



# PIVOT-RP QUICK START GUIDE

*Get to know the benefits of using Pivot-RP!*



## **Save Time**

Pivot-RP aggregates funding opportunities, so you don't have to search individual websites and funding sources



## **Streamline Your Process**

Start grant applications in Pivot-RP and push it to an external system whenever you're ready



## **Stay in the Game**

Set up search notifications to never miss a possible opportunity



## **Collaborate With Ease**

Find institutional collaborators, share insights, and avoid duplicate efforts



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*Pivot-RP is a user-friendly searchable database of funding opportunities for faculty, staff and students*



## **Step 1: Sign Up to Claim Your Profile**

1. Go to <https://pivot.proquest.com> and click Create Account
2. Use Email Address/Create Password and complete fields with your institutional email, finish by clicking Create My Account
3. Click the blue "This is Me" button, OR, if you already have an account, log in and click the drop down arrow on the top right corner of the screen. Select "claim profile" and select your most recent account.
4. You will only have to claim your account once and it is important for accessing suggested funding opportunities, potential research collaborators, and funding alerts.

## **Step 2: Begin Your Search**

1. Below the search bar, click Advanced Search
2. Use any of the following methods: Keywords. Activity Location. Funding & Applicant Type

## **Step 3: Save Your Search**

1. By using any of the search methods above, a Save Search button will automatically appear towards the top of your screen
2. By saving your search you will be able to name it and access it from your home screen
3. Saved searches can also be found under My Funding Opportunities, where you can sign up for funding alerts, as well as weekly emails with notifications about new related opportunities

## **Step 4: Find Potential COF Collaborators!**

Collaborate with individuals across the COF campuses by searching for collaborators in one of two ways:

1. Funding Tab: from the opportunity page, find "Potential Collaborators" button on the right, and select either "from inside your institution" or "from outside your institution"
2. Profile Tab: search directly for the individual by name or topic/keyword to see individuals associated with a search.



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[click here to watch!](#)



## Contact Your Campus Representative!

### Emmanuel & All COF

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