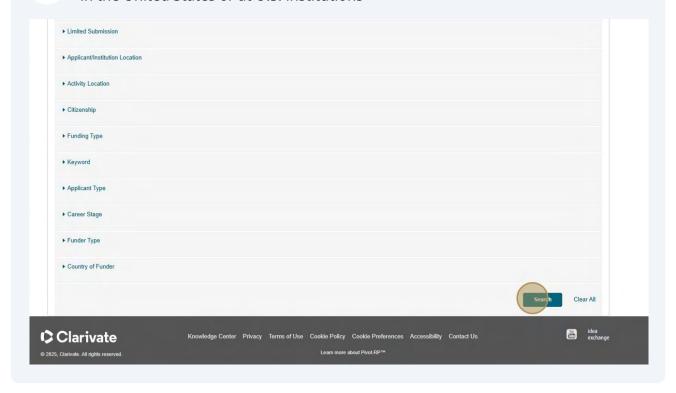
33 Click "Individual Countries/United States"



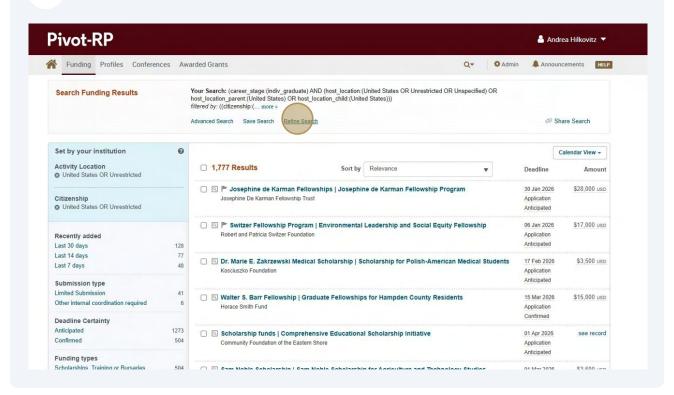
Click the "Unspecified" field to retain opportunities for which the location of applicants and their institutions is irrelevant



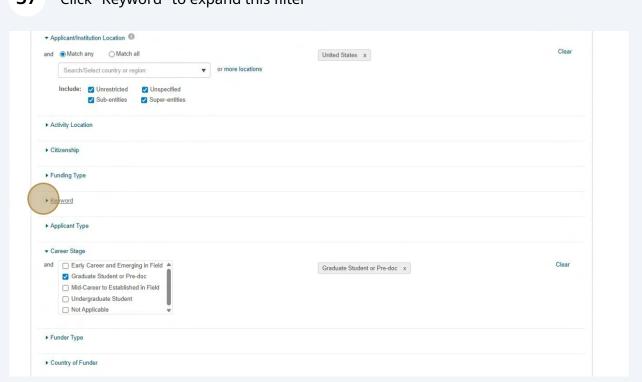
Click "Search" to generate the 1,700+ opportunities for graduate students located in the United States or at U.S. institutions



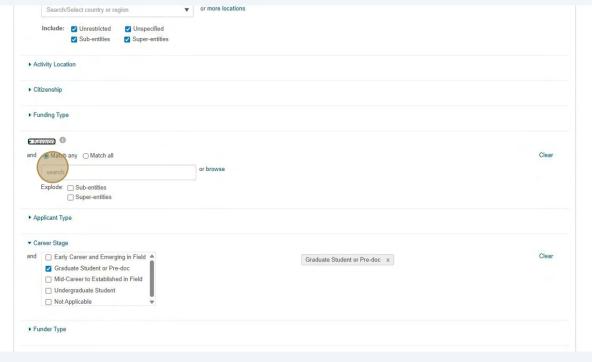
36 Click "Refine Search" to narrow these results using the keyword filter



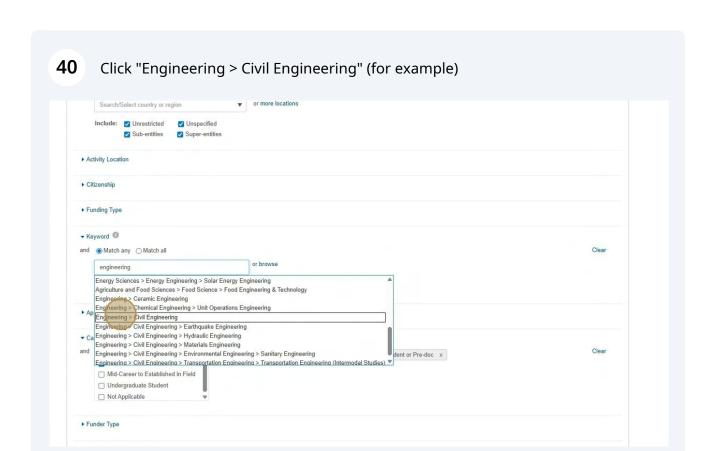
37 Click "Keyword" to expand this filter



38 Click the "Search Keywords" field



39 Type "engineering" (for example)



Click the sub-entities and super-entities checkboxes to capture opportunities in 41 both the larger field of engineering and sub-fields within civil engineering ▼ or more locations Search/Select country or region Include:

