

Find Grants

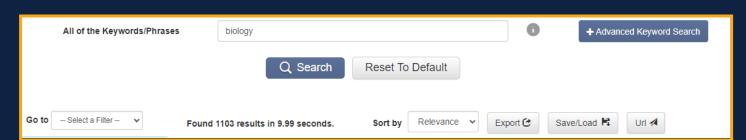
If you are working on a research project and want to be aware of pertinent funding opportunities, you can use GrantForward's extensive database to search for the most relevant grants using keywords/phrases and various advanced filters. You can create a grant list to keep track of favorite grants and set up saved searches to receive email alerts whenever there are new grants matching your criteria. For example, in case you are looking for "Biology" grants, you can follow the steps below.

Find more GrantForward support materials, including those referenced here, as well as Guides, Administrator Tools, Tutorials, UseCases, and Webinars at <u>GrantForward.com/support</u>.

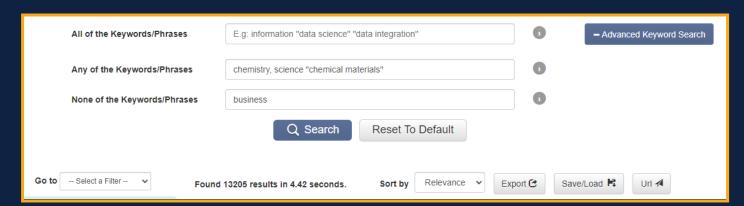
1. Find Grants With Keywords/Phrases and Additional Filters

To find the most matching funding opportunities from thousands of grants on GrantForward, you can specify keywords/phrases that are relevant to your research topics. You can optimize the search results by taking advantage of advanced keyword searches and an additional set of filters.

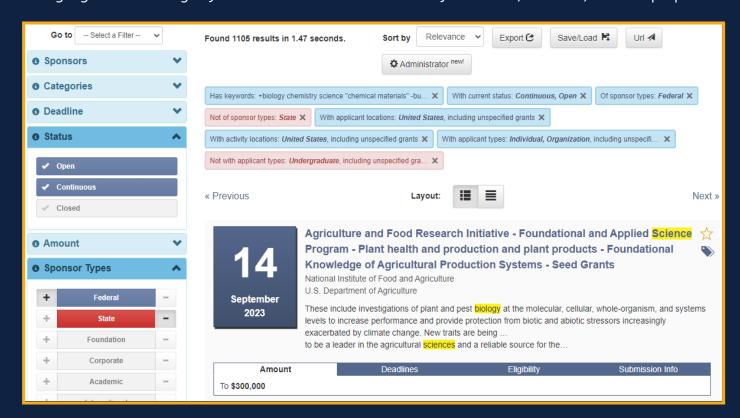
- Go to the <u>Search Grants Opportunities</u> page under the Grants tab.
- Indicate keywords/phrases related to your fields. Press Enter or click on the Search button to execute the search. You can use space or commas to separate terms, and double quote marks to search for the whole phrase.



• Searching more related grants by clicking on the **Advanced Keyword Search**, and entering input in **All**, **Any**, or **None of the Keywords/Phrases**.



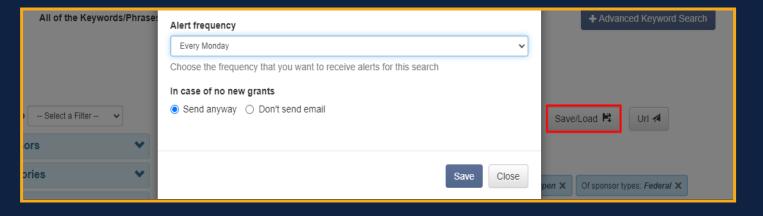
- All the filters are listed on the left panel (Sponsors, Deadline, Amount, Sponsor Types, Grant Types, etc.) to help narrow down your search results. You may refer to the document What Advanced Search Filters Can I Use for Searching Grants? on how to use advanced search filters.
- All the results are displayed with key information (**Title, Sponsor, Deadline, Description excerpt, etc.**) and highlighted matching keywords. You can sort the results by relevance, deadline, or other properties.



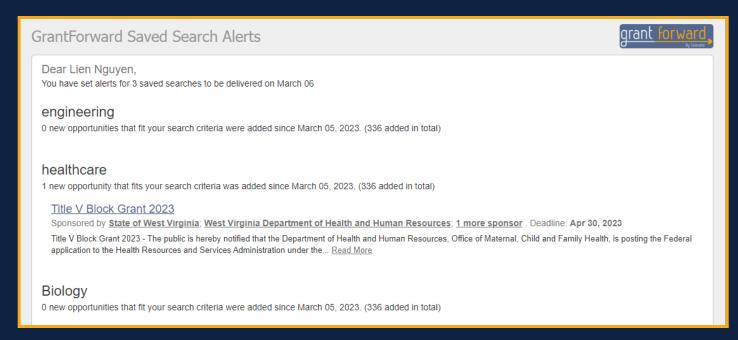
2. Save a Search and Receive Email Alerts

After setting up a grant search with relevant keywords/phrases and filters, instead of recreating the same search every time you want to see new grant opportunities matching the selected search criteria, you can set up a saved search and receive email alerts of new grants periodically.

