



Quick Reference Guide to the Advanced Search

Match *all* of the fields

Selecting “Match *all* of the fields” at the beginning of the Advanced Search, will provide you with a much more specific set of funding opportunity results. When this option has been selected the Advanced Search will find opportunities matching *all* of the criteria entered on the entire Advanced Search screen. This option is the default and provides a narrow set of search results.

Match *any* of the fields

Selecting “Match *any* of the fields” at the beginning of the Advanced Search, will deliver a much broader set of funding opportunity results. When this option has been selected the Advanced Search will find opportunities that match *any* of the criteria you have entered on the entire Advanced Search screen.

Free Text Search

The Free Text Search appears at the beginning of the Advanced Search as nine empty fields and three dropdown boxes that allow you to choose to search a specific area of an opportunity including its abstract, title, sponsor, or sponsor ID. The default setting is to search within all of these areas of an opportunity. The Free Text Search section allows you to use Boolean Operators, exact phrase searching, proximity searching, and truncated searching. If you run out of space when you begin entering terms, you can easily add another row and continue searching.

Please note that entering search terms across a row of empty fields will activate the “or” you see between each empty field and will find funding opportunities that include one *or* another term that you entered. Entering search terms down the first column of empty fields will activate the “and” you see to the left of each row and will search for funding opportunities that include each term you have entered.

Boolean Operators

Boolean Operators are simple words (AND, OR, NOT, or AND NOT) that are used as conjunctions to combine or exclude keywords within funding opportunities when searching in the **Free Text Search** section of the Advanced Search.

Exact Phrase Searching (“ ”)

In the **Free Text Search** section of the Advanced Search, you can search for funding opportunities that contain an exact phrase by placing quotation marks (“ ”) around the terms you key into one of the **Free Text Search** fields.

Proximity Searching (w/)

In the **Free Text Search** section of the Advanced Search, you can search for funding opportunities that contain one term within close proximity of another by using “w/x” where x is any whole number to indicate that the search terms must be within that number of words from each other.

Truncated Searching (*)

In the **Free Text Search** section of the Advanced Search, you can search for funding opportunities that contain any iteration of a root word by using the truncated version of the word and an asterisk (*). For example, keying in “psych*” into one of the search fields will return funding opportunities that mention psychology, psychologist, psychiatry, psychosis, etc.

Activity Location

This section of the Advanced Search will allow you to narrow down your funding opportunities based on where the research or activity will be taking place. You have the option of keying in an activity location or clicking “more locations” to view the Geographic Browser for a hierarchy of predetermined locations.

Unrestricted

When found in the **Activity Location** section of the Advanced Search, “unrestricted” refers to funding opportunities that do not have a specific activity location indicated by the sponsor. When found in the **Citizenship or Residency** section of the Advanced Search, “unrestricted” refers to funding opportunities where the sponsor has placed no restrictions on the citizenship or residency of the researcher(s). We recommend selecting “unrestricted” for both of these sections.

Unspecified

When found in the **Activity Location** section of the Advanced Search, “unspecified” refers to funding opportunities in which it is unclear whether or not the sponsor has required a specific activity location. When found in the **Citizenship or Residency** section of the Advanced Search, “unspecified” refers to funding opportunities where the sponsor has not defined the citizenship or residency criteria for the researcher(s). Unless you have a specific activity location in mind for your search results, we recommend selecting “unrestricted” for both sections.

Sub-entities

This search option is found within the **Activity Location** section of the Advanced Search. When “sub-entities” is selected the Advanced Search will find narrower geographic locations mentioned within a funding opportunity that are part of the larger entity that was keyed into the search field or selected from “more locations” in the Geographic Browser. For example, keying in “United States” and selecting “sub-entities” will return funding opportunities that indicate the U.S. for the activity location as well as funding opportunities that indicate a specific state within the U.S. for the activity location. We recommend that you always select “sub-entities” when using the **Activity Location** section of the Advanced Search.

Super-entities

This is another search option found within the **Activity Location** section of the Advanced Search. Selecting “super-entities” tells the Advanced Search to find funding opportunities that mention an activity location that is one tier broader on the Geographic Browser than the location that was keyed into the search field or selected from “more locations.” Selecting “super-entities” may be useful if you have a more specific location in mind but are not necessarily limited to only that location. If you know your activity location and prefer narrower search results, we recommend leaving “super-entities” unselected.

Keyword

The Keyword section of the Advanced Search lets you browse a controlled collection of vocabulary that Pivot has applied to at least one funding opportunity in the system, usually multiple opportunities. You can begin by typing in a term or selecting “browse” and choosing a keyword from the Keyword Browser. This section may seem very similar to the **Free Text Search** at the beginning of the Advanced Search but here you will find that you can only input a term that is also found in the Keyword Browser. You may find it more useful to enter specific terminology related to your research into the **Free Text Search** fields and to choose broader terms from the Keyword Browser in this section.

Explode

Found in the **Keyword** section of the Advanced Search, checking “explode” will ensure that the Advanced Search returns funding opportunities tagged with your chosen keyword as well as all the narrower terms found beneath it in the Keyword Browser. Explode can be a very useful tool and unless you have specific narrower terms in mind for your search, we recommend selecting it to begin your funding search.

Applicant Type

In this section of the Advanced Search you may checkmark any demographic that you, as the researcher, identify with yourself or your research team.