



# Researcher Welcome Guide

## Welcome to GrantForward!

Researchers can benefit from our complete award-seeking cycle including a comprehensive database of funding opportunities across all disciplines, a worldwide sponsor directory, and additional sources of pre-solicitations and funded awards. You can also take advantage of many advanced utilities such as getting funding alerts, receiving grant recommendations based on your research interests and matching grants delivered from administrators, etc.

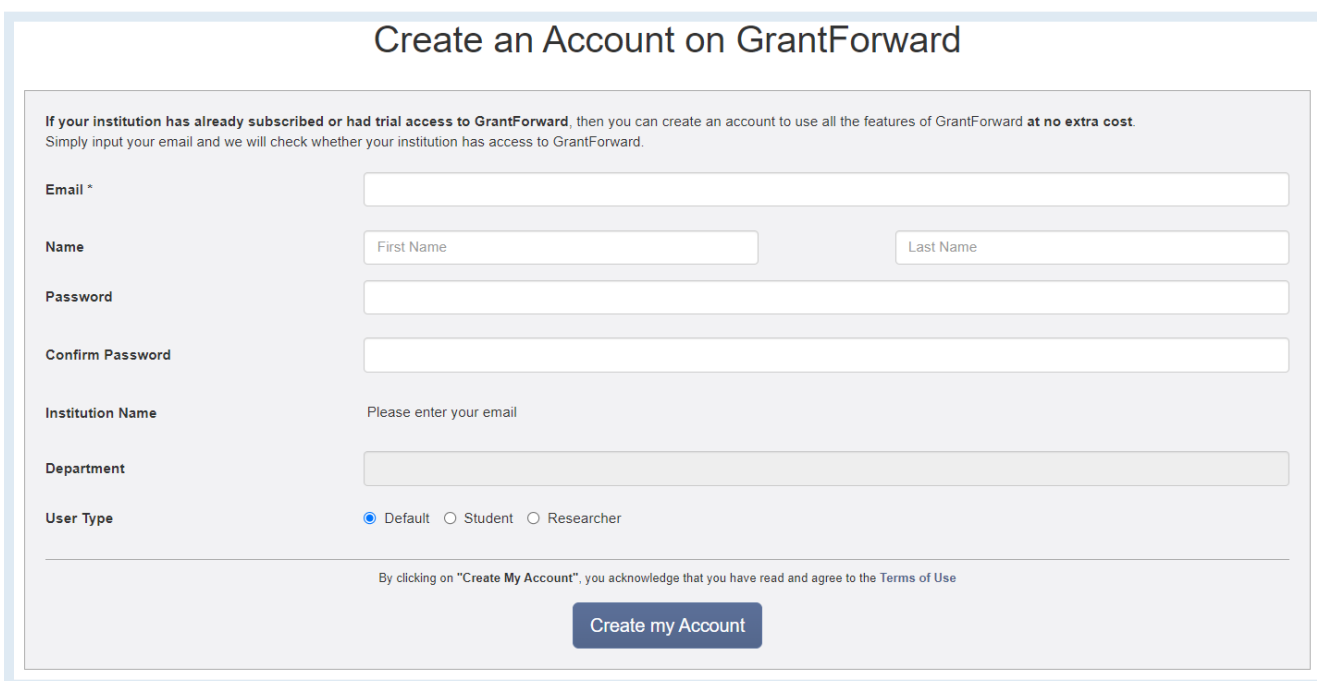
## In this Researcher Guide, you will learn:

- ▶ Creating Your Account
- ▶ Trying a Grant Search
- ▶ Managing Search Results
- ▶ Managing Grants
- ▶ Checking Out Pre-solicitations, Awards, and Sponsors
- ▶ Creating Your Researcher Profile
- ▶ Receiving Grant Recommendations
- ▶ Exploring Your Personalized Homepage

# Creating Your Account

In order to use search functionality and basic features on GrantForward, you must create your account first. To make your account, just follow these steps:

- 1 Click on **Sign Up** on the upper right side of the GrantForward homepage.
- 2 On the **Create an Account** page, enter your institution's email and necessary information for your account.



The screenshot shows the 'Create an Account on GrantForward' page. At the top, it says 'Create an Account on GrantForward'. Below that, a note states: 'If your institution has already subscribed or had trial access to GrantForward, then you can create an account to use all the features of GrantForward at no extra cost. Simply input your email and we will check whether your institution has access to GrantForward.' The form includes the following fields: 'Email \*' (a single text input), 'Name' (split into 'First Name' and 'Last Name' inputs), 'Password' (a single text input), 'Confirm Password' (a single text input), 'Institution Name' (with the placeholder text 'Please enter your email'), 'Department' (a single text input), and 'User Type' (with radio buttons for 'Default' (selected), 'Student', and 'Researcher'). At the bottom, there is a checkbox for 'By clicking on "Create My Account", you acknowledge that you have read and agree to the Terms of Use' and a 'Create my Account' button.

- 3 Check your inbox (and the spam folder too!) for a confirmation email. Confirm by clicking on the link in the email. Then, you can log in to use GrantForward-- click on **Log In** on the upper right side of the screen.

GrantForwardTutorial  
For Researchers

How Can I Create an Account?

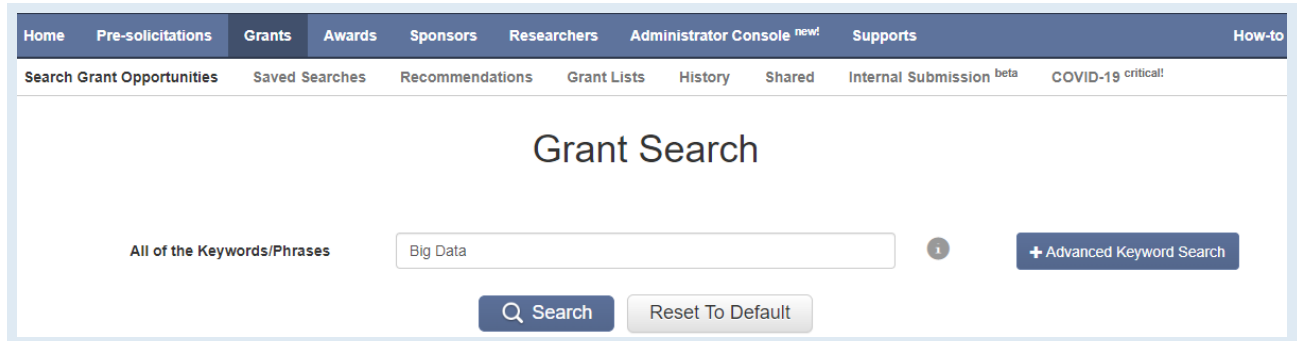
For more guidance, you can view a step by step demo--  
[\*\*Tutorial: How Can I Create an Account?\*\*](#)

# Trying a Grant Search

Next, you can try out how to search on GrantForward by keywords/phrases and advanced filters to find funding opportunities that match your research topics. Under the **Grants** tab, choose **Search Grant Opportunities**.

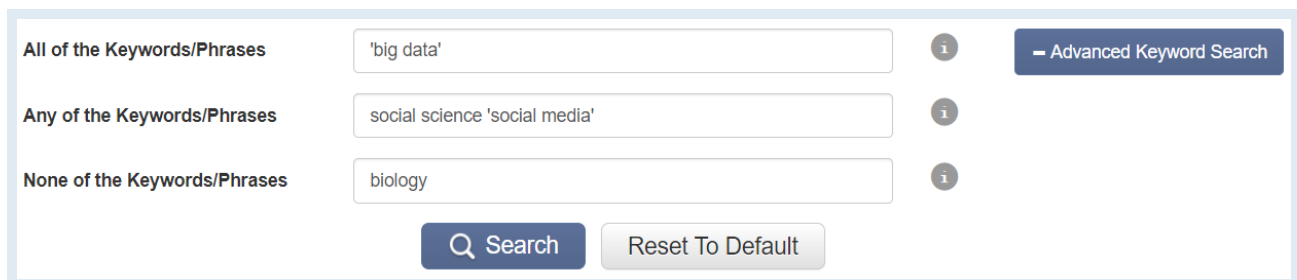
## Executing a Search

- 1 In the **All of the Keywords/Phrases** box, enter any words or phrases related to your fields of research (use quotes to match the whole phrase, space, or comma to separate the terms). Press Enter or click on the **Search** button to execute the search.



The screenshot shows the GrantForward website's search interface. The top navigation bar includes 'Home', 'Pre-solicitations', 'Grants', 'Awards', 'Sponsors', 'Researchers', 'Administrator Console', 'Supports', and 'How-to'. Below this is a secondary navigation bar with 'Search Grant Opportunities', 'Saved Searches', 'Recommendations', 'Grant Lists', 'History', 'Shared', 'Internal Submission', and 'COVID-19'. The main heading is 'Grant Search'. The 'All of the Keywords/Phrases' section has an input field containing 'Big Data' and a 'Search' button. There is also a '+ Advanced Keyword Search' button and a 'Reset To Default' button.

- 2 You will see the results quickly pop up for you to sift through. The results, by default, are sorted by **Relevance** to your keywords.
- 3 You can click on **Advanced Keyword Search** to switch keyword mode then enter keywords/phrases in the input fields of **All**, **Any**, or **None of the Keywords/Phrases** with matching requirements accordingly.



The screenshot shows the 'Advanced Keyword Search' mode. It features three input fields: 'All of the Keywords/Phrases' with 'big data', 'Any of the Keywords/Phrases' with 'social science 'social media'', and 'None of the Keywords/Phrases' with 'biology'. Each field has an information icon. There is a '- Advanced Keyword Search' button, a 'Search' button, and a 'Reset To Default' button.

