

# RESEARCH ADMINISTRATION SERVICES—RESEARCH DEVELOPMENT GUIDE TO COS PIVOT FUNDING OPPORTUNITIES



## About COS Pivot

COS Pivot is a database of funding opportunities in all disciplines for research, programs, creative activities, outreach, study, and other scholarly activities.

## Where to Begin

PIVOT can be accessed through Research Development ([http://www.fas.harvard.edu/~research/research\\_development/databases.html](http://www.fas.harvard.edu/~research/research_development/databases.html)).

- Click on “Pivot/COS”
- If you do not have an account, select *Sign Up*
- Select *Harvard University* as your “Affiliate”
- Use your harvard.edu email and Harvard PIN

## Starting a Search

In *Advanced Search* screen, click on *More Search Attributes*. 5 recommended fields to complete:

### 1. Activity Location

- Click on *more locations* by the search box.
- Search in the search box or browse in the pop-up window to find the appropriate state, country or region.
- Check *Unrestricted*, *Unspecified*, *Sub-entities* and *Super-entities*.

**Tip:** All Massachusetts researchers should select *Massachusetts* from the browse window. Selecting *United States* with *Sub-entities* checked will yield results for all states (California, Alaska, Ohio, etc.)

### 2. Citizenship or Residency

- Select the country or countries of your citizenship.
- Check *Unrestricted* and *Unspecified*.

**Tip:** Faculty and staff who are not U.S. citizens should still select *United States* in addition to their citizenship.

### 3. Funding Type

- Click on *Funding Type*
- Select all the types of funding you are seeking. You may select more than one option by simply clicking on several.

### 4. Keywords (option a)

Keywords are terms that describe your topic or field. Select all the keywords that apply.

- Click on *Keywords*.

- Click on *browse* below the *Keyword* section.

Browse for keywords in the pop-up window by clicking through the folders on the top half of the screen or find them using the search box.

- Click on the text of the keyword to add the term to your search.
- Uncheck the *Explode* box under the search box. This will ensure that the results will match only the specific terms selected. *Explode* will re-check itself after any new keywords are added, so be aware.

**Tip:** Select **broad keywords** that apply to your research, such as “History,” or “Biological Sciences” as well as more specific terms.

## OR

### 4. Free Text (option b)

The free text search boxes at the top of the screen allow you to combine terms to create your own query.

- Terms on the same line are combined with OR, those on separate lines are combined with AND.
- When listing a key phrase in which two or more words should be searched together, enclose the phrase in quotation marks.

**Tip:** Choosing “Match Any Field” will combine all fields with OR, not just the free text ones.

### 5. Requirements

- Click on *Requirements*.
- Select all the terms that apply to you and your organization.
  - (a) If you are no longer a student, you should select *PhD/MD/Other Professional*.
  - (b) Those working toward a degree should select *Graduate* or *Undergraduate Student*
  - (c) Faculty and staff should always add *Academic Institution* to their selections.

### Saving a Search

After initiating a search, four links appear above your results: *Refine your query*, *Show your query*, *New Search*, and *Save your query*.

- Click on *Save your query*. Name your search.
- You may choose to receive weekly email updates on new additions to your query.