Rutgers faculty, staff, and graduate students now have access to the [ProQuest Pivot database](https://nam02.safelinks.protection.outlook.com/?url=http%3A%2F%2Fpivot.proquest.com%2F&data=02%7C01%7Cjbb%40newark.rutgers.edu%7C940197ff33f3403c448408d7c046066d%7Cb92d2b234d35447093ff69aca6632ffe%7C1%7C0%7C637189279331217024&sdata=TPUDb71Bbfuv%2BHwabYUecJWlIB7JnFe3TuciZKEtoM4%3D&reserved=0) to find funding opportunities and collaborators.

**What makes Pivot great?**

Not only is Pivot a comprehensive database of funding opportunities, it also includes improved functionality to make finding funding easier. With Pivot you can set up saved searches, get targeted email updates, share opportunities with others, connect with potential collaborators, design newsletters, and more!

**Getting started is simple**.

Create an account at [pivot.proquest.com](https://nam02.safelinks.protection.outlook.com/?url=http%3A%2F%2Fpivot.proquest.com%2F&data=02%7C01%7Cjbb%40newark.rutgers.edu%7C940197ff33f3403c448408d7c046066d%7Cb92d2b234d35447093ff69aca6632ffe%7C1%7C0%7C637189279331227010&sdata=ay04rMgYMj6M9JJ4hcinM5ujEC7Fj2tgpCqkvHmHmuE%3D&reserved=0) and start by claiming your profile! See the attached document starting on page 2 for a **step by step guide** to getting started and using Pivot’s basic functions.

**Want to know more?**

Our Research Development team will be putting together info sessions to show you how to make the most of Pivot. Be on the lookout for emails and information in the coming weeks.

Additional step by step instructions can be found at the following links:

* [Quick Start Guide](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fknowledge.exlibrisgroup.com%2FPivot%2FKnowledge_Articles%2FManaging_Your_Account%2F010Pivot_Start_Guide&data=02%7C01%7Cjbb%40newark.rutgers.edu%7C940197ff33f3403c448408d7c046066d%7Cb92d2b234d35447093ff69aca6632ffe%7C1%7C0%7C637189279331227010&sdata=j4Tztk1L5nHAW155Z3CS%2F52xWXcqh3PjL8xTYbRcvZE%3D&reserved=0)
* [Information on Funding](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fknowledge.exlibrisgroup.com%2FPivot%2FKnowledge_Articles%2FFunding&data=02%7C01%7Cjbb%40newark.rutgers.edu%7C940197ff33f3403c448408d7c046066d%7Cb92d2b234d35447093ff69aca6632ffe%7C1%7C0%7C637189279331237005&sdata=%2FK8FbMDQ5XVQ1jXScGCcoY1b2q6OE5nqaX2KB8vcXhg%3D&reserved=0) (quick search, advanced search, search tips, tracking opps, etc.)
* [Information on Profiles](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fknowledge.exlibrisgroup.com%2FPivot%2FKnowledge_Articles%2FProfiles&data=02%7C01%7Cjbb%40newark.rutgers.edu%7C940197ff33f3403c448408d7c046066d%7Cb92d2b234d35447093ff69aca6632ffe%7C1%7C0%7C637189279331247000&sdata=YNDMClrtUs%2FbuTlSNRa%2FN4nMVdIumpa%2Bog8X31d%2Bj3Y%3D&reserved=0) (Creating/Updating Profiles, Profile Search Tips, etc.)
* [Managing your Account](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fknowledge.exlibrisgroup.com%2FPivot%2FKnowledge_Articles%2FManaging_Your_Account&data=02%7C01%7Cjbb%40newark.rutgers.edu%7C940197ff33f3403c448408d7c046066d%7Cb92d2b234d35447093ff69aca6632ffe%7C1%7C0%7C637189279331247000&sdata=JcllwRj39Mj1NWOPPrKmCjrs9UTZWNF6uMh8Ty7qGSQ%3D&reserved=0) (start guide, home page, getting started, etc.)

In the meantime, please contact Research Development with questions or if you want more information.

Thank you,

Lisa Correa and Tanya Volkert

Office of Research and Economic Development,
Rutgers, The State University of New Jersey,

33 Knightsbridge Road, Piscataway, NJ 08854



|  |  |
| --- | --- |
| **Already have a Pivot account?*** Great! Pick up right where you left off by logging on here: [pivot.proquest.com](file:///C%3A%5CUsers%5Cjbb%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CJ5SUHHEG%5Cpivot.proquest.com)
 |  |
| **New to Pivot?*** Create your account on [pivot.proquest.com](file:///C%3A%5CUsers%5Cjbb%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CJ5SUHHEG%5Cpivot.proquest.com)
* Select “Sign up” in the upper right corner
* Select “Use Email Address/Create Password”
* Fill in the required fields
	+ Use your Rutgers email address
	+ Select Rutgers, The State University of New Jersey from the Institution pull-down menu
* Select “Create my account”
* Open the confirmation email sent by Pivot
* Click the link to authenticate your account
* You are now ready to start using the advanced search, set up saved searched, and receive targeted emails!
 |  |
| **Claim Your Profile*** Claiming and keeping your profile updated enables better funding opportunity matching. It also increases visibility for you and your institutions, so you are more easily discovered by other users and potential collaborators
* Once you are logged in look toy “Claim Profile” in the upper right-hand corner
* Pivot will generate a list of profiles that might be you
* Search through the list to find your profile
* Click the “This is me” button
* You are all set!
 | Image result for pivot claim profile |
| **Edit Your Profile*** Pivot pulls data from online sources to build your profile but there may be additional information that you want to add
* To edit your profile information click on your name at the top of the page
* Select “My Profile”
* From your profile select “Edit Profile”
* Look for the Edit and Add Symbols to make changes to the fields
 | Image result for pivot edit profile |
| **Start a Basic Search*** Go to the Funding tab
* Use the textbox to search by text, sponsor, or keyword
* Use the filters to the left to narrow down your results
 |  |
| **Perform an Advanced Search*** From the Funding tab, hit Advanced Search
* Now you can search by multiple fields and set your filters before you search
* You can still use the filters on the left on the results page to narrow down your search even more
 |  |
| **Save Your Search*** If you have set up your search criteria and filters just the way you want them you can save your search so you never have to take the time to set the search up again
* At the top of your results screen you should see “Save Search”
* Give your search a name
* Do you want to weekly emails with new opportunities that fit your search? Select the check box and you’re all set
 | A screenshot of a cell phone  Description automatically generated |
| **Share Your Search*** Once you have saved a search you can share it out to anyone else with a Pivot account
* From the Home page, select “Saved Searches”
* Click on the “Options” Button
* Select “Share”
* Enter the email address of the person(s) you would like to send it to
* Include a message if you’d like
* Click “Send”
 |  |
| **Share An Opportunity*** There are many ways to share funding opportunities!
* Share from the opportunity
	+ Once you have opened the opportunity there will be a list on the right-hand side of actions you can take
	+ Select “Share”
	+ Enter the email(s) you want to send to, add a message, hit “Send”
* Share from the search results list
	+ Select the checkboxes next to the opportunities you want to send
	+ Chick “Share” from the top of the list
	+ Enter the email(s) you want to send to, add a message, hit “Send”
 |  |