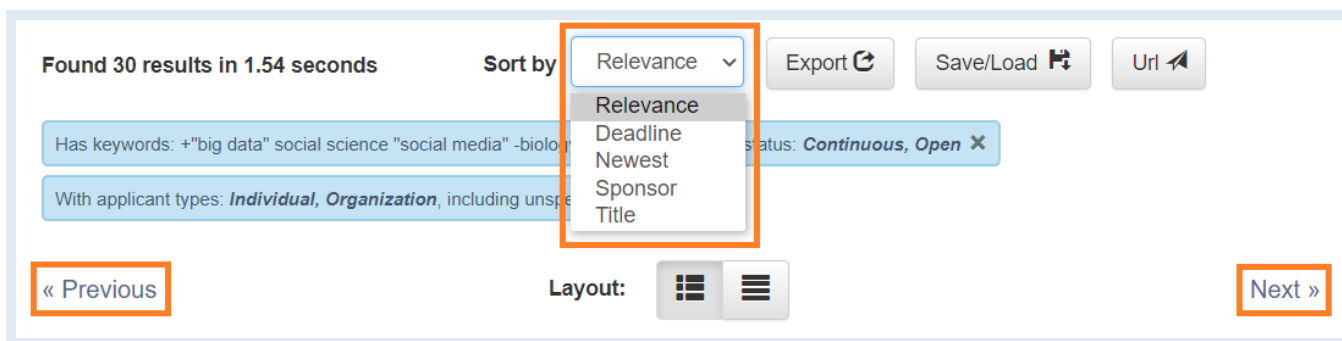
GrantForwardTutorial  
For Researchers  
How Can I Find Grant Opportunities  
Using Advanced Keyword Search?

For more guidance, you can view a step by step demo--  
[\*\*Tutorial: How Can I Find Grant Opportunities Using  
Advanced Keyword Search?\*\*](#)

## Viewing Search Results

After running a search, you can view and sift through the results.

- 1 At the top of the results, you can see the summary of the search conditions. You can sort the results by **Relevance**, **Deadline**, or other properties. You can navigate to the **Next** or **Previous** page of results.



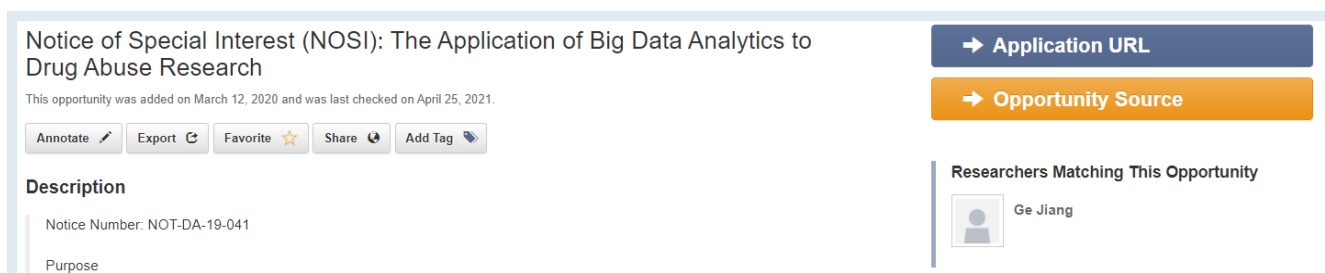
The screenshot shows a search results interface. At the top left, it says "Found 30 results in 1.54 seconds". To the right, there is a "Sort by" dropdown menu currently set to "Relevance". A dropdown menu is open, showing options: "Relevance", "Deadline", "Newest", "Sponsor", and "Title". To the right of the sort menu are buttons for "Export", "Save/Load", and "Url". Below the sort menu, there are two search filters: "Has keywords: +\"big data\" social science \"social media\" -biology" and "With applicant types: Individual, Organization, including unspecified". To the right of these filters, it says "status: Continuous, Open". At the bottom left, there is a "« Previous" button. In the center, there is a "Layout:" section with two icons for grid and list views. At the bottom right, there is a "Next »" button.

- 2 Each result will list the title, sponsors, deadline, description excerpt of a grant, etc. The matching keywords are highlighted so that you can quickly determine if the grant matches well what you are looking for.



The screenshot shows a grant detail card. On the left, there is a dark blue box with the number "8" and the text "January 2022". To the right of this box, the title is "Notice of Special Interest (NOSI): The Application of Big Data Analytics to Drug Abuse Research". Below the title, it says "National Institute on Drug Abuse" and "U.S. Department of Health and Human Services". There is a link for "1 more sponsor". The description starts with "capabilities are producing extraordinary capacity and opportunity to integrate and analyze these data, thereby enabling novel research into complex disorders such as drug abuse and addiction that are driven by the dynamic interactions of diverse biological, social ... that are encouraged include, but are not limited to: Applications across the entire range of science...". At the bottom, there is a table with columns: "Amount", "Deadlines", "Eligibility", and "Submission Info". The "Amount" column contains "No Information". At the bottom right, there is a button that says "Exclude from Your Search".

- 3 Click on the title of a grant to go to the **grant detail page** with more information and links to the opportunity and application pages.



The screenshot shows the grant detail page. At the top, the title is "Notice of Special Interest (NOSI): The Application of Big Data Analytics to Drug Abuse Research". Below the title, it says "This opportunity was added on March 12, 2020 and was last checked on April 25, 2021." There are buttons for "Annotate", "Export", "Favorite", "Share", and "Add Tag". On the right side, there are two buttons: "Application URL" and "Opportunity Source". Below these buttons, there is a section titled "Researchers Matching This Opportunity" with a profile picture and the name "Ge Jiang". At the bottom left, there is a "Description" section with the text "Notice Number: NOT-DA-19-041" and "Purpose".

## Adding Search Filters

To further narrow down your search results beyond topical relevance (by keywords/phrases), you can add more search filters -- including **Sponsors**, **Deadline**, **Amount**, **Sponsor Types**, **Grant Types**, **Applicant Types**, etc.

- 1 On the **Search Grant Opportunities** page, you will see all filters listed on the left side.
- 2 Set the filters to add additional criteria for matching your desired grants. E.g., you can set **Deadline** to focus on a certain period and **Grant Types** to include specific types that apply to you.
  - To learn more information about each filter, move your mouse cursor over the icon **i**.
  - After adding any filters, the current search conditions will be summarized and displayed above the search results. You can remove a condition by clicking on its "x" in the search summary.
  - The search results will automatically be updated with added filters.

The screenshot displays the GrantForward search interface. On the left, a sidebar contains filter categories: Sponsors, Categories, Deadline, Status, Amount, and Sponsor Types. The Status filter is expanded, showing 'Open' and 'Continuous' selected. The main search area shows a summary of applied filters: 'Has keywords: +big data', 'With current status: Open, Continuous', 'Of sponsor types: Federal/State', 'Of grant types: Research Project', 'Not of grant types: Fellowship/Scholarship/Dissertation', 'With applicant types: Individual, Senior Researcher, Organizatio...', and 'Not with applicant types: Undergraduate, including unspecified gra...'. Below the filters, there are navigation options for 'Previous' and 'Next', and a 'Layout' selector. The search results section features a large blue box with the number '7' and the date 'May 2023'. The main result is a 'Notice of Special Interest (NOSI): Biomarkers and Biotypes of Drug Addiction' from the National Institute on Drug Abuse, U.S. Department of Health and Human Services, with 1 more sponsor. The text of the notice discusses substance use disorder categorization and the use of Big Data analytics.

GrantForwardTutorial  
For Researchers

What Advanced Search Filters  
Can I Use for Searching Grants?

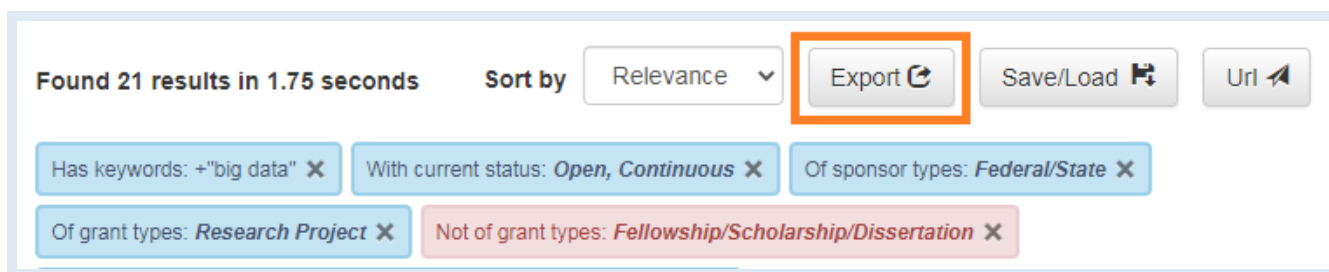
For more guidance, you can view a step by step demo--  
**[Tutorial: What Advanced Search Filters Can I Use for Searching Grants?](#)**