✓ Unrestricted

✓ Unspecified

✓ Sub-entities

✓ Super-entities ▶ Activity Location ▶ Citizenship ▶ Funding Type ▼ Keyword 📵 and

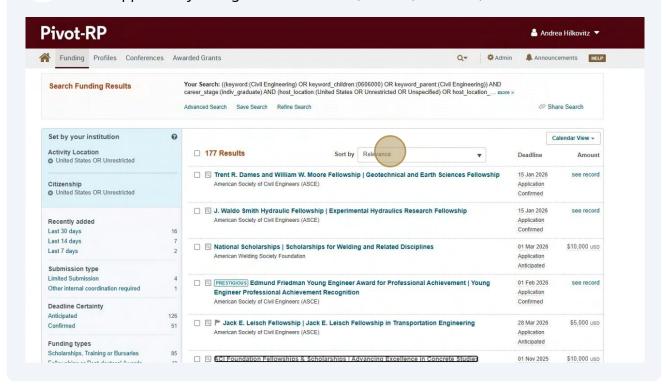
Match any

Match all or browse bearch Civil Engineering x Explode: Sub-entities ► Applicant Type ▼ Career Stage and Early Career and Emerging in Field Graduate Student or Pre-doc x ✓ Graduate Student or Pre-doc ☐ Mid-Career to Established in Field Undergraduate Student □ Not Applicable ▶ Funder Type

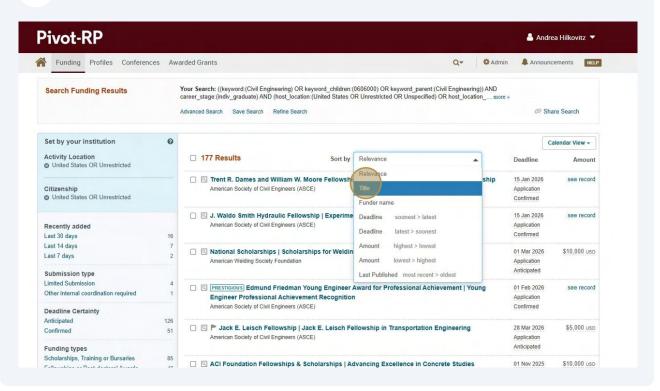
Click "Search" to generate the 100+ opportunities for civil engineering graduate students



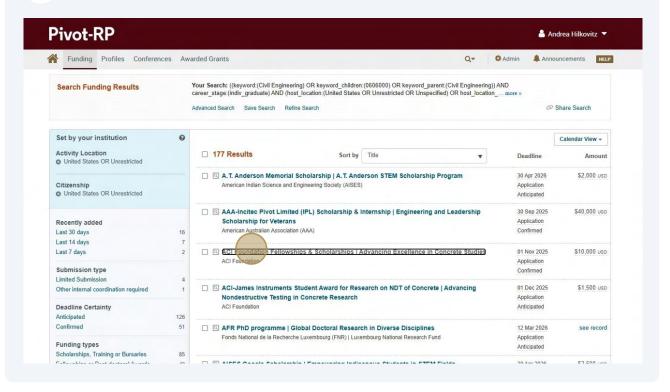
Notice that the results are automatically sorted by relevance; you'll also note that each opportunity listing includes the title, funder, deadline, and amount



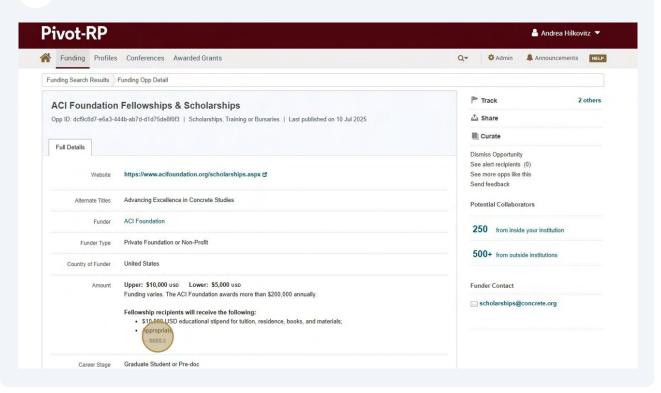
44 Click "Title" to sort the results alphabetically from A-Z instead



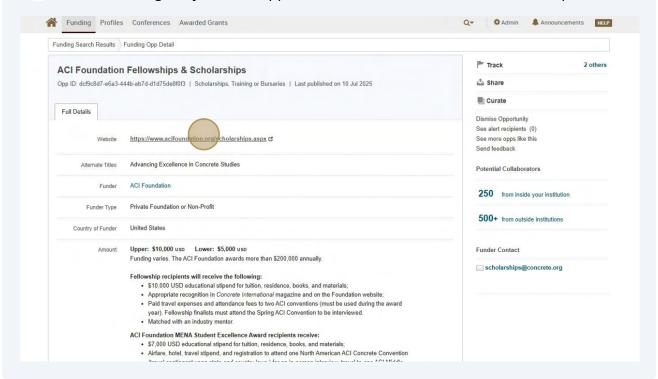
Click on an entry, such as "ACI Foundation Fellowships & Scholarships | Advancing Excellence in Concrete Studies" to see more details



