Your Pivot Account

Pivot is a superior search engine for grants and other forms of external funding resources. It provides access to the most comprehensive database of sponsors available online.

When you search using your registered account, you will enjoy several benefits including: saving your searches and receiving weekly updates from a resulting automated search; easily sharing opportunities with your research network; and tracking individual funding opportunities.

Pivot has excellent online support articles and videos – click on the "Support/Help" link at the bottom of the home page once you log in.

Browser compatibility
Windows: Chrome, Firefox, Internet Explorer 9 and 10
Mac: Safari, Chrome

Logging in to Pivot – URL: pivot.cos.com
The Pivot login is presented in the top right-hand corner of the pages in Pivot. You must be logged in to take advantage of the advanced features mentioned above.

Click the **Log in link** and enter your username (user_name@uark.edu, your email address) and password in the Login box to start your Pivot session and complete the actions listed above. If you lack a registered account, create one using the steps below.

Creating your Pivot account
If you do not have a current account:

- From the URL pivot.cos.com, click on the **Sign up** link – this is displayed at the upper right-hand corner:

- Or, from the login dialog box, click on the "signup" link:
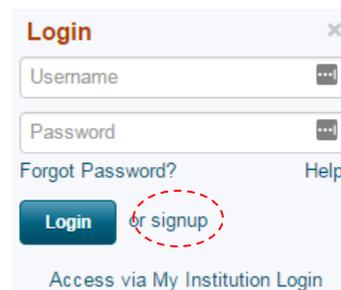
- Complete the required fields. The "Affiliated Member Institution" field will be pre-populated if you are on the U of A network.
- Click the **Create my account** button.
- You will receive a verification email at the address entered in the account creation process which will include a link to Pivot.
- Your email address and the password you entered during account creation will be your Pivot username and password – the password does not have to be your network password.

Your account

Once you are logged in to Pivot, there are some links to manage your profile, account information, and any groups you created for sharing funding opps. Click on your name, and select one of the following:

- **Your Profile** or **Claim Profile**: If you already have a profile linked to your account, you will see "Your profile." Clicking on this takes you to your profile where you can take action to update your information. If you do not have a profile linked to your account, clicking on "Claim profile" will take you to a list of possible matching profiles.
- **Change Account info**: Change your account username or password.
- **Preferences**: Edit search filters that have been set, set deadline notification preferences for funding opps, etc.
- **Groups**: This is where you can create pre-defined groups for sharing funding opps.
- **Sign out**: Ends your session and logs you out of Pivot.

The two most powerful and convenient tools available when you search from your logged-in status are saving searches and sharing an individual opportunity.

Saving Searches:

After you have run a query (either "search by text" or "search by sponsor") – you should get some open opportunities in the "Search Funding Results" page. You will see an option at the top of the window (under a Boolean description of the search), "Save Search." Click on this command, give your search a name, click "Save" and you have a saved search – always available from the home page by clicking on "Saved Searches."

Note that usually you will want to allow an option that is "on" by default in the "Save your search" dialogue box: "Would you like to receive a weekly email containing new or updated opps from this query?" Pivot will be searching in the background every week, while you're going about your other tasks. Every Sunday, you will receive an email from Pivot that lists all of the new opportunities arising from your search. You can refine or delete your saved search at any time.

Sharing Opportunities:

If you click on an interesting opportunity that is presented from your search results, you will bring up the normal Pivot "Funding Opp Detail" page. This will list the original website (from the sponsoring agency or foundation), the sponsor name, the amount of award, eligibility data, abstract, etc.

If this opportunity looks like a good fit for your project, and you would like a collaborator or RSSP staff to review it, just click on the "Share" link on the right-hand options list. Type the email address in the "Recipients" box – if you're sharing with another U of A person, the Pivot system will find her/him after you start typing their first or last name, but you can type any valid email address here. Add any comment you want in the "Message" box, then click "Send" – you have shared the opportunity. If your non-U of A collaborator's institution does not have a Pivot contract, your recipient will be able to view the opportunity for two weeks only.