# Managing Search Results

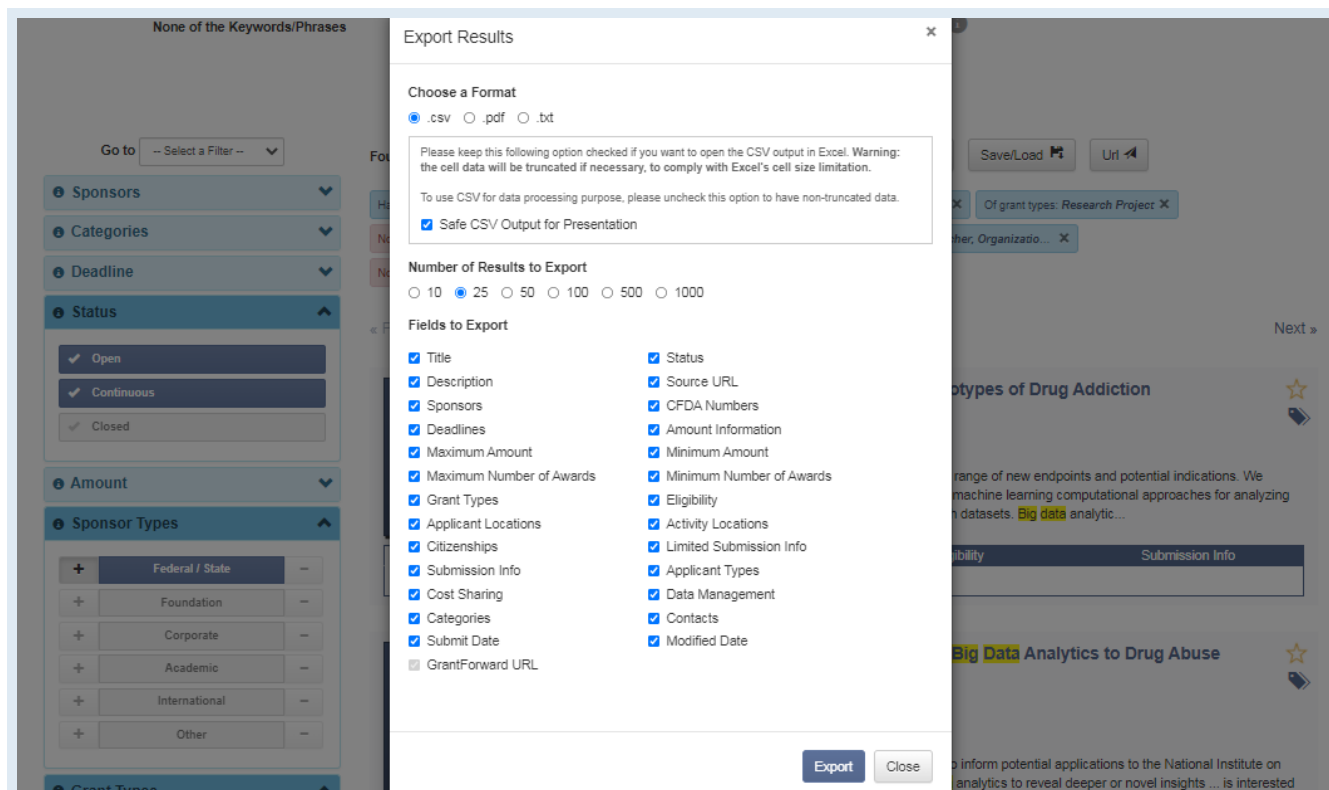
For future reference, sharing, or keeping track of your search results, you can export and share search results or save a search to get grant alerts.

## Exporting Search Results

- 1 To export a **list of search results**, after setting your search up by keywords/phrases and other filters, click on the **Export** button above the search results.

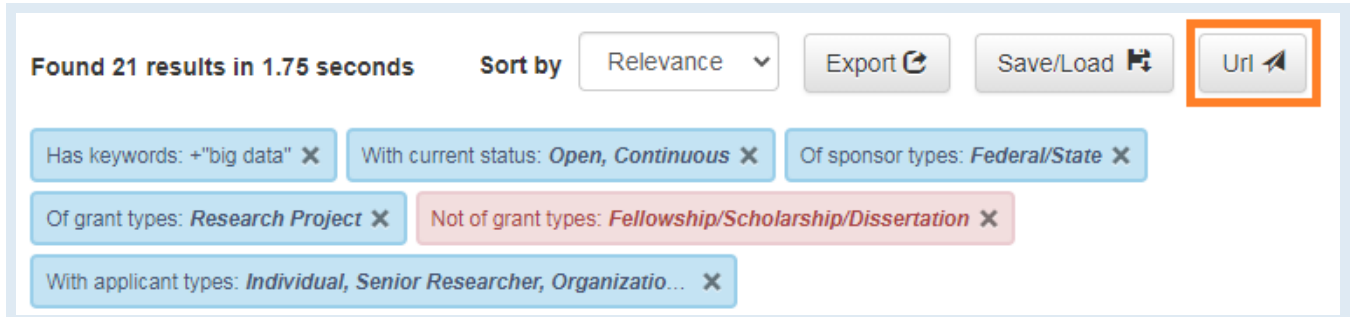


- 2 In the dialog box, you can select the file format, the number of results, and the fields to export. Then, click **Export** to download the file.

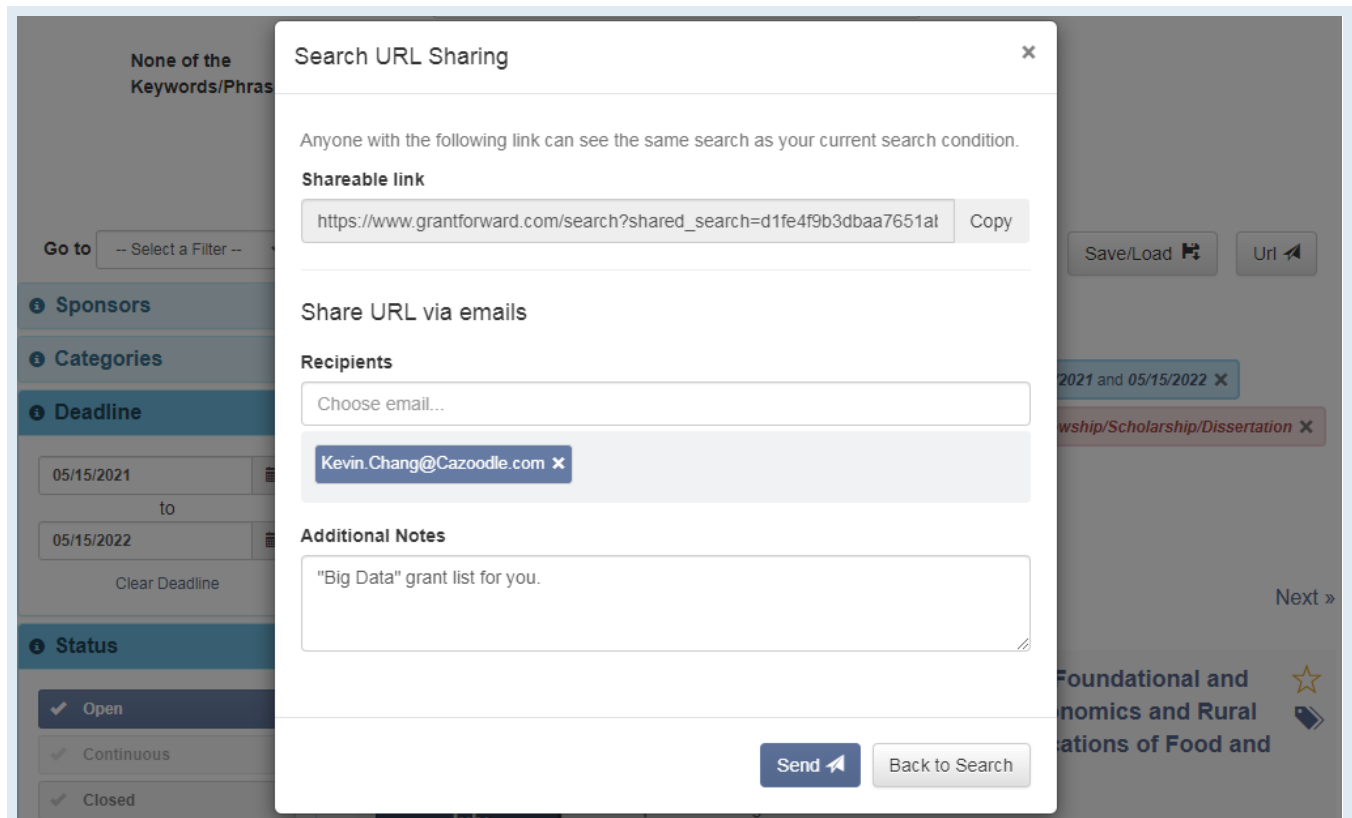


# Sharing a Search

- 1 Share your search under URL format with your friends/colleagues by clicking on the URL button above the search results.



- 2 You can send the shareable URL directly to your friends/colleagues or send it with additional messages via emails, and the recipients will be able to view your search with full conditions.



GrantForwardTutorial  
For Researchers

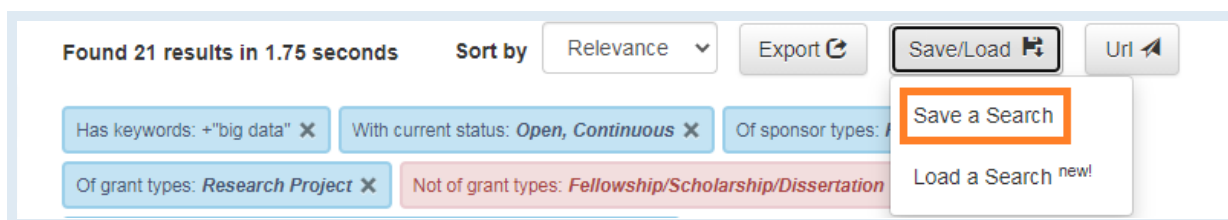
How Can I Share Selected Grants With My Colleagues? →

For more guidance, you can view a step by step demo--  
**[Tutorial: How Can I Share Selected Grants With My Colleagues?](#)**

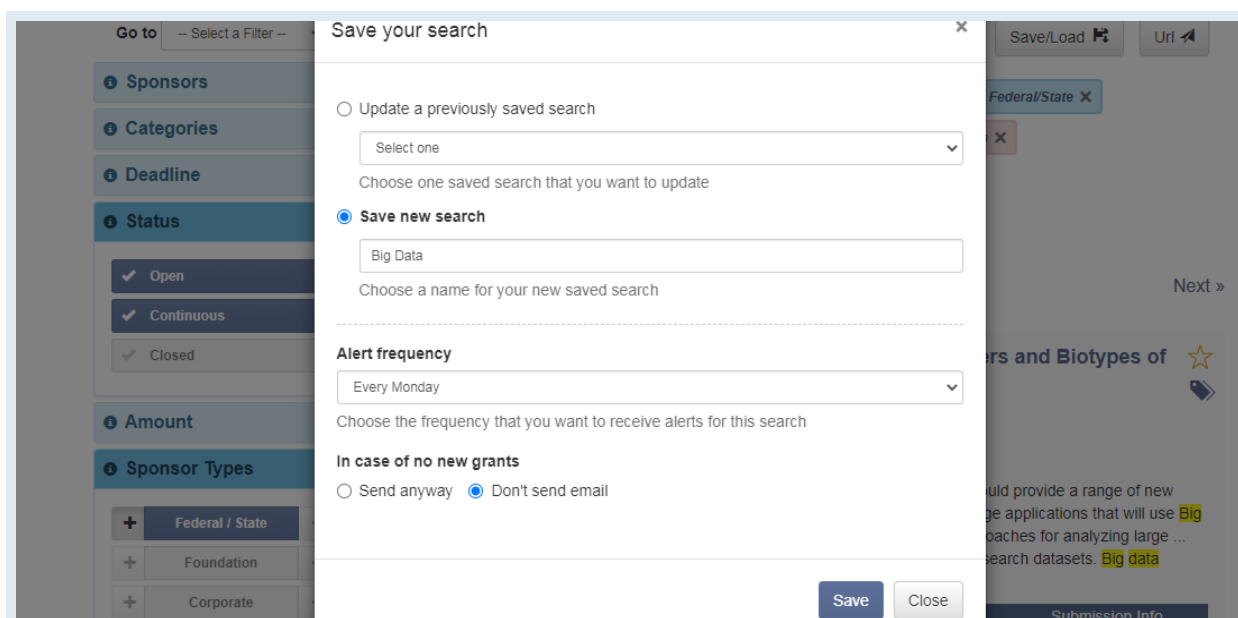
## Saving/Loading a Search

After setting up a search, instead of recreating the same search every time you want to see new grant opportunities within the selected search criteria, you can set up a saved search with email alerts to automatically get notifications. Saved searches now can also be loaded directly on the search page, or assigned as a default condition.