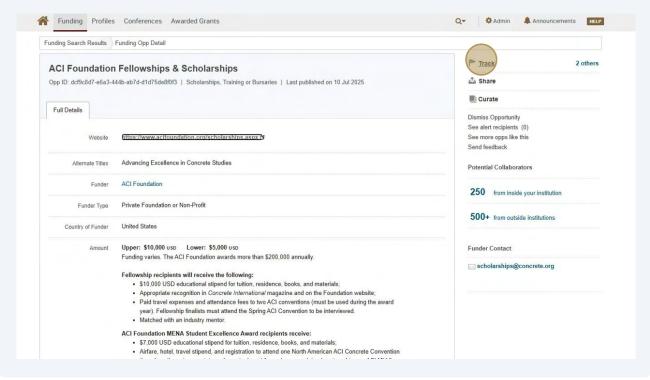
46 Click "more »" to expand the text in the various fields



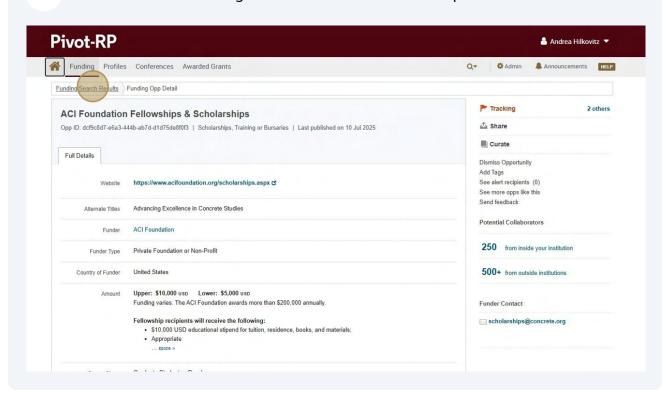
If this opportunity is of interest, click on the funder's website to confirm the deadline, eligibility criteria, application instructions, and submission requirements



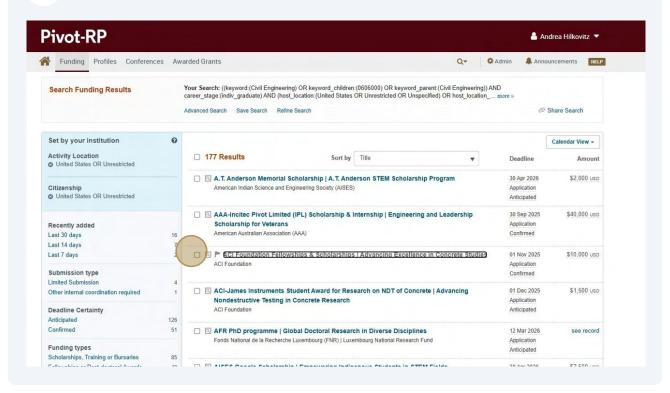
Click "Track" to be notified about upcoming deadlines for this opportunity, noticing that the flag will change color to red and the wording will change to "Tracking"



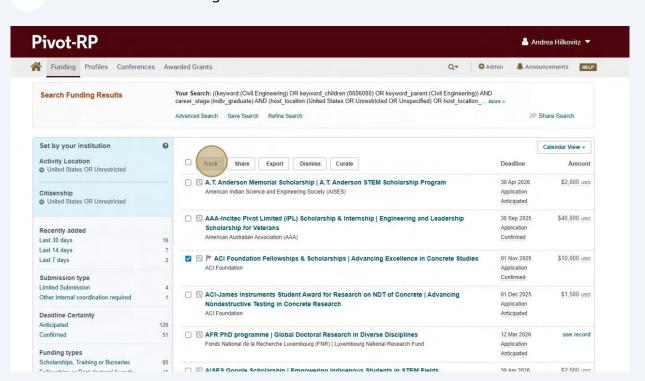
49 Click "Return to Funding Search Results" to see more options



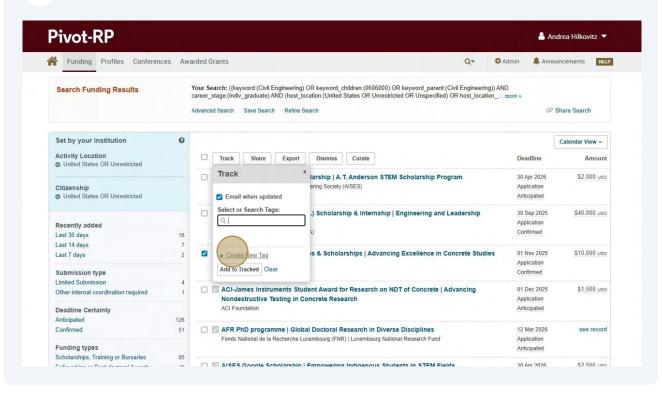
50 Click the button next to the opportunity you flagged



