GUIDE TO THE PIVOT FUNDING DATABASE

HARVARD
Faculty of Arts and Sciences
RESEARCH DEVELOPMENT SERVICES

About Pivot

Pivot is a database containing funding opportunities for all disciplines and project types. It includes information on federal, private, and international grant and fellowship programs. With your personal Pivot account, you can:

- Sign up to receive customized funding alerts by email
- Save and return to previous funding searches
- Share funding opportunities directly from Pivot
- Track individual funding opportunities

Where to Begin

Access Pivot here: Pivot Homepage

- Sign in or create an account
- To create an account, click on *create account* on the Homepage. Select *Use Email Address/Create Password* and use your Harvard-assigned email address.
- Choose Harvard University as your Institution.

> **To activate your account, wait for an email from Pivot. Remember to check your spam folder if you do not see the email in your inbox.**

Starting a Search

- Click on *Advanced Search* below the search bar on the home screen. Below, we describe those search fields we recommend completing:

1. Keywords

- You may enter keywords in either the free text boxes at the top of the screen OR under the *Keyword* field. Do not enter keywords in both of these sections—choose one for better results.
- Under the *Keyword* field, click on "browse" and select your keyword(s) from the expandable lists.
- Check the box for "Explode" to capture the keyword you select and all the subcategories listed below it. We recommend checking "Explode" to begin your search.

> **Tip: start with broad keywords, then narrow your results on the results screen or add more specific terms based on the results you receive**

2. Applicant/Institution Location

- Type directly into the search box (it will auto-populate) or click on "or more locations".
- Check the boxes titled *Unrestricted, Sub-entities,* and *Super-entities* to ensure you capture all applicable opportunities.

Harvard-based researchers should select "Massachusetts" as their applicant/institution location. Selecting United States with Sub-entities checked will yield results for all states.

3. Funding Type

Select any or all types of projects for which you seek funding.

4. Applicant Type

This field refers to attributes of the applicant (you and/or your institution). Select all that apply.

- *Individuals: Early Career and Emerging in Field* applies to postdoctoral scholars and junior faculty.
- *Individuals: Mid-Career to Established in Field* applies to mid- to senior-level faculty.
- If applying for funding through Harvard University, check *Academic Institution* and *Nonprofit.*

Saving or Modifying a Search

- After initiating your search, three links appear on the top of your search results screen: *Advanced Search, Save Search,* and *Refine Search*.
- *Advanced Search* starts a new, blank search screen.
- *Save Search* allows you to name and save your search, and elect to receive weekly funding email alerts with new opportunities that match your criteria. Find your saved searches by clicking on the "home" icon in the top left corner of the screen.
- *Refine Search* returns you to the advanced search screen with your criteria still entered. You can modify your search criteria to generate different results. You may also narrow your results using the faceted search results on the left side of the search results screen.

Additional Information and Questions

In addition to the funding opportunities database, Pivot contains a database of researcher profiles, a database featuring calls for papers for conferences and journals, and a database of awarded grants.

> **Pivot provides short and useful tutorial videos on the YouTube page.**

▶ https://www.youtube.com/user/proquestpivot