- 1 To **save your search**, after setting your search up by keywords/phrases and other filters, click on the **Save/Load** button above the search results, then choose **Save a Search**.

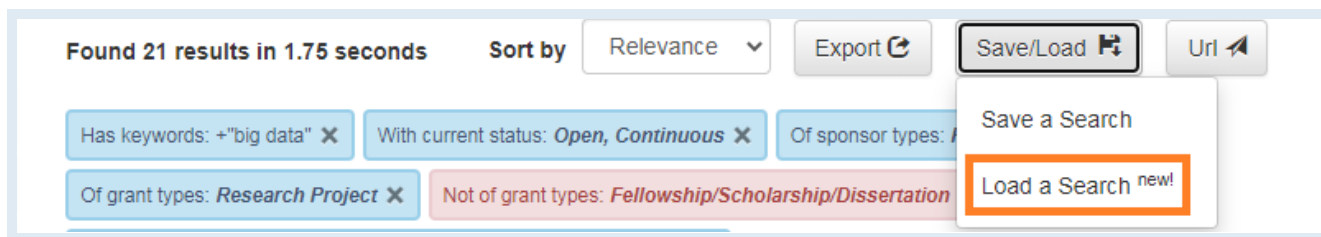


- In the pop-up dialog box, you can choose to update a previously saved search or create a new one. Then set the frequency (daily, weekly, or monthly) for receiving alerts whenever there are new grants updated to the list.
- To view or edit your saved searches, you can find them at the [Saved Searches](#) page under the **Grants** tab.

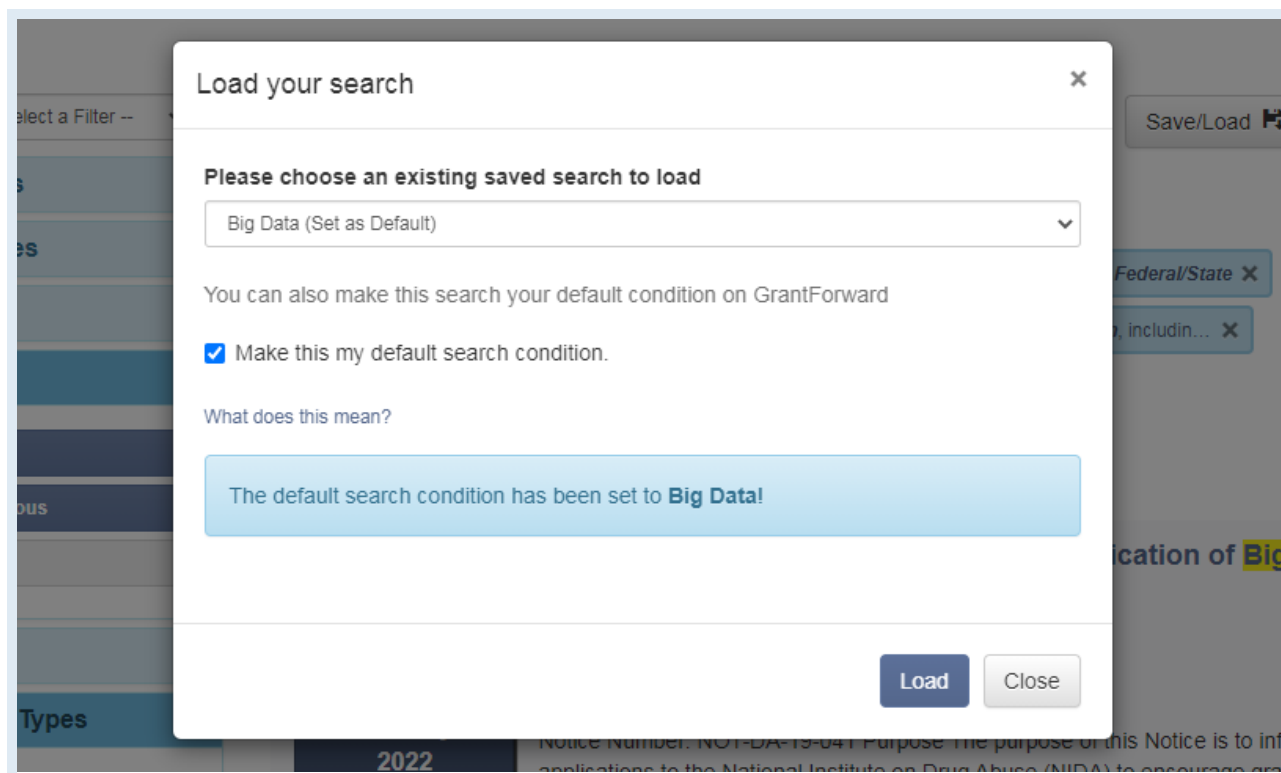




2 Saved searches now can also be loaded directly on the search page. To load a search, click on the **Save/Load** button, then select **Load a Search**.



- In the pop-up dialog box, you can choose an existing saved search, then the previous search results with full search conditions will be loaded. You can also make this search your default search condition so that it will be displayed whenever you visit the Grant Search page.



GrantForward UseCase  
For Researchers

Monitor New Grants from  
Your Favorite Sponsors



For more guidance, you can view a step by step demo--  
**UseCase: Monitor and get Alerts for New Grant Opportunities**

# Managing Grants

We support many advanced features to help users get better grant management. You can build your lists including the best fit grants and then keep track of them.

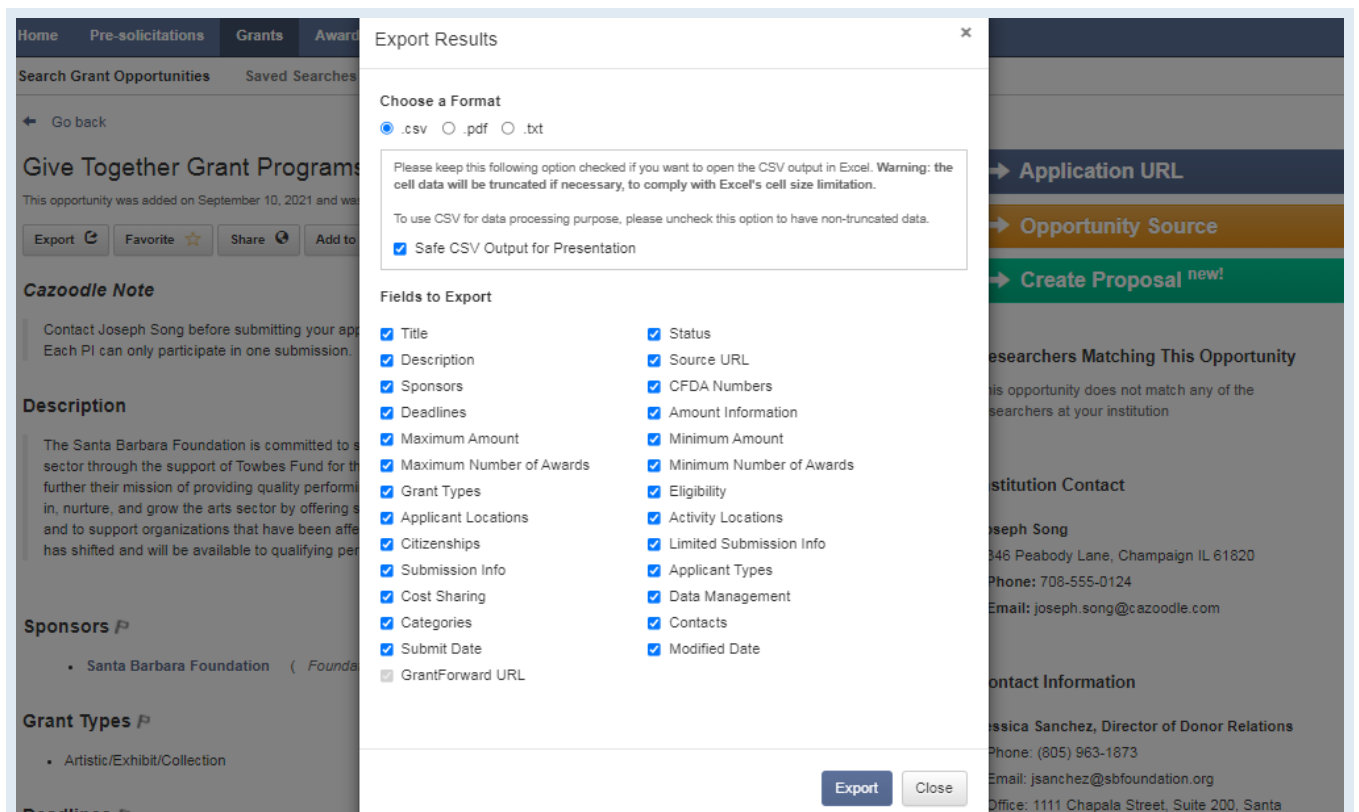
## Exporting a Grant

- 1 You can export an individual grant by clicking on the title of the desired grant to view the grant detail page.
- 2 Click on the **Export** button under the grant title.