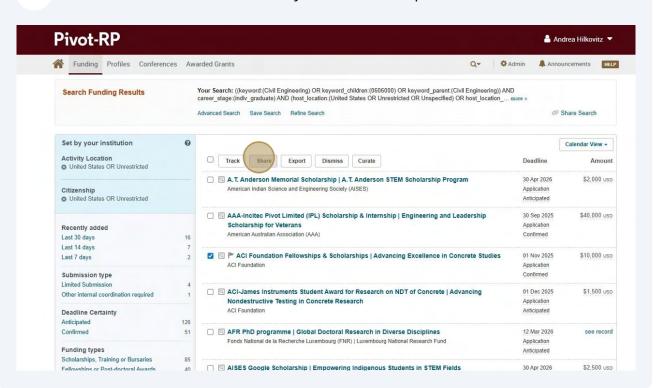
51 Click "Track" to add tags



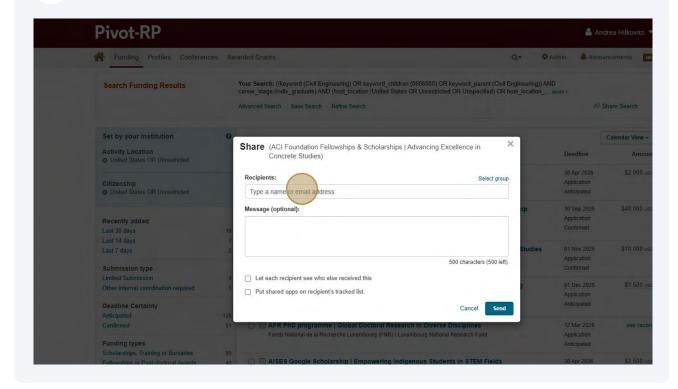
52 Click "Create New Tag"



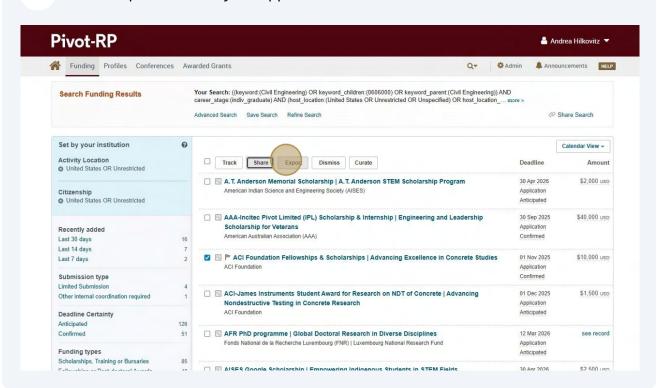
53 Click "Share" to send an email to your advisor or a peer



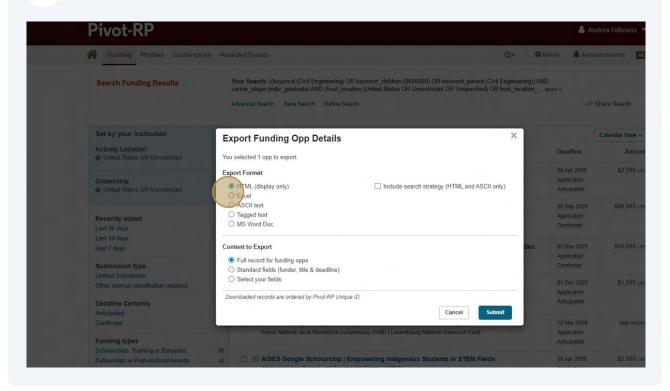
54 Click the "Recipients:" field to share this entry with others



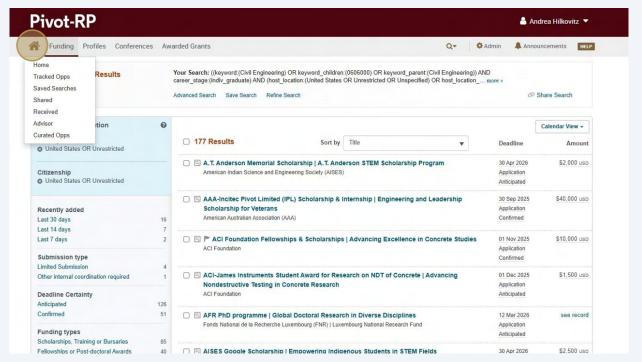
55 Click "Export" to track your opportunities offline



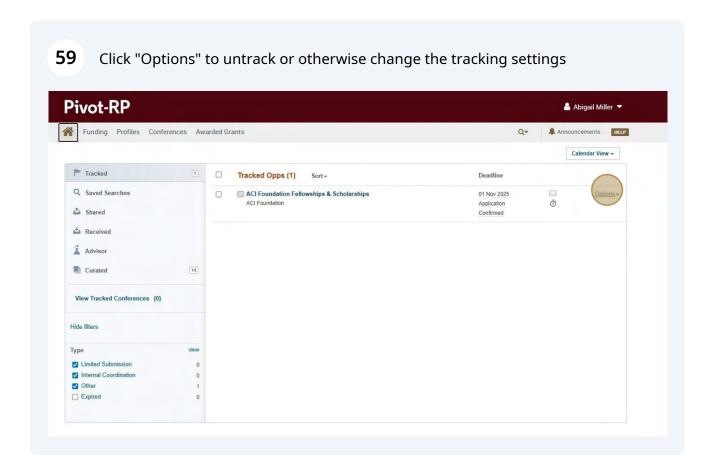
56 Click the "Excel" field to generate a spreadsheet



