COS INTRODUCES PIVOT:
THE NEXT GENERATION OF FUNDING AND RESEARCH EXPERTISE—CONNECTED.

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Recommendations for Advanced Searching: The Importance of Certain Search Attributes

COS Pivot has tens of thousands of funding opportunities, including grants, awards, and fellowships listed in its expansive database. The following tips have been compiled by Library and Provost Office Research Support staff to help refine your searches using advanced search attributes, including three very important ones: *Keywords, Funding Type* and *Requirements*.

And once you have a reliable and fairly accurate search defined, you can save it, track individual records, tag items, share searches and records with colleagues or potential collaborators, all by creating a free user account affiliated with your newschool.edu email address.

Narrowing by *Keyword*

- Always begin with an "advanced search," rather than using the quick search box on the Pivot homepage. Advanced search provides far more accurate search results.

- It is best practice to start with a broad search by Keyword, and then narrow/refine your search query. On the advanced search page, click on "more search attributes" and expand the "Keywords" section. Begin to type in a keyword or select "browse" to see how opportunities are categorized across disciplines and fields.

- If you begin to type in a keyword, Pivot will identify possible matches and broader hierarchies where you may want to search for funding opportunities. You can select multiple keywords.

- Keep the "explode" button checked, so it includes results in sub-categories or sub-fields, as this will expand your Keyword search. For example, if you are searching on the Keyword 'Education' and explode it, the system will automatically include all results in categories under Education, such as 'Primary Education', 'Secondary Education', 'Higher Education', 'Education Reform', 'Education Policy', 'Literacy', etc.

- If you do not see a matching keyword, your initial search may be too narrow. For example, if your research is on zebra mussels, there may not be a matching funding opportunity for that keyword, but many sponsors will fund broader disciplines and areas of research. So using the Keyword attribute, consider beginning with broader categories such as 'Biological sciences', 'Marine Biology', or 'Environmental Biology' or any combination of these.

Narrowing by *Funding Type*

- After narrowing by Keyword, if you are a New School faculty primarily interested in grants to support your projects, programs and research at the university, it is highly recommended to initially select all of these categories under Funding Types, as this will yield the most relevant results:

  o Research, Collaboration or Cooperative Agreement, Meeting or Conference Seminar, Program/Curricular Development or Provision, and Training.

Narrowing by *Requirements*

- Finally, it is recommended that faculty select from the list each of the following in your initial advanced search: *Academic Institution, PhD/Other Professional,* and *Non-profit.*

- These three terms will yield results for funding opportunities to which you can apply as an individual or through the university. Many of the larger foundation and federal agency grants that support faculty projects and research are only awarded to The New School as an institution and not at the individual level (these are generally referred to as sponsored projects at The New School). It's recommended to keep your search broad at the beginning and include "non-profit" and "academic institution" so you will see these results as well.

- Under the "exclude" box at the bottom of the advanced search page, you may wish to exclude certain requirements if you are coming up with too many search results.

Other General Tips:

- After using the three important search attributes mentioned above, you can further narrow down your results using parameters such as Location, Deadline, Amount, Citizenship, etc. In our experience, these are not as important as the other attributes when starting with a broad search strategy and then refining.

- There are two ways to refine your searches: on the results page, you can check or uncheck the items on the left-hand side of the results page or click on the "refine your query" link at the top of the results page.

- To select multiple terms from any pick list (e.g. Funding Type, Requirements, Sponsor Type, Citizenship, etc.), hold down the Ctrl key on your keyboard (the Apple key for Mac users) and click on the terms you want to select.

- Searches are not case sensitive. Using either upper or lower case letters will yield the same results. Do not use the articles a, an, or the. The search engine does not search for these.

Now Available! Pivot Online Video Tutorials and Webinars

- Creating Your Pivot User Account ([youtube](#))
- Advanced Search Tips for Funding ([youtube](#))
- Saving and Tracking Opportunities ([youtube](#))
- Claiming Your Faculty Profile ([youtube](#))
- Register for a webinar or view previously recorded events ([link](#))

Faculty! Contact ProvostFRF@newschool.edu if interested in a COS Pivot training among a department or smaller group of faculty or research staff.

Faculty are encouraged to visit the Research Support [website](#) for more information and resources related to grants, sponsored research and projects at The New School. And follow us on Twitter [@TNSresearch](#)