The screenshot shows a grant detail page for "Give Together Grant Programs: Towbes Fund for the Performing Arts". The page includes a title, a date added (September 10, 2021), and a date last checked (September 10, 2021). Below the title, there are four buttons: "Export" (highlighted with a red box), "Favorite", "Share", and "Add to List". To the right of the main content area, there are three buttons: "Application URL", "Opportunity Source", and "Create Proposal new!".

- 3 In the pop-up dialog box, you can choose the file format and the fields to export. Then, click on **Export** to download the grant.



The screenshot shows the "Export Results" dialog box. It has a title bar with "Export Results" and a close button. The dialog is divided into several sections:

- Choose a Format:** Radio buttons for ".csv" (selected), ".pdf", and ".txt".
- Warning:** "Please keep this following option checked if you want to open the CSV output in Excel. Warning: the cell data will be truncated if necessary, to comply with Excel's cell size limitation. To use CSV for data processing purpose, please uncheck this option to have non-truncated data."
- Safe CSV Output for Presentation:** A checked checkbox.
- Fields to Export:** A list of checkboxes for various fields, including Title, Description, Sponsors, Deadlines, Maximum Amount, Maximum Number of Awards, Grant Types, Applicant Locations, Citizenships, Submission Info, Cost Sharing, Categories, Submit Date, Status, Source URL, CFDA Numbers, Amount Information, Minimum Amount, Minimum Number of Awards, Eligibility, Activity Locations, Limited Submission Info, Applicant Types, Data Management, Contacts, and Modified Date. The "GrantForward URL" checkbox is unchecked.
- Buttons:** "Export" and "Close" buttons at the bottom right.

## Adding a Grant to Favorites

1 There are two ways allowing you to mark a grant as your favorite to view it later quickly without having to set up the search and find it again.

- You can click on the ☆ button displayed on the right side of the grant title when this grant is shown in the search results.

The screenshot shows a grant card with a dark blue header containing the number '8' and 'September 2023'. The main title is 'Notice of Special Interest (NOSI): Mentored Career Development Award in Large-Scale Clinical Study Development and Analysis'. Below the title, it lists the sponsor as 'National Institute on Drug Abuse' and 'U.S. Department of Health and Human Services', with '1 more sponsor'. A snippet of the grant description is visible: 'will need training in "Big Data" techniques in addition to traditional experimental/analytical'. On the right side of the card, there is a star icon (☆) with an orange arrow pointing to it and a text box that says 'Click on the star button to add this grant to Favorites.'

- You can view a grant detail page and then click on the **Favorite** button to mark it as your favorite.


The screenshot shows a grant detail page for 'Give Together Grant Programs: Towbes Fund for the Performing Arts'. It includes a date note: 'This opportunity was added on September 10, 2021 and was last checked on September 10, 2021.' At the bottom, there are several buttons: 'Export', 'Favorite' (highlighted with an orange box), 'Share', and 'Add to List'. On the right side, there are three large buttons: '→ Application', '→ Opportunity', and '→ Create P'.

2 You will be able to view all favorite grants at the [Grant Lists](#) page under the **Grants** tab and export that favorite list.

The screenshot shows the 'Grant List Management' page. It features a sidebar on the left with a 'Favorite' section containing a list of categories: 'Big Data (1)', 'Environment (1)', 'Art (1)', and 'musical (2)'. The main content area shows 'Found 8 results' and a table of grants. The first grant listed is 'P-12 Schools - Green & Clean Energy Solutions (PON 4157)' from the 'New York State Energy Research and Development Authority'. The grant description states: 'NYSERDA's P-12 Schools Initiative promotes clean energy efforts by educating, guiding, and assisting school staff with clean energy projects and encouraging sustainability principles at facilities and in classrooms. As part of the P-12 Schools Initiative, this Program provides cost-sharing for energy studies to assist schools with analyzing energy load reduction measures and conversion to...'. Below the grant details, there is a table with columns for 'Amount', 'Deadline', 'Eligibility', and 'Submission Info'. The 'Amount' column shows '\$4,000,000 Available'. At the top right of the page, there are buttons for 'Manage Grant Lists' and 'Export'.

## Building a Grant List

1 You are able to build a list from individual grants in a specific research topic in two ways:

- Click on the  button displayed on the right side of the grant title when it is shown in the search results.



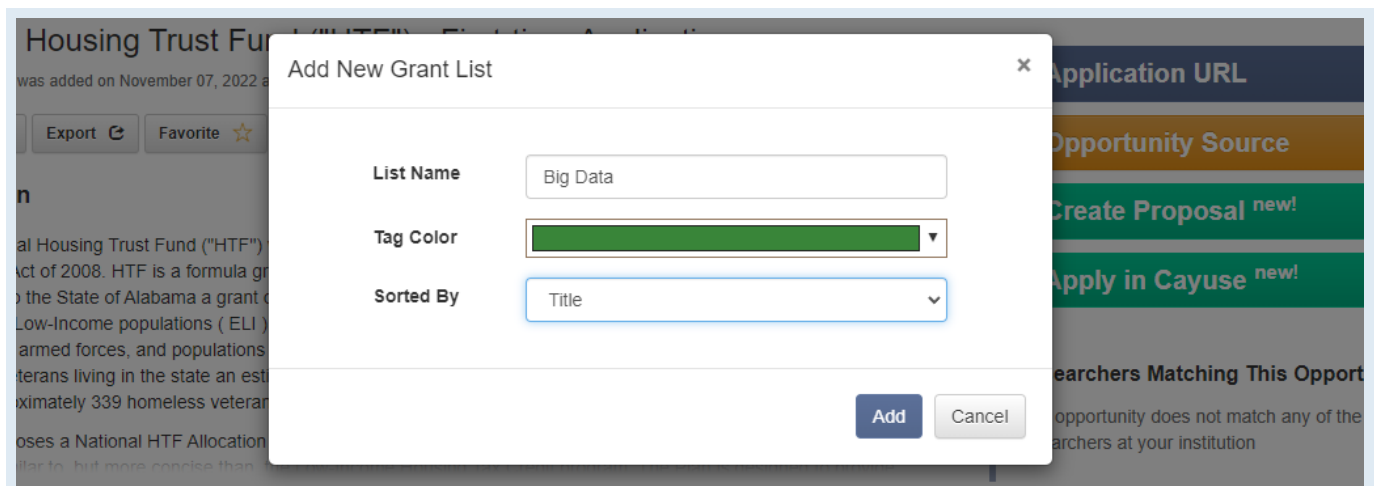
The screenshot shows a grant card with a dark blue header containing a large white number '1' and the text 'October 2021'. To the right of the header, the grant title 'Give Together Grant Programs: Towbes Fund for the Performing Arts' is displayed in blue, followed by the organization name 'Santa Barbara Foundation'. Below this, a short description of the grant is provided. On the right side of the card, there is a call to action in orange text: 'Click on this button to add this grant to a list.' with an orange arrow pointing to a button that features a star icon and a blue tag icon.

- Or when viewing a grant detail page, you can click on the **Add to List** button.



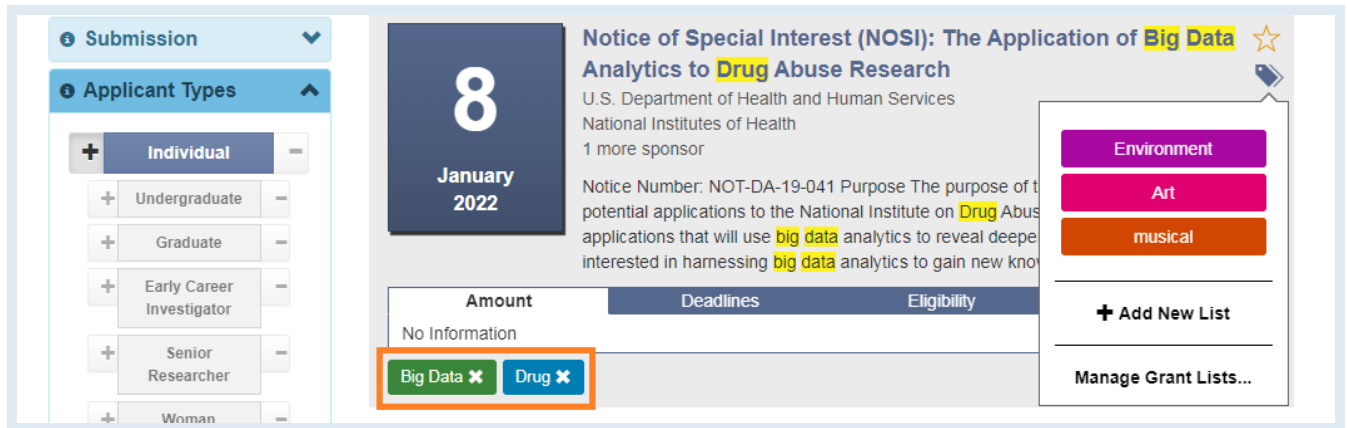
The screenshot shows the top section of a grant detail page. The title 'Give Together Grant Programs: Towbes Fund for the Performing Arts' is at the top left. Below it, a note states: 'This opportunity was added on September 10, 2021 and was last checked on September 10, 2021.' A row of action buttons is visible: 'Export', 'Favorite', 'Share', and 'Add to List'. The 'Add to List' button is highlighted with an orange border. To the right of this row are three larger buttons: 'Application URL' (dark blue), 'Opportunity Source' (orange), and 'Create Proposal new!' (green).

2 In the dialog box, you can choose the name and color for the list that will contain your desired grants. You can also sort a grant list by Title, Submit Date, or Deadline to view and manage it easier.