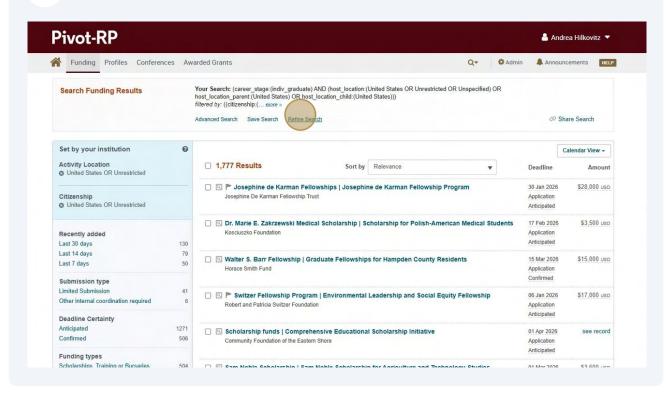
To access your tracked opportunities, click the "Home" button for a shortcut



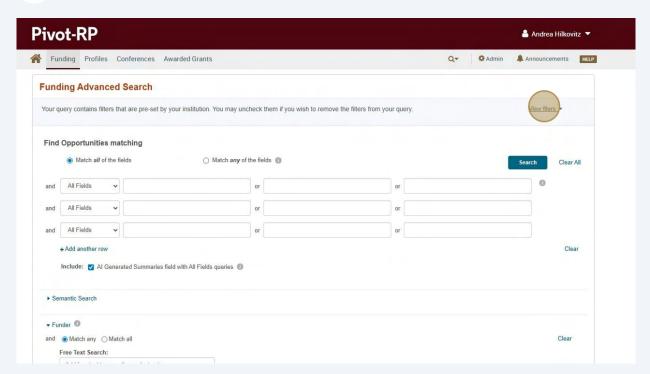
58 Click "Tracked Opps" **Pivot-RP** Andrea Hilkovitz Funding Profiles Conferences Awarded Grants Announcements HELP TOTAL PROPERTY OF THE PARTY OF Search for Funding Search Funding Opportunities Welcome, Andrea Tips & Resources If you have questions, please Contact Us. My Profile & My Funding The following tips and resources are available to help Opportunities Groups "How to" documentation: Visit the Knowledge Center racked Opps My Profile · Tips for searching for Funding and Profiles Videos: Short YouTube videos to help you learn how to edit your profile, search for funding, set-up alerts and other features. Visit the YouTube channel. Curated Opps My Preferences



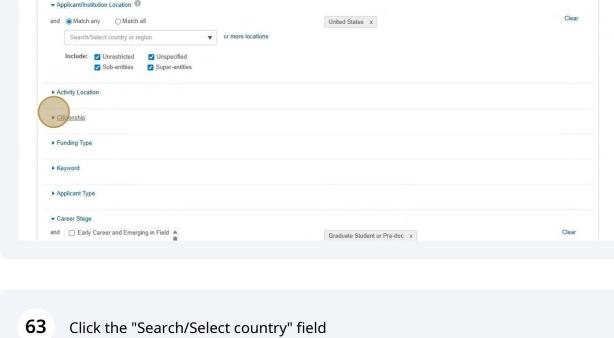
60 Click "Refine Search" to conduct searches using filters other than keyword



61 Click "View filters" to change the citizenship pre-set if needed

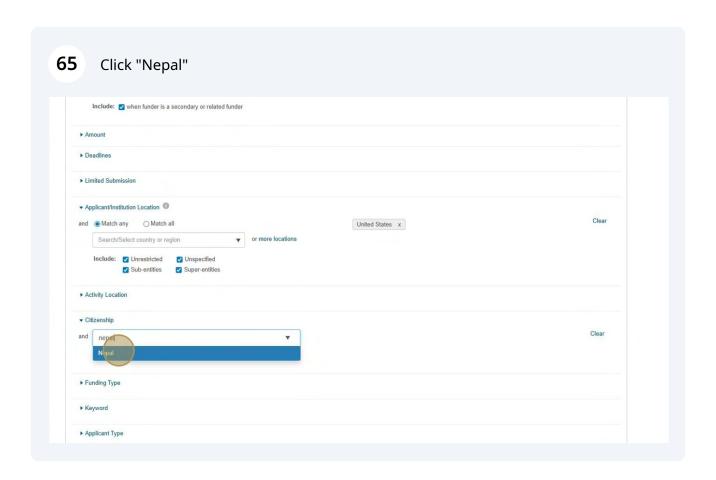


If you are not a U.S. citizen, click "Citizenship" to expand this filter Include: when funder is a secondary or related funder Amount Deadlines

