



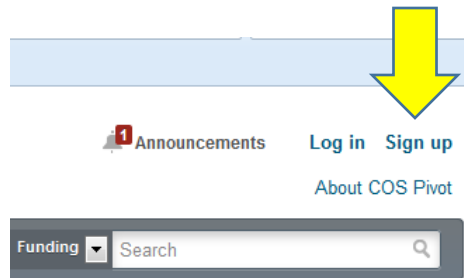
Center for Communication, Collaboration & Creativity

COLLEGE OF FINE ARTS AND COMMUNICATION

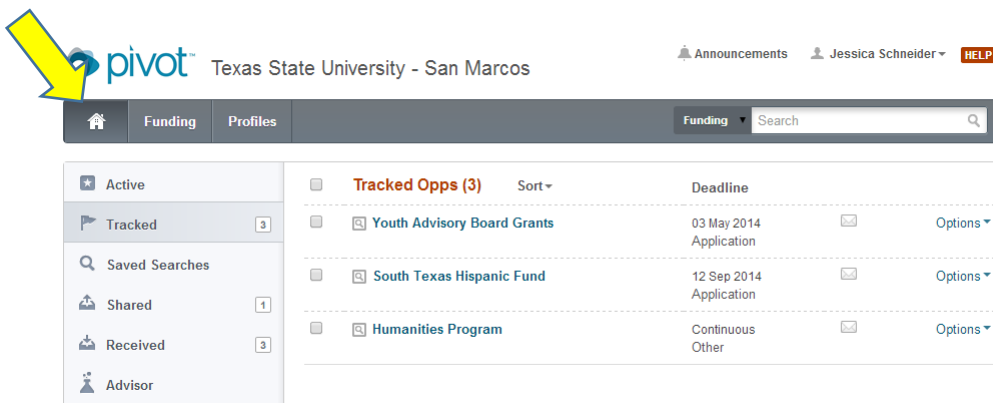
Go to the PIVOT website: <http://pivot.cos.com>

Step 1. Create your PIVOT Account

Sign Up with YOUR Texas State Email



Step 2. Your PIVOT Dashboard (“House”)



The most important dashboard tools are:

- Tracked** – Funding opportunities that you want to monitor
- Saved Searches** – Saved search parameters to receive email updates
- Shared** – Share funding opportunities and saved searches with colleagues.

Step 3. Funding tab

Select Advanced Search



- Match all fields (default) – Retrieves all funding opportunities that match ALL of your selected search criteria, e.g. sustainability + NSF will only retrieve results that reference BOTH
- Match any fields – Retrieves funding opportunities that match ANY of your selected criteria, e.g. sustainability + NSF will retrieve any results that reference EITHER
- Use “OR” – Retrieves all records containing either key words
- Use “AND” – Retrieves all records containing both keywords
- Search by All Fields (default), Abstract, Title, Sponsor, or Sponsor ID
- Limited Submission/Other Internal Coordination– Some type of restriction or “limit” imposed by the sponsor (e.g. only one proposal may be submitted by institution)

Step 4. Pay Attention to Keywords Used in Funding Solicitations to Streamline your Search

Step 5. Save Your Search

Save your search parameters and receive regular email updates