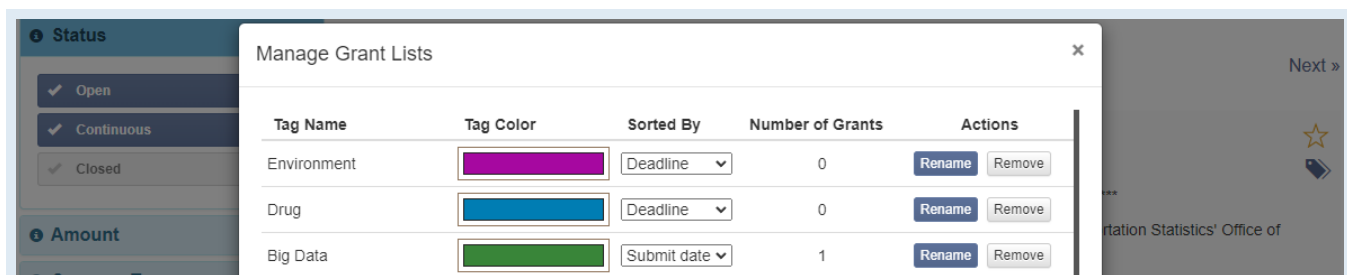


The screenshot shows a dialog box titled 'Add New Grant List' with a close button (X) in the top right corner. The dialog contains three input fields: 'List Name' with the text 'Big Data', 'Tag Color' with a green color selection, and 'Sorted By' with a dropdown menu set to 'Title'. At the bottom right of the dialog are two buttons: 'Add' and 'Cancel'.

You can add a grant to available lists that you build before when the grant list is shown. One grant can belong to several lists and the list tags will be displayed along with that grant for easier recognition. A tag can be easily removed from a grant when you click on its “x”.



**3** Click on **Manage Grant Lists...** to perform some actions such as changing list color or list name, removing a list, or adding a new list.



**4** You will be able to view all your grant lists at the [Grant Lists](#) page under the **Grants** tab and export those lists.

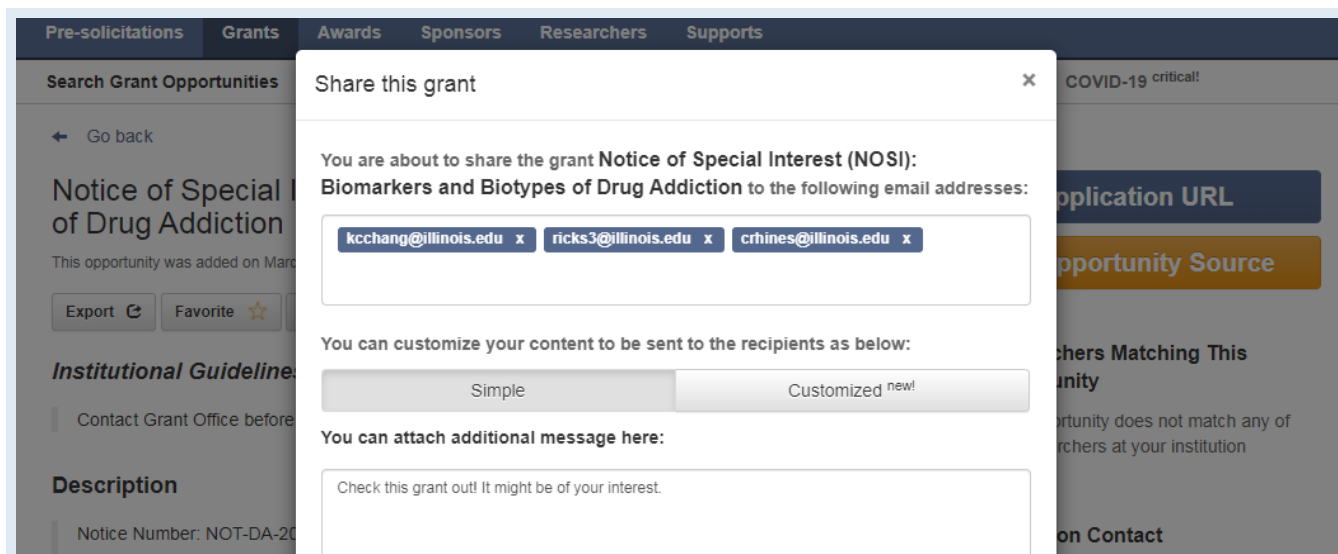


## Sharing a Grant

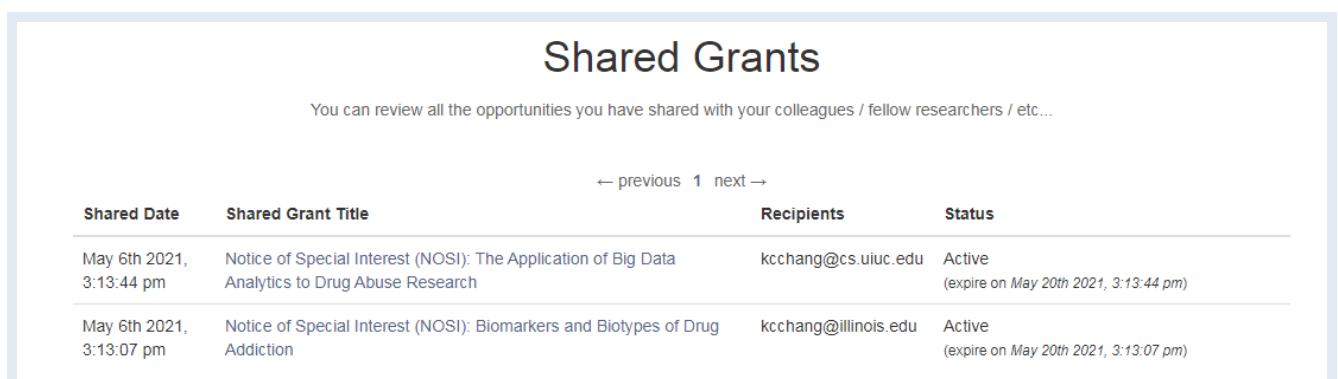
- 1 You can share an individual grant with your friends/colleagues via emails by visiting a grant detail page and clicking on the **Share** button.



- 2 In the dialog box, enter the email address of the recipients that you intend to send to. The content can be customized on your own to have additional messages along with the grant.

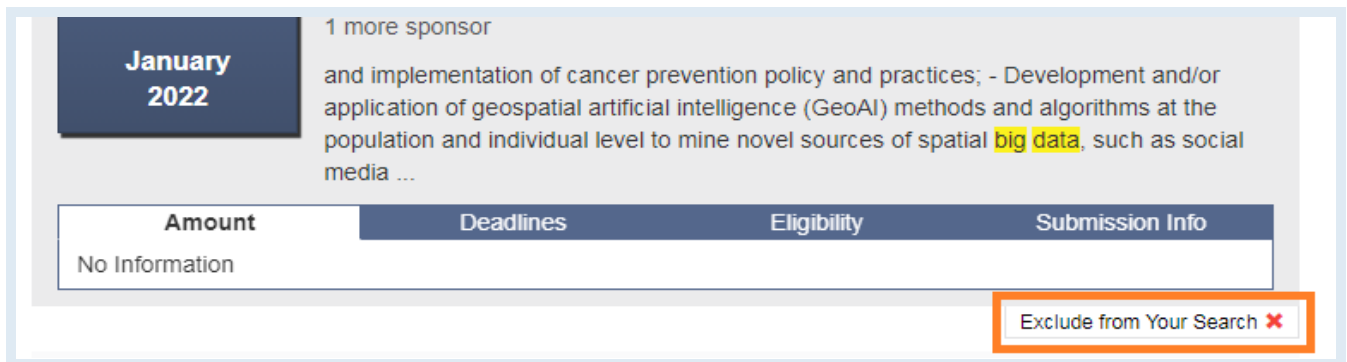


- 3 You can view all the grants that you have shared on the [Shared](#) page under the **Grants** tab.



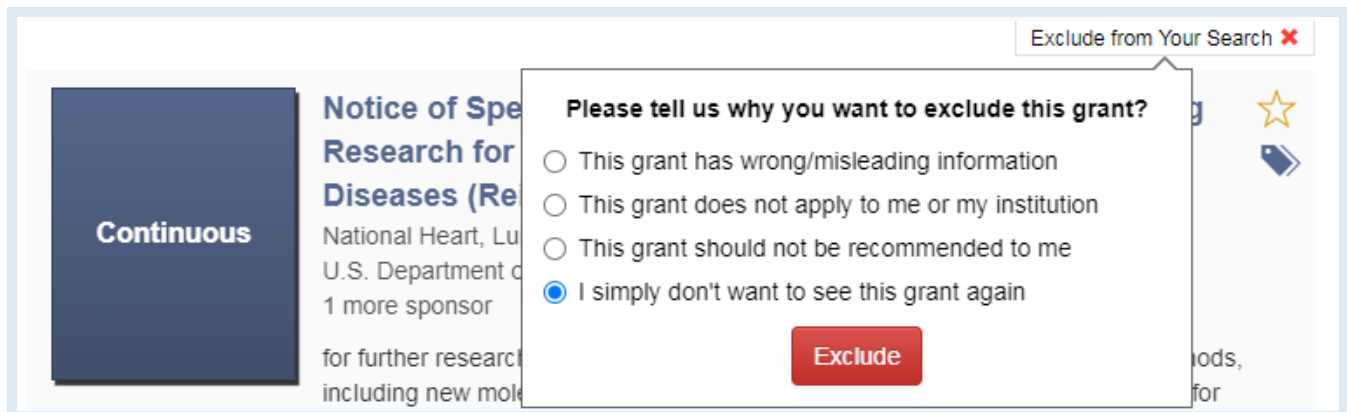
## Excluding a Grant

- 1 When there are some grants from the search results which do not suit your research needs well, you will have the ability to exclude them from the search. To no longer see a grant, you can move your mouse cursor to a grant area to show the exclusion function.



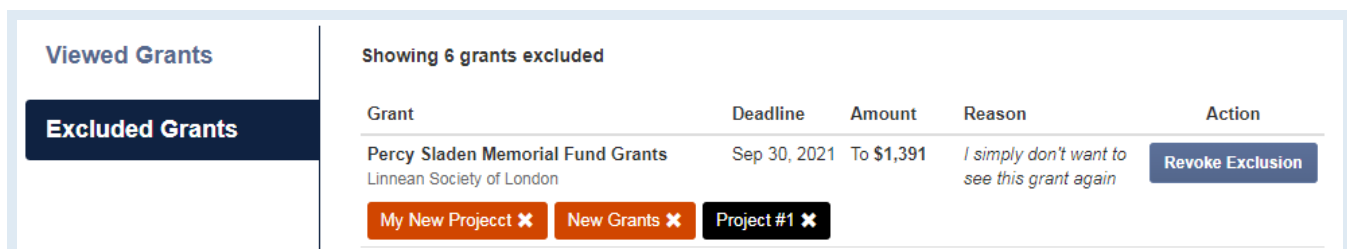
The screenshot shows a grant card with a dark blue header containing the text "January 2022". Below the header, there is a table with four columns: "Amount", "Deadlines", "Eligibility", and "Submission Info". The "Amount" column contains the text "No Information". At the bottom right of the card, there is a button labeled "Exclude from Your Search" with a red 'x' icon, which is highlighted with an orange border.