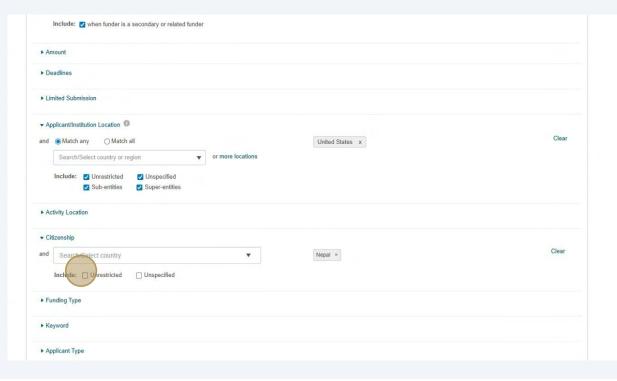


▶ Limited Submission

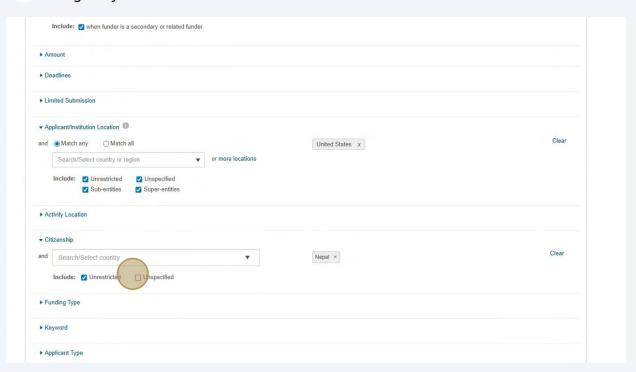
Type "nepal" (for example)



Click the "Unrestricted" field to retain opportunities for which Nepalese citizenship is not required



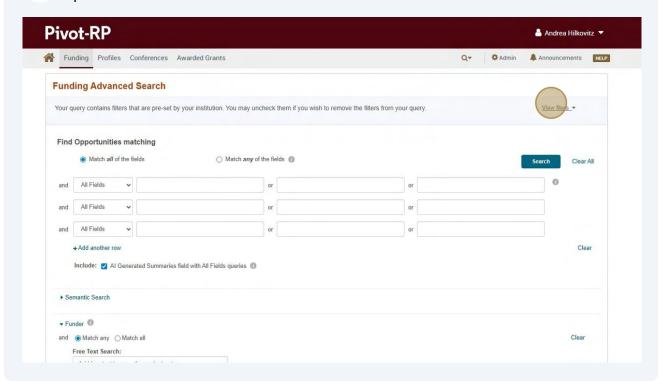
Click the "Unspecified" field to retain opportunities for which citizenship is not an eligibility criterion



Click "Search" to generate the opportunities open to graduate students from Nepal who are studying in the United States

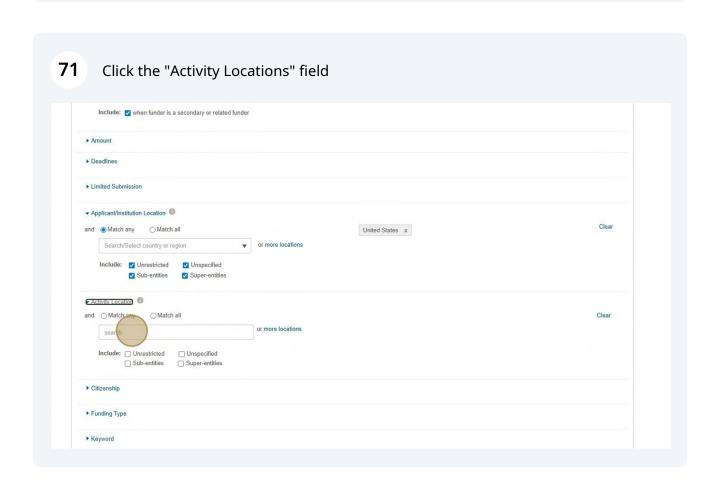


If you are conducting fieldwork, click "View filters" to change the activity location pre-set if needed



Include: when funder is a secondary or related funder Include: when funder is a secondary or related funder Amount Deadlines Limited Submission Applicant firstituden Location Include: Unrestricted Unspecified Sub-entities Super-entities Clear Clear Funding Type Funding Type Carteer Stage

