

## Pivot User Guide

### *How to Maximize Your Use of the Pivot Database*

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Office of Research Development and Strategy

### About Pivot

Pivot is a dynamic and comprehensive database of research funding opportunities. Through the Office of Research Development and Strategy, all CU Anschutz staff have access to find information about federal, private and international funding opportunities. Create a Pivot account to search, customize, and automate funding opportunities; receive alert emails tailored to your saved search criteria; track and share relevant opportunities; and more.

### Create and Log into Your Pivot Account

Register your Pivot account by visiting: <https://pivot.proquest.com/register>

- Click on **Use login from my institution** and select **University of Colorado - Anschutz Medical Campus** from the drop-down menu. You will be directed to the CU Denver | Anschutz web login page, where you can use single sign-on (SSO) to log in to Pivot with your university username/email and password.

### Sign in to Pivot-RP

**Using my institution's credentials**

Use login from my institution
▼

university

University of Colorado - Anschutz Medical Campus

University of Colorado at Boulder

University of Colorado at Denver

University of Delaware

University of Dundee

**Using my account credentials**

Email

Enter your email address

Password

Enter your password

[Forgot your password?](#)

Sign In

Don't have an account? [Create account](#)

- After logging in with SSO, you will be asked to provide your name, institutional email, and consent to Pivot's use terms.

**Select affiliation for your current session**

You have multiple affiliations. Please select an affiliation below for the current session. You can change your session affiliation at any time by selecting 'Change Affiliation' at the top of the page.

Anschutz Medical Campus

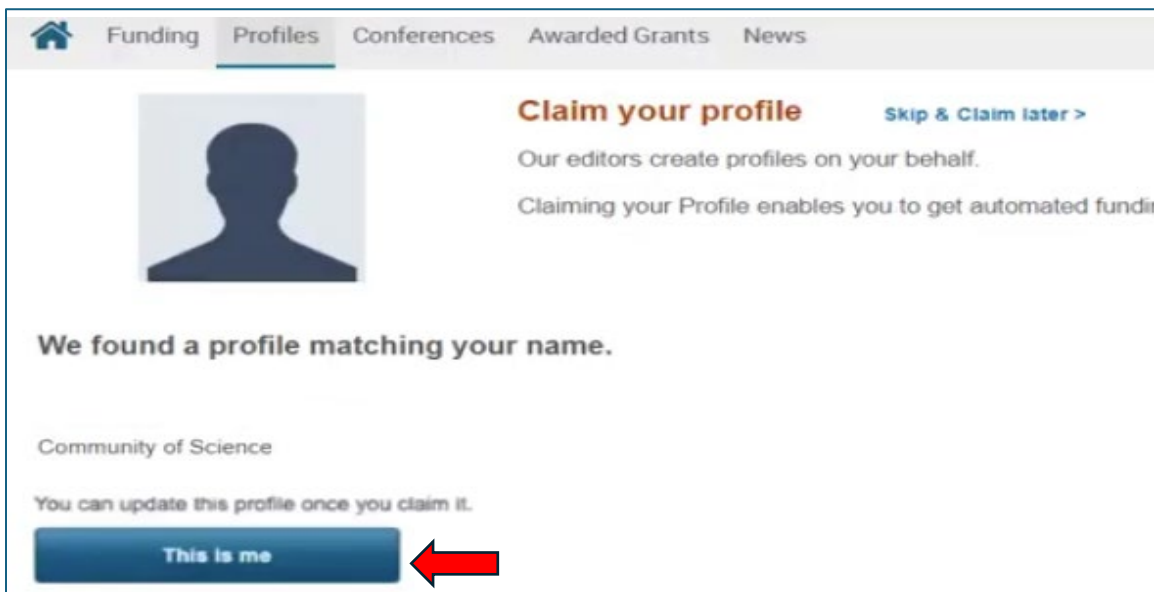
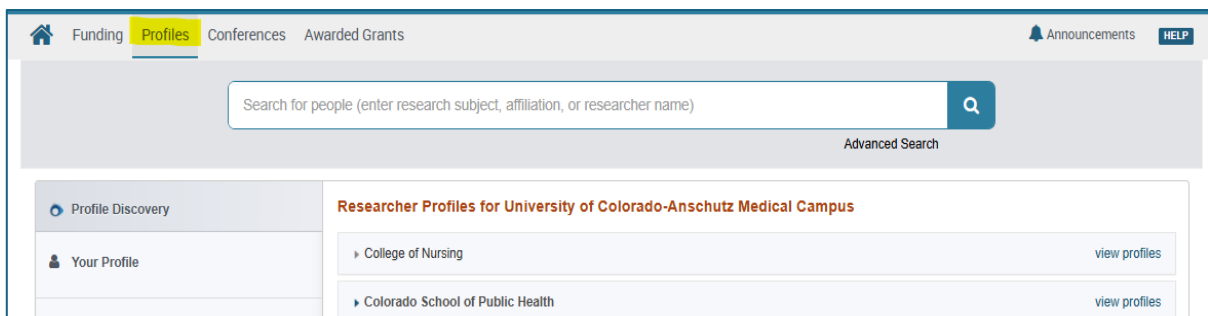
University of Colorado at Denver