- 2 Click on the **Exclude from Your Search** button and choose a reason for the exclusion. We're always willing to hear users' feedback to improve our service quality better.



The screenshot shows a grant card with a dark blue header containing the text "Continuous". The main text of the card is partially visible, including "Notice of Special Research for Diseases (Re...". A dialog box is open over the card, titled "Please tell us why you want to exclude this grant?". The dialog box contains four radio button options: "This grant has wrong/misleading information", "This grant does not apply to me or my institution", "This grant should not be recommended to me", and "I simply don't want to see this grant again". The last option is selected. Below the options is a red "Exclude" button. The "Exclude from Your Search" button from the previous screenshot is visible in the top right corner of the dialog box.

- 3 You can view all excluded grants at the [History](#) page under the **Grants** tab and revoke exclusion at any time. All grants that you have viewed are also displayed there.



The screenshot shows a "Viewed Grants" section with a dark blue header containing the text "Excluded Grants". Below the header, there is a table with the following columns: "Grant", "Deadline", "Amount", "Reason", and "Action". The table contains one row of data:

Grant	Deadline	Amount	Reason	Action
Percy Sladen Memorial Fund Grants Linnean Society of London	Sep 30, 2021	To \$1,391	I simply don't want to see this grant again	Revoke Exclusion

Below the table, there are three buttons: "My New Project" with a red 'x' icon, "New Grants" with a red 'x' icon, and "Project #1" with a red 'x' icon.

# Internal Grant and Submissions

- 1 You can view all funding opportunities having institution-specific annotation provided by your administrators such as internal submission instructions or internal deadlines as well as internal grants within your institution. You can select the potentially eligible grants to submit an application for the internal competition at the [Internal Submission](#) page under the **Grants** tab.
- 2 You can use advanced filters to find the best-fit grants and click on the grant title or submit button for more detailed information.

**Internal Grants and Submissions**  
This content is exclusive to University of Illinois Urbana-Champaign.

Reset Filters View 20 items per page, sorted by Grant Title Ascending

Showing 1-9 out of 9 results

Grant Title	Sponsor	Amount	Internal Deadline	Submission
ADVANCE: Organizational Change for Gender Equity in STEM Academic Professions (ADVANCE) - Catalyst	National Science Foundation	To \$300,000	Apr 16, 2023	<a href="#">Submit</a>
Call to Action to Address Racism & Social Injustice Research Program 2022-23	University of Illinois Urbana-Champaign	To \$75,000	Mar 30, 2023	<a href="#">Submit</a>
Fiscal Year 2022 Building Resilient Infrastructure and Communities (BRIC)	U.S. Department of Homeland Security Federal Emergency Management Agency	See Detail	Jan 31, 2023	<a href="#">Submit</a>

- *Tip:* You can also search for all internal grants by entering your institution's name in the **"Sponsors"** filters.

Go to -- Select a Filter --

Found 35 results in 1.22 seconds. Sort by Relevance Export Save/Load Uri

Administrator <sup>new!</sup>

Sponsored by: University of Illinois Urbana-Champaign With current status: Continuous, Open

With applicant types: Individual, Organization, including unspecifi...

« Previous Layout: Next »

**LIMITED** **Continuous** **Humanities Research Institute (HRI) Supplemental Event Fund**

University of Illinois Urbana-Champaign  
Humanities Research Institute

HRI's Supplemental Event Fund (SEF) is designed to support events centered in the humanities and arts that have significant funding elsewhere on campus and are seeking supplemental co-sponsorship.

After a successful two-year pilot, we are continuing with SEF in AY 2022-23. Beyond these supplemental funds, HRI will continue to collaborate with campus partners in support of long-term and...

Amount	Deadline	Eligibility	Submission Info
To \$500			

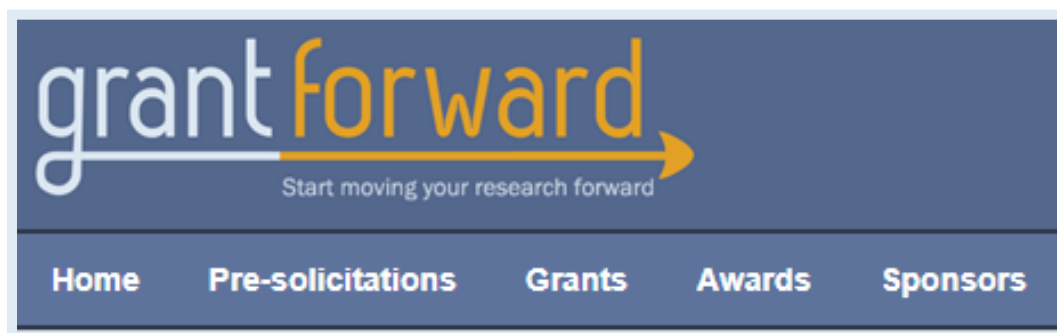
Limited Submissions



# Checking Out Pre-solicitations, Awards, and Sponsors

Not only grants but we also provide a comprehensive database of sponsors, pre-solicitations, and awards to create a complete award-seeking cycle to help you get insights into the grant cycle, so you will never miss any grants.

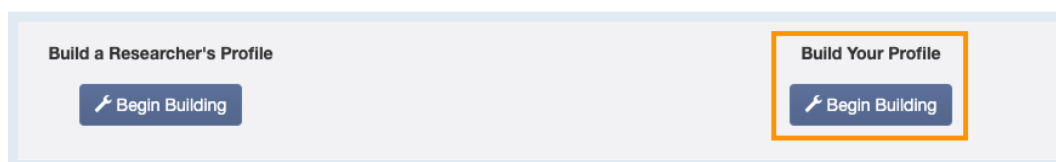
- The [Pre-solicitations](#) page offers a database of the notices from sponsors which provide a heads-up that solicitation will be released and solicit capability responses from responsible vendors so that you will have sufficient time to prepare better for submitting applications later. You can find to-be-announced grants by keywords/phrases and add available filters such as amount or estimated grant call date, etc.
- On the [Awards](#) page, you can find who/what institutions were winning grants and what research topics have been funded by using keywords/phrases and various filters such as status or award type, etc.
- The [Sponsor Directory](#) will show you over 20,000 sponsors worldwide on our system which can be searched by name or sponsor type. You can click on any sponsors to see detailed information and their grants on GrantForward.



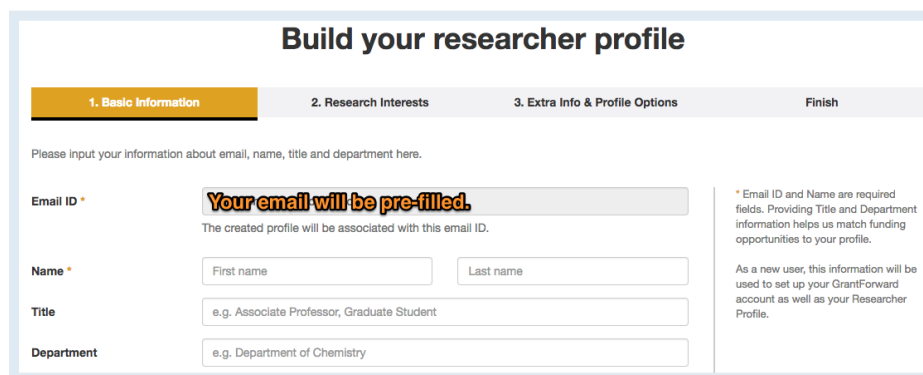
# Creating Your Researcher Profile

With a researcher profile, you will have a “homepage” that nicely displays your experience and publications, and you can start receiving automatic grant recommendations that are tailored to your research interests.

- 1 Under the **Researchers** tab, click on **Create Profiles**.
- 2 Select the **Begin Building** button under **Build Your Profile**.

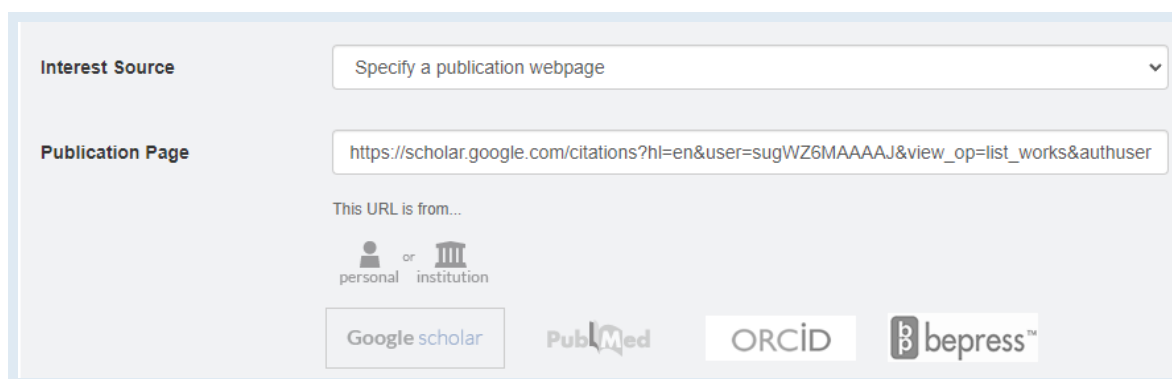


- 3 The first page asks about your **Basic Information**.