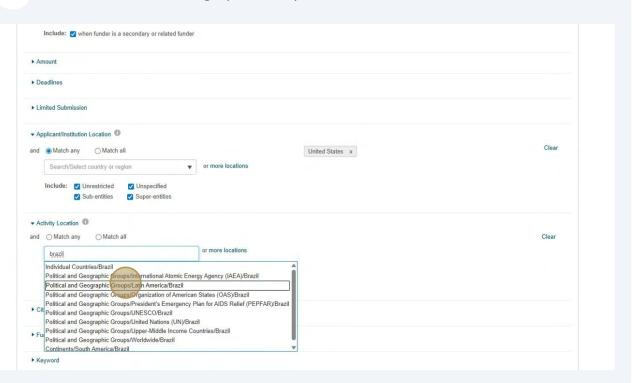
Graduate Student or Pre-doc x



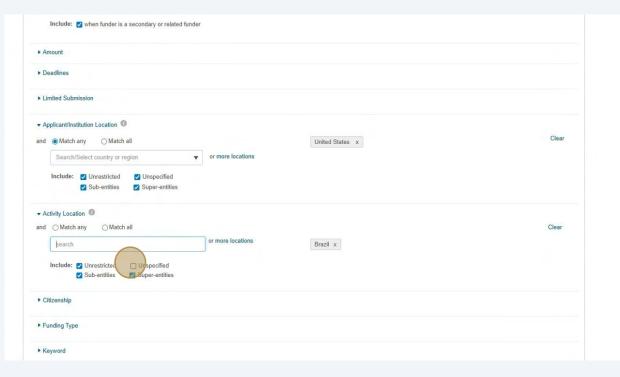
and Early Career and Emerging in Field

72 Type "brazil" (for example)

73 Click "Political and Geographic Groups/Latin America/Brazil"



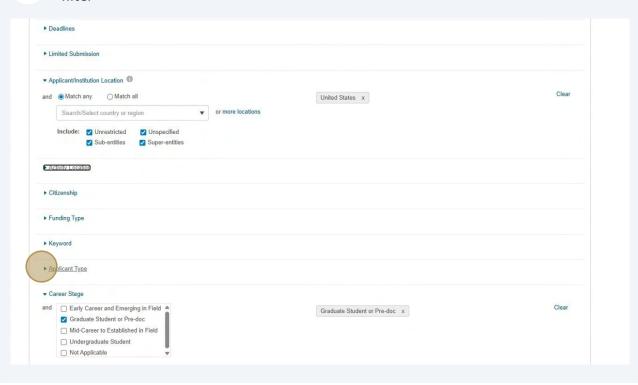
74 Click the "Unspecified" field to retain opportunities wherein the activity location is not specified



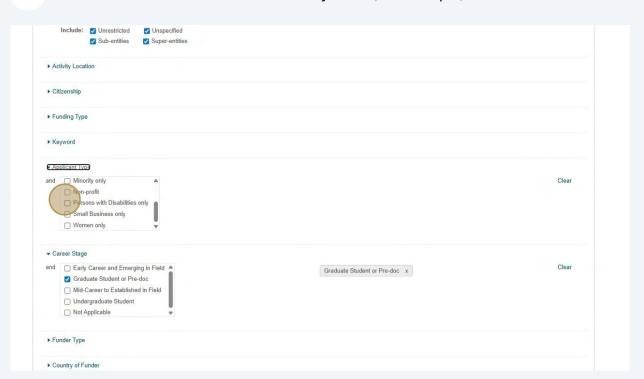
Click "Search" to generate the opportunities open to graduate students who wish to study or conduct research in Brazil



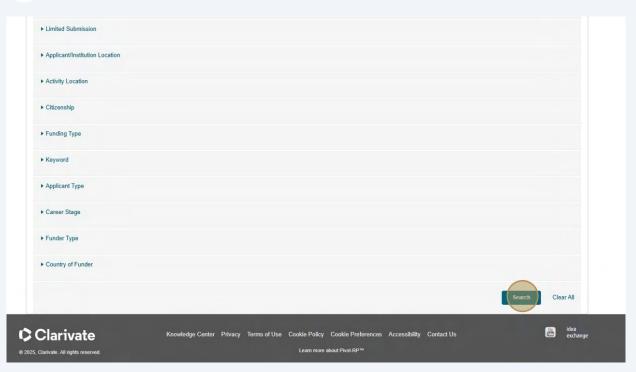
To conduct other demographic searches, click "Applicant Type" to expand this filter



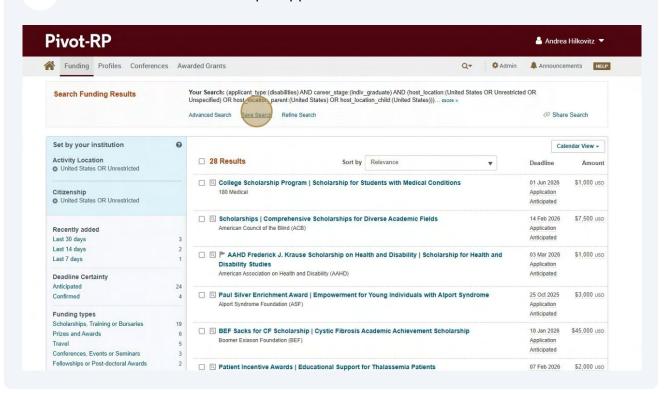
77 Click the "Persons with Disabilities only" field (for example)



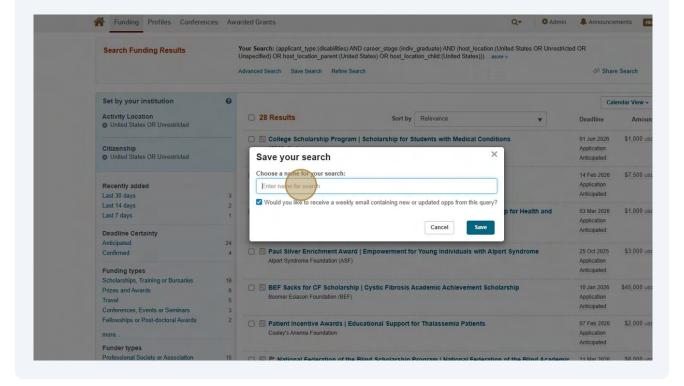
78 Click "Search" to generate the opportunities open to graduate students with disabilities



