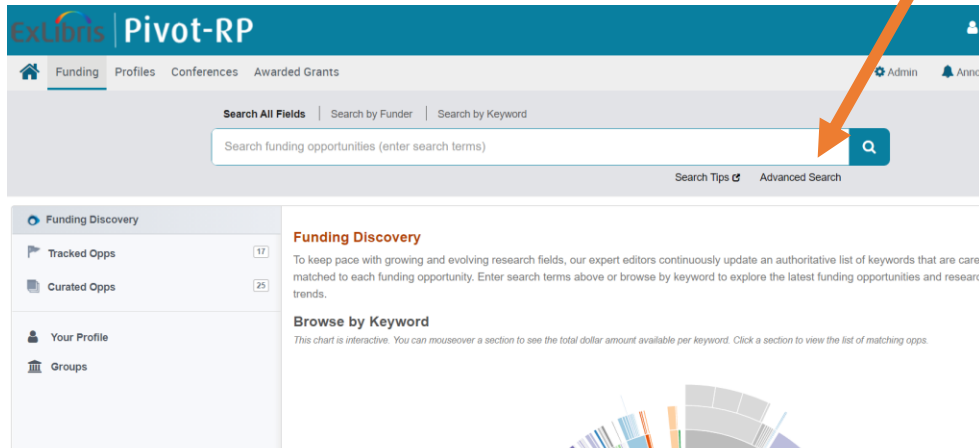


Grants and Contracts Development – Find Funding Using Pivot

4 Ways to Use Pivot to Get Started

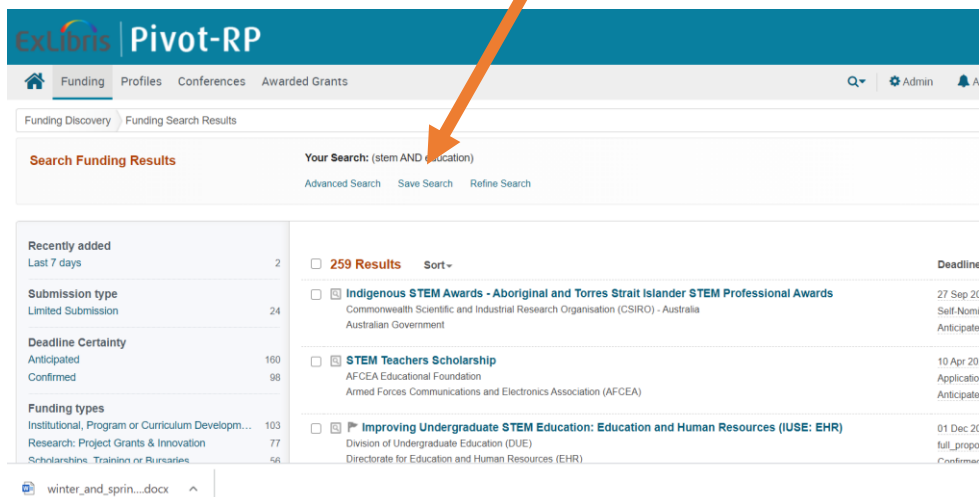
1. Perform a search From on campus there is no need to log in, but if you are off-campus you will need to log-in. You can use your CSUSM credentials/Single Sign-On by selecting “Access via My Institution Login” and selecting California State University, San Marcos. Continue to complete your profile.

Visit [Pivot](#) to perform an advanced search. Use filters such as activity location, sponsor type, funding type to narrow the search. *Tip - Restricting the activity location to California/US will help limit opportunities that are for other states/countries.*



2. Save searches (receive emailed opportunities based on the search criteria you select)

1. Log into Pivot using Single Sign-On
2. Use the advance search (Videos: [Advance Search](#), [Search by Sponsor](#), [Navigating Search Results](#), [Saving or Tracking Opps](#))
3. Once you have a search that works well for you, click **Save Search** at the top of the search page.



3. Claim your profile

Establish your Pivot Profile (Videos: [Claiming Your Profile](#) and [Updating Your Profile](#))

1. Log into Pivot using Single Sign-On
2. In the upper-right hand corner, your name is displayed. Click on the arrow to display the options. If you see a **Claim your profile** link, you know there is not a profile linked to your Pivot account. Click the **Claim profile** link.
3. A list of potential profile matches may be displayed
4. If you locate your profile from the results list, click the **"This is me"** button to the right of the profile name. If no results display or none of the possible matching profiles is yours, click the **Create a Profile** link that is located either in the center of the page when there are no results or located to the left of the results list.
5. After clicking on the **"This is me"** button, a message will be displayed informing you that you that a new window will be opening to complete the profile claim process.'
6. If the email on the profile you are claiming matches the email on your Pivot account, you will see a message that a verification email has been sent to you. Otherwise, you will then be asked to confirm whether or not you still have access to the email address listed on your Pivot profile.
7. If you confirm that you still have access to the email on your profile, you will receive verification email at that address that will link your profile to your account and will grant you access to update your profile.
8. You must click through on the link in the verification email to complete the claiming process.

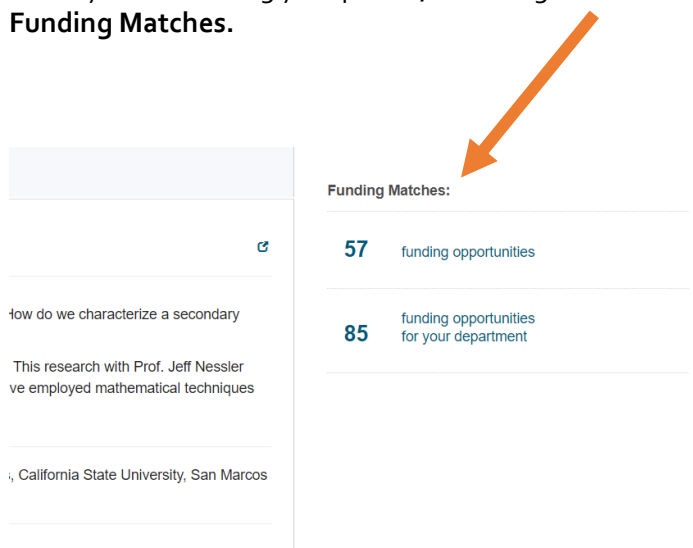
4. Funding Matches based on Profile

(Video: [Pivot Profiles: Funding Matches](#))

Once you have claimed your profile, you can provide additional information to what is already listed. In addition to information our editorial team includes, profile owners can update and provide:

- A document with additional publication information (accepted file formats are .doc, .docx, .html, .odt, .ods, .odp, .pdf, .ppt, .pptx, .rtf, .txt, .text, .xls, .xlsx). Pivot will index and make these docs searchable from the Quick and Advanced Search areas
- Links to webpages with publications (also indexed and searchable)
- CV Webpages or documents (also indexed and searchable)
- Additional email addresses (current and past)
- Additional affiliations (current and past)
- Middle name(s) and initials
- Expertise and Other Information – free text fields that allow you to add a new or update an existing expertise statement. The other information free text field can be used to provide additional information

When you are viewing your profile, on the right hand side of the site see the number of matched opportunities under **Funding Matches**.



The screenshot shows a user profile page. On the right side, under the heading "Funding Matches:", there are two entries. The first entry shows "57 funding opportunities" and the second entry shows "85 funding opportunities for your department". An orange arrow points from the text above to the "57" in the first entry. The left side of the page shows a snippet of the user's profile with a blue checkmark icon and some text about research with Prof. Jeff Nessler.

Funding Matches:	
57	funding opportunities
85	funding opportunities for your department