- Check your email for a verification link from Pivot to confirm permission to connect your institutional credentials to your new Pivot account.

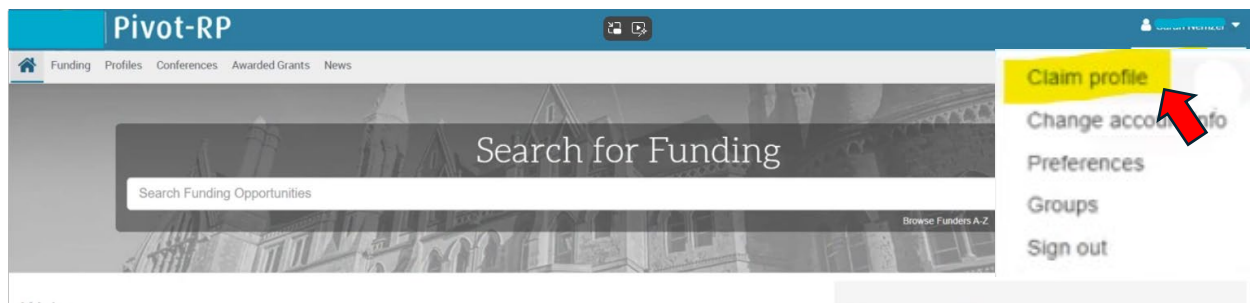
\*\*\*If you do not receive confirmation shortly, check your spam folder.

## Claim Your Pivot Profile

- After following the emailed verification link to log back into the Pivot website, you will be prompted to **Claim your profile**. This is optional but highly recommended to optimize your experience with Pivot and its many functionalities. Claiming and setting up your profile will enable you to receive automated funding recommendations.
- To create or claim your researcher profile, select **Profiles** in the main navigation at the top of the screen.
- A list of matching profiles will be displayed. Select ***This is me, on the appropriate profile.*** If you do not see a matching profile, select **Create your Profile** from the left-side menu and follow the instructions.



\*\*\*To claim your profile later, click on the arrow in the upper right corner and select claim profile from the drop-down menu.



\*\*\*For in-depth video instructions go to: [Setting Up Your Account and Claiming Your Profile](#)

## Search for Targeted Funding Opportunities

Pivot offers many ways to search for funding opportunities closely aligned with your research, including **Free Text**, **Search Funder**, **Keyword**, and **Advanced Searches**. For the most tailored search results, use the **Advanced Search** function beneath the search bar at the top of the home screen.