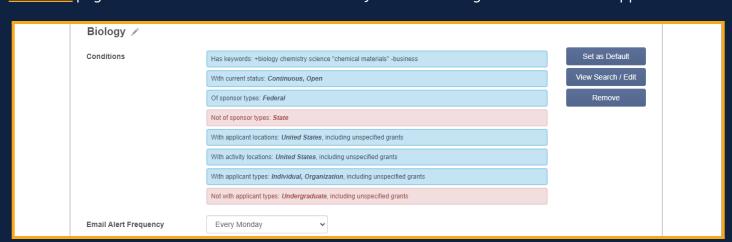
• Save your search: Click on the Save/Load button at the top of the search results and choose Save a Search. Name your search and select the alert frequency to get daily, weekly, or monthly email alerts of new grants matching your search conditions.



• **Receive alerts in your email inbox**: You will receive an email alert summarizing new grants matching your saved searches on the scheduled date as your alert frequency setting.



• **Keep your saved searches up to date**: You can revisit and update your saved searches on the <u>Saved</u> <u>Searches</u> page under the **Grants** tab to ensure that you are receiving the most relevant opportunities.



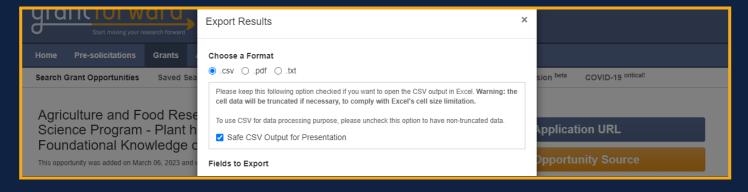
2. Manage and Keep Track of Desired Grants

You can click on the grant title to see more detailed information and links to the opportunity and application pages. To manage grants effectively, you can export any funding opportunity, share them with colleagues, or build grant lists.

• Export: You can download an individual grant by clicking on the Export button below the grant title.



In the pop-up dialog box, you can choose the file format and the fields to export.



- Favorite: There are two ways allowing you to mark a grant as your favorite to view it later quickly. You will
 receive notifications when your favorite grants have been updated.
 - o On the search results page, click on the Star button.



On the grant detail page, click on the **Favorite** button to mark it as your favorite.



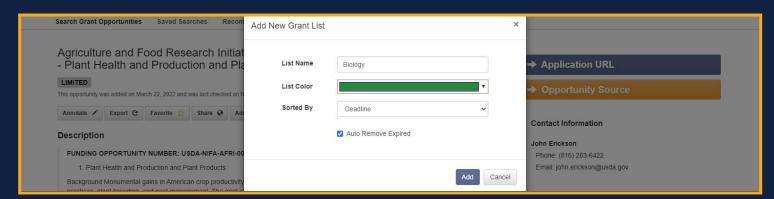
- Add to List: There are two ways to curate a list of a specific topic.
 - o On the search results page, click on the tag icon of each desired grant to add it to a list.



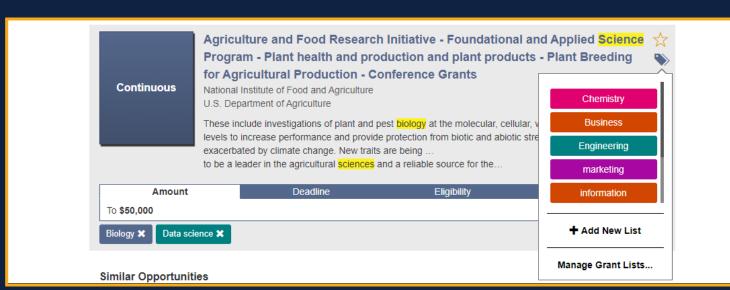
o On the grant detail page, click on the **Add to List** button.



• In the dialog box, you can choose the name and color for the list that will contain your desired grants. Click Add to create a new grant list.



• You can also add a grant to existing lists, one grant can belong to multiple lists.



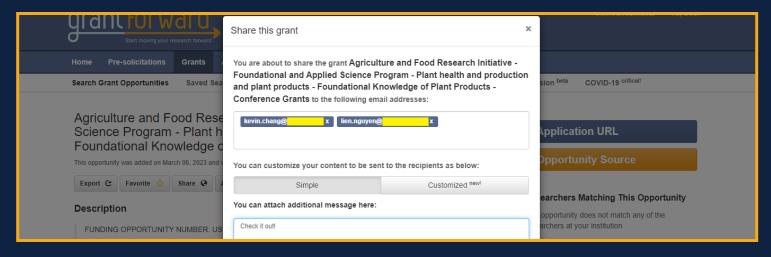
Review your grant lists on the <u>Grant Lists</u> page. You can manage or export these lists.



• **Share**: You can forward an individual grant to your friends/colleagues via email by visiting a grant detail page and clicking on the **Share** button under the grant's title.



o In the dialog box, enter the recipients' email addresses and customize the content as you wish.



 On the <u>Shared</u> page, you can review all the opportunities you have shared with your colleagues, fellow researchers, etc. The opportunity-sharing email includes the grant title, the URL link that is valid for fourteen days, and your message.

