

Pivot-RP Quick Start Guide



Pivot-RP is a user friendly searchable database of funding opportunities for faculty, staff and students across Emmanuel College, MassArt, MCPHS University, and Simmons University

Learn how to take advantage of this collaborative resource by following the steps below!

1 Sign Up to Claim Your Profile

Start at the Pivot-RP login page: <https://pivot.proquest.com>

1. Click on *Create Account*
2. Use *Email Address/Create Password* then fill out the necessary information with your institutional email finish by clicking *Create my Account*
3. Click the blue button, "*This is Me*" to claim your profile. OR, if you already have an existing account, log in and click the drop down arrow on top right corner of the screen (by your name). Select "*claim profile*" and then select your most current account, which can further be edited.
4. You will only have to claim your account once and it is important for:
 - Suggested funding opportunities
 - Potential research collaborators
 - Funding alerts

2 Begin Your Search

Below the search bar, click **Advanced Search**. From there use any of the following methods:

1. **Keywords:** Enter keywords in the text box OR under the keyword field. Once searched, click "*browse*" and select from given lists. Can check box "*explode*" to capture all the subcategories under the keyword.
2. **Activity Location:** Search by location by simply typing in your location to the search bar, can also click on "*or more locations*" and select. Make sure to select country or countries of your citizenship or residency. Check unrestricted, unspecified, sub-entities, and super-entities boxes in order to see all opportunities.
3. **Funding & Applicant Type:** Select all types of projects for which you are interested in. Applicant type often will select Academic Institution and whatever may apply to you or your group.

3 Save Your Search

1. By using any of the search methods above a *Save Search* button with automatically appear towards the top of your screen below where you searched.
2. By clicking *Save Search* you will then be able to see the saved search from your home screen under the title/name you save it as
3. Saved searches can also be found under *My Funding Opportunities*, where you can sign up for funding alerts as well as weekly emails with notifications of new opportunities in relation to what you've saved

Refine Search can be used once you've saved a search in order to narrow down results

4 Find Potential Collaborators!

Collaborate with individuals across the COF campuses by searching for potential collaborators in two ways. Under *Funding* tab or under *Profiles* tab.

- *Funding* tab: start with a simple search on a topic or with keywords. Once you click on an opportunity, on the right "*Potential Collaborators*" will appear with "*_ from inside your institution*" or "*_ from outside your institution*". Another option is to use the filters and select your institution.
- *Profile* tab: search directly for the individual by name or simple or advance search by topic/keyword to see individuals already associated with said search. To just search within your institution under *Profile* tab search by categories/schools within your institution.

FOR QUESTIONS AND MORE RESOURCES

Contact your administrative representative or Colleges of the Fenway.

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Visit the [Pivot-RP YouTube channel](#) for informative videos with step by step visuals!