## Advanced Search- Inclusion Criteria

You can search using more than a dozen inclusionary criteria. Below is an example combination of the fields to get you started:

- **Keywords** - Enter keywords in the blank text fields at the top of the page (orange bracket) or under the **Keyword** drop-down field (highlighted below). Using the blank text fields improves search precision for your results. The **Keyword** field, on the other hand, utilizes a structured set of predefined vocabulary terms. You can also check **Explode** to narrow down or expand your results.
- **Applicant Type**- Defines applicant and institution attributes.
- **Funder Type**- Choose funding sources you are interested in, including but not limited to the US federal government; commercial or private sector; professional societies; or private foundations. If you wish to limit your search to specific funding agencies (for example, the National Institutes of Health, rather than all US federal government agencies), you can use **Funder** (highlighted below).

### Find Opportunities matching

☒ Match *all* of the fields ☐ Match *any* of the fields ⓘ

and  or  or

and  or  or

and  or  or

or  or

or  or

or  or

► Funder

► Amount

► Deadlines

► Limited Submission

► Applicant/Institution Location

► Activity Location

► Citizenship

► Funding Type

▼ Keyword ⓘ

and ☒ Match any ☐ Match all

or browse

Explode: ☐ Include Sub-entities  
☐ Include Super-entities

► Applicant Type

### Exclusionary Criteria:

- Scroll down past the categories to the section labeled ***Exclude Opportunities Matching***: Apply filter or keywords to omit anything you do NOT want in your search

**Exclude Opportunities matching**

☐ Match *all* of the fields ☒ Match *any* of the fields ⓘ

or not   or  or  ⓘ

or not   or  or

+ Add another row Clear

▼ Funder ⓘ

or not ☒ Match any ☐ Match all Clear

Free Text Search:

or Browse/Autocomplete:

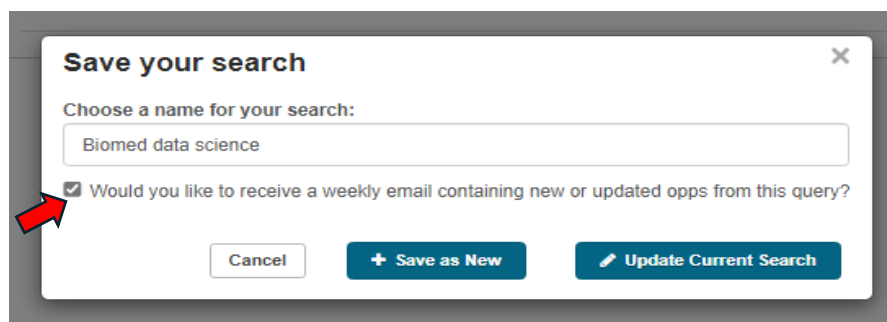
Include: ☒ when funder is a secondary or related funder

result

- ***Click Search*** to populate all results.
- At this point you can choose to either ***Save Search*** or ***Refine Search***.

## Save and Automate Your Searches

- Each time you run your saved search Pivot will add all new opportunities that match the search criteria, since you last ran the search.
- Name your search to opt-in to receive an automated weekly email with new and updated opportunities.
- To opt out, of the automated email function, uncheck the “weekly email”.



