



Creating a PIVOT account:

PIVOT is a subscription database that contains funding opportunities from over 11,500 sponsors and provides the ability for WCU faculty, students and staff to identify and connect to the most comprehensive source of Federal, State and private sector funding opportunities. Pivot also enables researchers to identify potential research partners inside or outside WCU. To create an account in PIVOT, follow the steps below:

Step 1: Start at the WCU homepage and select the top tab “Current Students” and then Research from the drop-down menu

Step 2: This will take you the students page for the Office of Research and Sponsored Programs. Select the purple button that says “Search for funding opportunities using PIVOT”

Step 3: Select WCU from the list of institutions and hit “Login”

Step 4: Fill in your WCU username and password and select “Login”

Step 5: Fill in the required fields to create a PIVOT account and start searching for opportunities!

Quick Steps to carry out a PIVOT search:

1. Once you have logged into your account, Click on the Funding tab at the top of the page
2. Click on Advanced Search under the PIVOT search box
3. Type broad search terms in appropriate boxes:
 - a. Boxes separated by “or” (the same row) will retrieve funding opportunities that contain any of the search terms typed.
 - b. Boxes separated by “and” (the same column) will retrieve funding opportunities containing all the search terms typed.
 - c. If two words are typed in one search box with no Boolean operators in-between, the default term is “and”.
4. Deadlines: Recommended that you choose a deadline date at least 6 weeks ahead.
5. Activity Location: This is important for many private sector opportunities. Begin typing “Pennsylvania” (or wherever your work will be carried out) and choose “United States/Pennsylvania”. This will retrieve all grants where activity will occur in the US or Pennsylvania or Unrestricted (make sure unrestricted is checked).
6. Funding type: This is a good way to refine searches without having to cut down on search terms. Click the appropriate boxes such as research, scholarship or travel.
7. Keyword: All funding opportunities have a list of keywords associated with it. You can search this keyword list by typing terms related to you research.
8. Applicant type: Check graduate student or undergraduate student.
9. Click Search!

10. From the search results page, click on “save search” at the top to save your search and elect to receive weekly e-mails from PIVOT with new opportunities that match your search.
11. The list can be further refined by clicking on filters to the left or clicking refine search at the top.
12. Click on the title of an opportunity to open the funding opportunity detail page.
13. At the top right corner of this page, click on track or active to save/bookmark opportunities that are of particular interest. These opportunities can then be easily retrieved from your home page.
14. Click on “share” to send an e-mail to a potential collaborator. That person does not need to have a PIVOT account to view the opportunity.
15. Click on “from inside your institution” under Profile Matches on the right to see who at WCU may be carrying out the same type research and may be a potential collaborator.

Funding search tips:

- Two or more words in quotes will retrieve funding opportunities that contain that exact term. For example: “Space science” will only show results that have these words together throughout the text.
- Typing the operator “not” in between two words will retrieve funding opportunities containing the first term, without the second term.
- Compute* searches for computers, compute, computing
- Use the filter Keyword and select “Explode” at the bottom of it. This will expand your search. For example, the keyword ‘Education’ will be exploded to include other words such as ‘Literacy’ or ‘Higher Education’.
- With the exception of the hyphen, do not use punctuation marks. This also applies to the Amount Field. E.g.: \$10,000= 10000
- Do not use articles *a*, *an*, or *the* as the search engine does not search for these.

PIVOT Help Desk: 1-775-327-4105

Please contact the Office of Research and Sponsored Programs if you have any questions or problems using PIVOT. We would be happy to help!

Graduate Research Assistants are available to help with the search process for an opportunity, tel: 610-436-3557; research@wcupa.edu

Grant Development Specialists are also available to help with the application process for an opportunity:

Catherine Spaur, Grant Development Specialist for Colleges of Education & Social Work, Arts and Humanities, Business & Public Management, tel: 610.436.3060; cspaur@wcupa.edu

Laura Vassallo, Grant Development Specialist for Colleges of The Sciences & Mathematics, Health Sciences, tel: 610.430.5606; lvassallo@wcupa.edu

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