Pivot-RP Funding Database Sharing Funding Opportunities as an Administrator

DCU Pivot-RP home page: https://www.dcu.ie/researchsupport/pivot-rp

HOW ADMINISTRATORS CAN SHARE FUNDING OPPORTUNITIES

- 1. Share a Search
- 2. Share Opportunities
- 3. Create a Newsletter
- 4. Create an Embedded Search
- 5. Create a Search Widget

INTRODUCTION TO SHARING FUNDING OPPORTUNITIES AS AN ADMINISTRATOR

Funding opportunities can be shared with individuals; however, if you are sharing consistently with a group of people – whether it is a Centre, School, or Faculty – then it is useful to create a Group.

Groups can be used to share funding opportunities and Newsletters.

- If a Personal Group is created, the responsibility of managing membership lies with the creator.
- If a Public Group is created, it is visible to anyone in DCU, and anyone can join it.

How to set up a Group:

a. Go to the Admin tab at top of page

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	Funding Profiles Conferences Awarded Grants News	Q Admin Announcements	ELP
b.	Click on "Manage groups"	Groups 🐸 Manage Groups	

c. Click on "New Group" at the right side of either Personal or Public Groups. If Personal is chosen, no one can join the group except those who are invited. If Public is chosen, anyone in DCU can join it.

Manage Groups	
Personal groups you've created for sharing	New group
盦 Public groups ^①	New group

- d. Add title / description / names or emails, and tick "Make group public" if applicable
- e. Submit

Add a New Group [®]		×
Enter a name for the new group	90 characters (90 left)	
87 🙈 🙈 🗄 🗄		
Add a description of the group here		
	0 of 1600 characters	
Make group public @		
Add the people that should be in this group Θ		
Type a name or email address		
► Groups you can copy from 🔞		
	Cancel	Submit

HOW TO SHARE FUNDING OPPORTUNITIES AS AN ADMINISTRATOR

1. Share a Search

- Once you have created a funding search, you can share it by using the "Share Search" button.
 - a. Go to Funding tab
 - b. In the "Search All Fields" tab, enter a search term in the box and click on the magnifying glass (See <u>Quick</u> <u>Start Guide</u> on the Pivot-RP home page for help with searching)
 - c. Filter and sort list of results as needed
 - d. Click on "Share Search"

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- e. Choose a group you already created, create a new one, or send to specific individuals
- f. Add a message (optional) and click "Let each recipient see who else received this" (optional)
- g. Click "Send"
- h. You will receive an email that lists each recipient and confirms if the email was sent successfully.
- i. Recipients will receive an email where they will be provided a link to view the results. They will need to log into Pivot-RP to Save the Search to their own profile. Once saved, it can be refreshed at any stage to see new opportunities.

2. Share Opportunities

Share the details of one or more funding opportunities directly with others by using the pop-up "Share" button.

- a. Go to Funding tab
- b. In the Search All Fields tab, enter a search term in the box and click on the magnifying glass (See <u>Quick</u> <u>Start Guide</u> on the Pivot-RP home page for help with searching)
- c. Tick the box at the top of the list to choose the full list of funding opportunities **or** click on individual funding opportunities to share

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d. Click the "**Share**" button that becomes available. (Note you can also "Export" the opportunity details to Word or a PDF if needed.)

Track	Share	Export	Dismiss	Curate	

- e. Choose a group you already created, create a new one, or send to specific individuals
- f. Add a message (optional)

- g. Click "Let each recipient see who else received this" (optional) and "Put shared opps on recipient's tracked list" (optional)
- h. Click "Send"
- i. Recipients will receive an email where they will be provided a link to view the results. They will need to log into Pivot-RP to Track the opportunity.

3. Newsletters

The Newsletter feature is an efficient way to regularly communicate funding opportunities with researchers. Newsletters can be created using Pivot-RP Curated Searches and Lists.

Note: You must first Save a Search or List of opportunities and then Curate them. Saved Searches are dynamic and will refresh each time the search is opened. Saved opportunities are static at that point in time.

3a. Newsletter Prep: Save and Curate a Search

- a. Go to Funding tab
- b. In the "Search All Fields" tab, enter a search term in the box and click on the magnifying (See <u>Quick Start</u> <u>Guide</u> on the Pivot-RP home page for help with searching)
- c. Filter and sort list of results as you wish
- d. Click "Save Search" at the top of the results list

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- e. Enter a name for your search
- f. Tick the box if you wish to receive a weekly email containing new or updated opportunities from the query
- g. Click "Save"
- h. Hover over the Home button and select "Saved Searches"
- i. Find the search you saved and click on the "Options" drop-down menu on the right-hand side
- j. Click "Move to Curated Search" and confirm "Yes"
- k. Click the "Curated Searches" tab to see your new Curated search

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 Saved / Curated Searches Shared 	2/3	Saved Searches (2)	New Results for Feb 16 2025 👔	All Results 🍘	Email alerts
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Curated	6	Ethics	2/0	130 / 2	Options -
lide filters					Share Move to Curated Search Rename
ags	clear				Refine Search
Biotech	2				Add Tags
Kitchen_Microbes	2				 View archived results Alert email off Delete this search

- l. This Curated Search is now ready to be used in a Newsletter
- m. Edit Curated Searches via the "Manage Curated Searches" link in the Admin Dashboard

3b. Newsletter Prep: Curate a List

A curated list is a saved list of specific funding opportunities.