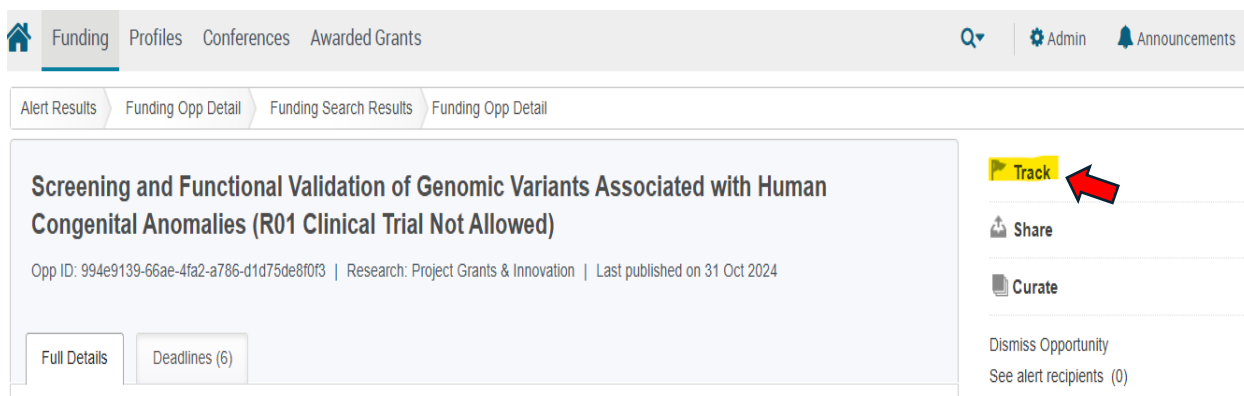
\*\*\*For in-depth video instructions go to: [Advanced Searching for Funding Opportunities](#) and [Navigating Funding Search Results](#)

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## Track and Share Opportunities:

Tracking allows you to save opportunities of interest for later, enable email alerts, set personal and submission deadlines, and export deadlines to your calendar.

**To Track** - select opportunities from your search results then select **Track** at the top right corner of the navigation bar.



You can also click on the saved searches on the homepage to view all your search results. From there, select opportunities and click **Track**.

**Saved Searches** | Alert Results

**Search Results for:** Biomed data science

Your Search: (((biomedical AND data AND science) OR (health AND science)) AND (quantum OR (computational AND genomics))) AND sponsor\_type:(us\_government OR public\_sector\_local OR society OR foundation OR academic) AND (activity\_... more »)

Advanced Search | Save Search | Refine Search | Share Search

**Set by your institution**

Applicant/Institution Location: United States OR Unrestricted

Recently added: Last 30 days

Deadline Certainty: Confirmed (7), Anticipated (2)

Funding types: Research: Project Grants & Innovation (7), Fellowships or Post-doctoral Awards (1), Scholarships, Training or Bursaries (1)

Funder types: US Federal Government (7), Private Foundation or Non-Profit (2)

Applicant types: Academic Institution (7), Government or Public Sector (7), Non-profit (7)

**Track** | Share | Export | Dismiss

Deadline	Amount
16 Feb 2025 Application Confirmed	\$275,000 USD
05 Feb 2025 Application Confirmed	see record
03 Mar 2025 Application Confirmed	\$228,000 USD
Continuous Full Proposal Confirmed	see record
20 Nov 2025 Full Proposal	\$1,500,000 USD

Once tracking opportunities, you can find all your **Tracked Opps** on the home page panel or by clicking on the home button on the top left corner of the homepage.

**Tracked** | 4

**Tracked Opps (4)** | Sort-

Deadline

**Options**

- Share
- Untrack
- Add Tags
- Add to calendar
- Turn Alert email off
- Add Deadline Reminder
- Who you shared with
- Who else is interested

Deadline	Amount
05 Feb 2025 Application Confirmed	see record
03 Mar 2025 Application Confirmed	\$228,000 USD
27 Jan 2027 Application Confirmed	