79 Click "Save Search" if multiple opportunities in the search results are of interest

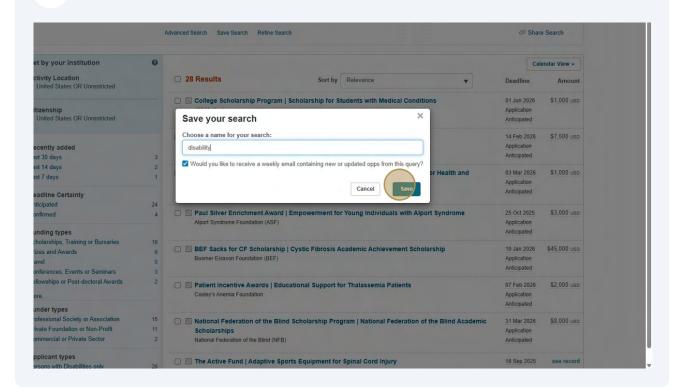


80 Click the "Choose a name for your search:" field

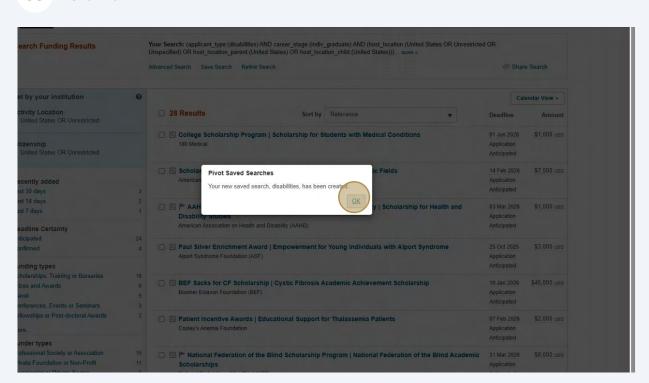


81 Type "disability"

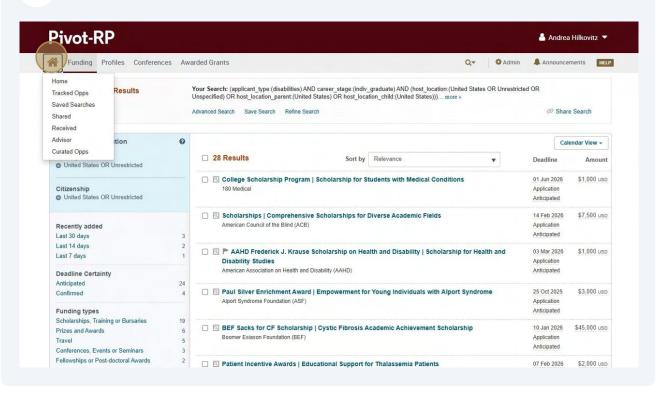
82 Click "Save"



83 Click "OK"

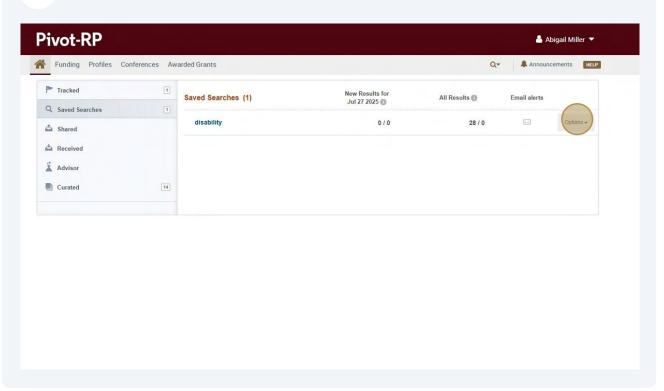


84 To access your saved searches, click the "Home" button for a shortcut

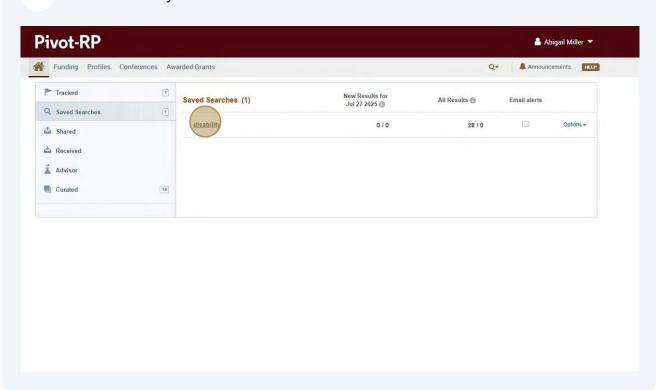


85 Click "Saved Searches" **Pivot-RP** Andrea Hilkovitz Funding Profiles Conferences Awarded Grants Admir Announcements HELP TYTYTYTY Search for Funding Search Funding Opportunities Q Welcome, Andrea Tips & Resources If you have questions, please Contact Us. My Profile & My Funding The following tips and resources are available to help Opportunities Groups "How to" documentation: Visit the Knowledge Center My Profile Tips for searching for Funding and Profiles Profile Proxies · Videos: Short YouTube videos to help you learn how to edit your profile, search for funding, set-up alerts and other features. Visit the YouTube channel. Groups Curated Opps My Preferences

86 Click "Options" to view the results or otherwise change the settings



87 Click "disability"



88 Click "All (28)" to see the full list