- a. Go to Funding tab
- b. In the "Search All Fields" tab, enter a search term in the box and click on the magnifying glass
- c. Click the box at the top of the list to choose the full list of funding opportunities or click individual funding opportunities to share
- d. Click the "Curate" button

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Last 14 days Last 7 days	6 International Studies	s section book award : Association	01 Oct 2025 Application	5 \$200 USL

- e. Search for or choose a list that has already been curated, or Click "Create New List"
- f. If creating a new list, enter a name for it
- g. Click "Create"
- h. Hover over the Home button and select "Curated Opps" to see your Curated Lists
- n. This Curated List is now ready to use in a Newsletter
- o. Edit Curated Lists at any time via the "Manage Curated Lists" link in the Admin Dashboard

3c. Create a Newsletter (using Groups and Curated Searches or Lists)

- a. Go to the Admin dashboard
- b. Click "Create a Newsletter"
- c. Enter a name for your newsletter
- d. Choose which curated lists or searches to share by clicking on the drop-down list
- e. Pick which sort order in which you would like the results displayed
- f. Add a Heading & Custom Message
- g. You can choose to send a Preview Email to your own mailbox by clicking the Send Preview Email button **(see example below)**
- h. Choose a Group of Recipients if choosing "groups," click "Add Group" and choose from the drop-down
- i. Schedule a time for distribution
- j. Add a Co-owner (optional, but highly recommended)
- k. Click the "Publish" button or "Save Draft" button
- l. When you Publish a Newsletter, an email is sent at the time you scheduled
- m. See example of a Newsletter below
- n. View and edit Newsletters via the "Manage Newsletters" link in the Admin Dashboard

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lere is this month's funding opportunities for Me	taphysics.	
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3 Opportunities	Deadline	Amount
Jean Hampton Prize American Philosophical Association (APA)	01 Sep 2025 Submission/Ent Anticipated	\$500 USD
The Jean Hampton Prize is awarded biennially whose paper is accepted for the Pacific Divisio area of philosophy in which Professor Hampton philosophy, foundations of ethics,	to a philosopher at a ju n meeting. The paper m n worked, including soci	nior career stage nust be in some al and political
Sanders Graduate Student Awards	15 Feb 2026	\$1,000 USD
American Philosophical Association (APA)	Submission/Ent Confirmed	ry
The annual Sanders Graduate Student Awards three best papers in mind, metaphysics, episte APA Eastern Division meeting by graduate stud program committee.	are three prizes award mology, or ethics submi dents, as chosen by the	ed to each of the tted for the annu Eastern Division
Survival research fund - below £1,000	Continuous	£1,000 GBP
Society for Psychical Research	Proposals Confirmed	
Grants support scientific research into whether	some aspect of conscients are worth up to £1.0	ousness or 00 each.



4. Create an Embedded Search for the Web

Funding opportunity details can be embedded directly into any webpage. The curated list or search can later be changed without changing the code itself.

- a. Go to the Admin dashboard
- b. Click on "Create an Embedded Search"
- c. Name your embedded search, choose the funding opportunities you want to Share, pick the Sort Order for display, add a Co-Owner, and Save it
- d. You will receive an html code to embed the search into your website
- e. Contact <u>researchsystems@dcu.ie</u> for assistance in uploading the html code on your website

5. Create a Search Widget for the Web

You can create a widget to add to your website. The widget displays a search field that your site visitors can use to search Pivot-RP for funding opportunities. After they select "Search" in the widget, they are directed to a search results page on Pivot-RP.

- a. Go to the Admin dashboard
- b. Click on "Funding Opportunities Search Widget"
- c. Customize your search box
- d. Click on the "Create Widget" button to generate an html code
- e. Contact <u>researchsystems@dcu.ie</u> for assistance in uploading the html code onto your website
- f. An example of a widget is below and can be found on the <u>Pivot-RP home</u> page

Log in above, or enter a search term in the box below to be taken directly to the Pivot-RP Funding tab.

Search

Pivot-RP funding opportunities

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Curated Searches	
Manage Curated Searches	
Curated Lists	
Manage Curated Lists	
Newsletters	
Create a Newsletter	
Manage Newsletters	
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Create an Embedded Search	
Manage Embedded Searches	
Internal Opportunities	
Add an Internal Funding Opportunity	
Manage Internal Opportunities	
Widgets	
Funding Opportunities Search Widget	