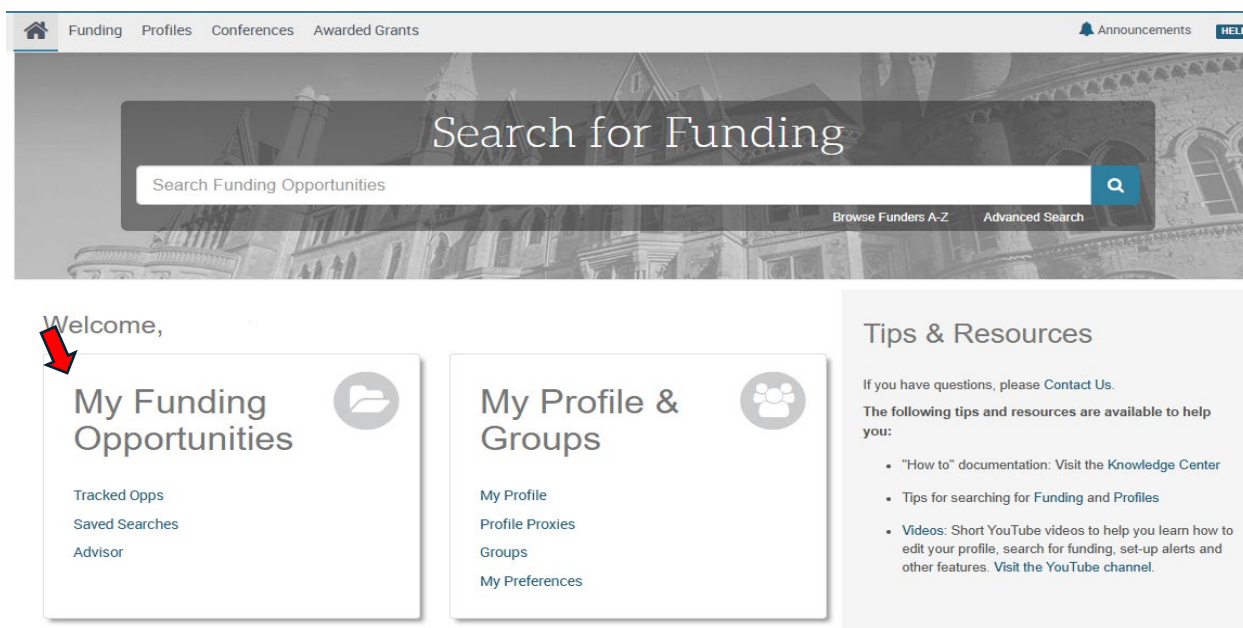
In **Tracked Opps**, you will find your library of all opportunities you've selected to track.

- **Additional Tracking Options:** In the top right corner, click on **Options** to open a drop-down menu where you can choose to share, add to your calendar, and more.

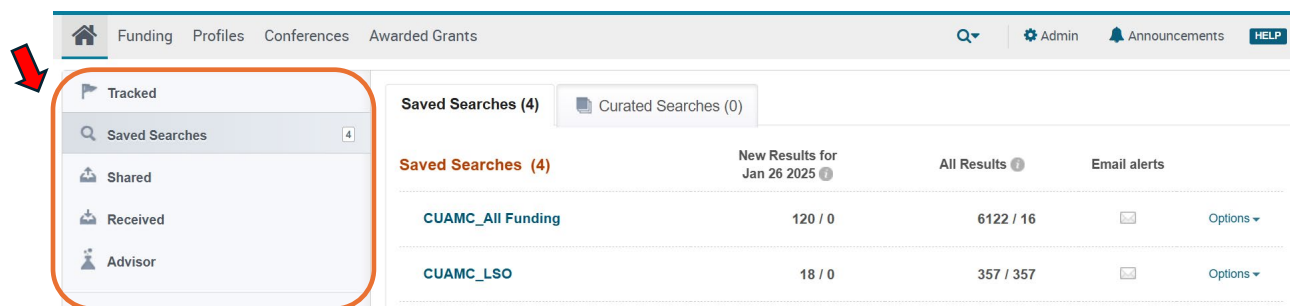
\*\*\*For in-depth video instructions go to: [Managing Funding Opportunities](#)

## “My Funding Opportunities” Panel

Now that you have created or claimed your researcher profile and set up your search, you can easily access your opportunities through the **My Funding Opportunities** panel on the home page.



After selecting a quick link from the panel, a tab will appear on the top left corner, where you can view all options related to your searches.



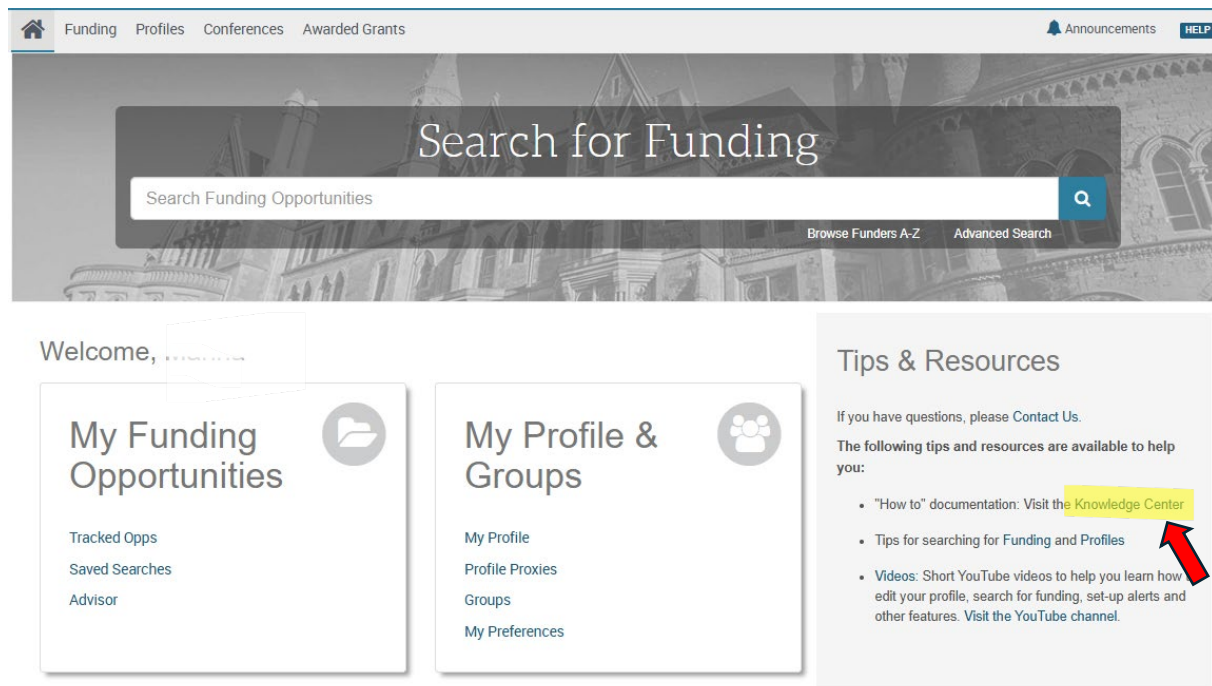
- **Tracked Opps** – Funding opportunities that you have marked as of interest
- **Saved Searches** – Searches you have performed and saved
- **Shared** – Funding opportunities shared with others in the last 60 days
- **Received** – Funding opportunities that others have shared with you
- **Advisor** – automatically suggests funding opportunities that may be relevant to you. This requires you to create or claim your researcher profile. The more details you include in your profile, the better the quality of matches you can expect from the Advisor.



## Additional Resources and Technical Support:

If you have questions about any of the described instructions, please contact Jamie Kutner ([jamie.kutner@cuanschutz.edu](mailto:jamie.kutner@cuanschutz.edu)) in the Office of Research Development & Strategy.

Additional information about Pivot functionalities not described in this User Guide, can be found in the **Knowledge Center**, accessible through the bottom navigation of the Pivot home page. Within the **Knowledge Center**, select either **Training or Knowledge Articles** for videos and written instructions about various topics and Pivot capabilities.



**For in-depth videos and instructions covered in this User Guide, please visit:**

[Setting Up Your Account and Claiming Your Profile](#)  
[Updating Your Pivot Profile](#)  
[Basic Searching for Funding Opportunities](#)  
[Advanced Searching for Funding Opportunities](#)  
[Navigating Funding Search Results](#)  
[Managing Funding Opportunities](#)

**For questions or to schedule a Pivot demo/walk through, please contact:**

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