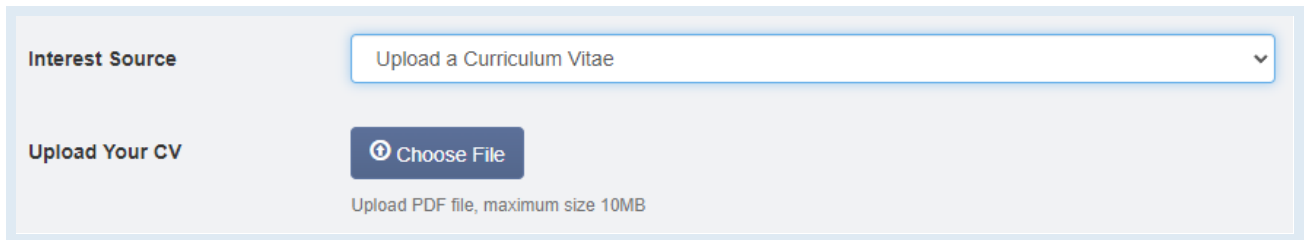


- 4 The second page asks about your **Research Interests**-- which you can indicate by specifying an **Interest Source**, i.e., where to find your publications. You can select one of the three ways from the dropdown.

- If you have an existing research or publication webpage, enter the URL into the **Publication Page** box.



- You can also upload your CV PDF (which contains publications).

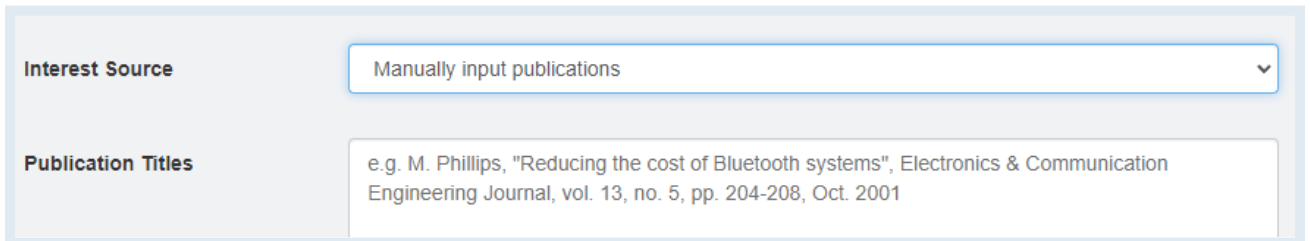


Interest Source: Upload a Curriculum Vitae

Upload Your CV: Choose File

Upload PDF file, maximum size 10MB

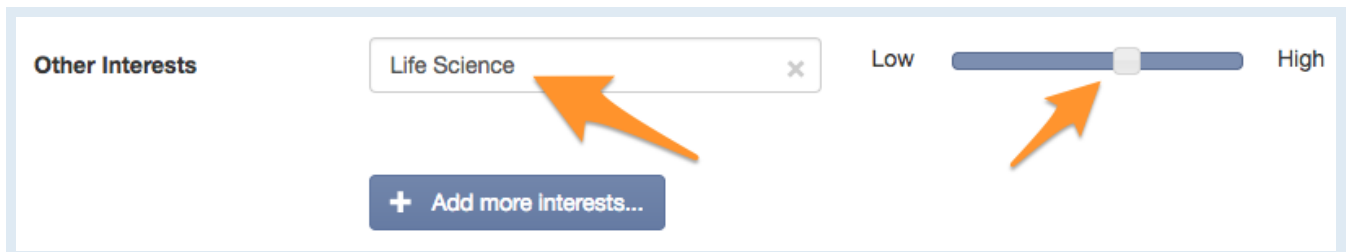
- Or, you can manually copy and paste your publication citation text.



Interest Source: Manually input publications

Publication Titles: e.g. M. Phillips, "Reducing the cost of Bluetooth systems", Electronics & Communication Engineering Journal, vol. 13, no. 5, pp. 204-208, Oct. 2001

- 5** In addition to specifying your publications, you can also add **Other Interests** that are not reflected by your publications. Just click on the **Add more interests...** button, and then enter the keyword and move the scrollbar to indicate its importance.

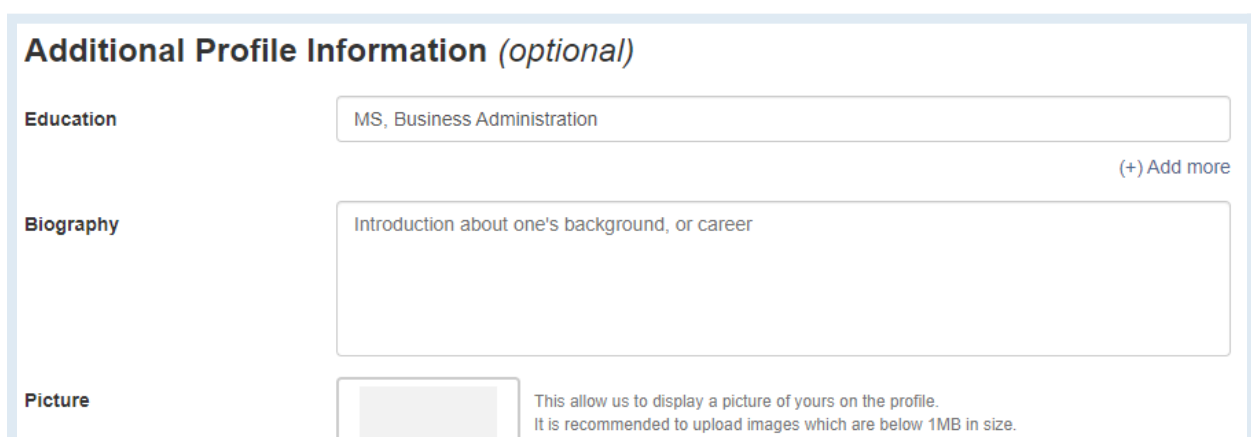


Other Interests: Life Science

Low High

+ Add more interests...

- 6** The **third page** asks about **Extra Info & Profile Options**. You can enrich your profile with more information about your education, biography, contact, your photo, and links to your homepages.



**Additional Profile Information** (optional)

Education: MS, Business Administration (+) Add more

Biography: Introduction about one's background, or career

Picture: This allow us to display a picture of yours on the profile. It is recommended to upload images which are below 1MB in size.

7 Lastly, you can adjust your **Profile Options**-- including profile viewability, what you wish to display on your profile, and-- most importantly-- the frequency (daily, weekly, monthly) of receiving recommendation emails.

**Profile Options**

**Set Profile as Public**   
The profile is private and is only visible to the members of the same institution.

**Display Basic Information**

**Display Research Interest**

**Display Publications**

**Display Colleagues**

**Display Co-Authors**

**Display Also Viewed Profiles**

**Display Recommendations**

**Receive Recommendation Emails**

8 Now your GrantForward Researcher Profile is complete! The system will take a few minutes to complete building your profile.

**Profile submission completed successfully!**

You have created profile for researcher Kevin Chang in your institution. Later on he/she can claim this profile and use it to explore GrantForward's funding options.

The rebuilding process will take a while, depending on whether you have updated interest information or not. In the mean time you can try:

- [Build a profile for another researcher](#)
- [Search for funding opportunities](#)

**Building profile for Kevin Chang**

The process can take anywhere from 5 to 20 minutes and continue even if you leave this page

9 When the processing is completed, you can view it by clicking on the **Researchers** tab and choosing **My Profile**. If you wish to edit your profile, you can choose **Edit My Profile**.

# Getting to Know Your Profile

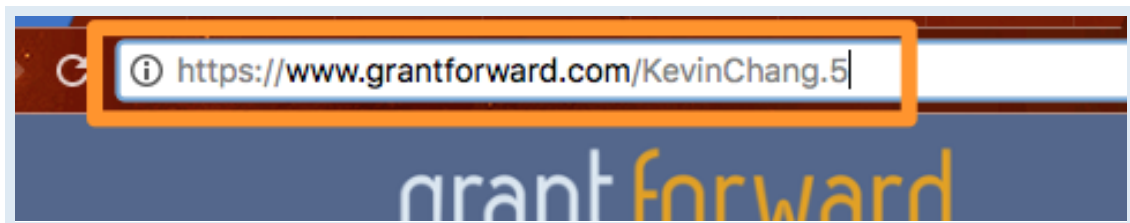
Now that you have a Researcher Profile, you can explore your profile. To start using your profile:

- 1 Go to the **My Profile** page under the **Researchers** tab. Here you can view your profile and get to know its various components.

The screenshot displays a researcher profile for Kevin Chang. The profile includes a header with a photo and contact details, followed by a 'Basic and Contact Info' section. Below this is the 'Research Interests' section, which features a cloud of keywords and a timeline of interests from 1997 to 2017. The 'Publications' section lists 106 publications, with a table showing 10 publications in 2017 and 6 in 2016. The right sidebar contains a search bar, a list of colleagues, and recommended grants.

- 2 Take a look at your **Research Interests** Cloud and Timeline. You can embed it on any website of your choosing by clicking on the **Embed** button above it to get the HTML code.

- 3 You can use your researcher profile as your research homepage that integrates all your essential information and research. Look at the browser address bar for the URL to share:



# Receiving Grant Recommendations

With a Researcher Profile created, you can receive grant recommendations based on your research interests, on GrantForward, or via emails. To view your recommended grants and set up email notifications:

- 1 Go to the **Recommendations** page under the **Grants** tab, which lists the recommended grants for you based on your research interests keywords.
- 2 You can add filters to further tailor the recommendations: e.g., if you are a researcher, you may want to exclude some student-oriented grants.
- 3 You can set the frequency of grant recommendation emails (upper right).
- 4 You will receive emails with recommendations, where each grant will have your interest keywords highlighted.

The screenshot shows the user profile for Kevin Chang, a Professor at the Department of Computer Science. It displays the 'Recommendation Email Frequency' set to 'Monthly'. Below this, it lists the user's profile information, including their publication website and keywords. A section titled 'Research Interest Keywords from Your Profile' shows categories like Social Media, Big Data, and Community Detection. The main area displays 'Recommended Grants' with a 'Filters' sidebar on the left and a list of grants on the right. One grant, 'C-STARS Life and Medical Sciences Database Research Participant', is highlighted with 'Keyword Highlights' in orange. Another grant, 'Harnessing Big Data to Halt HIV (R01)', is also visible.

The screenshot shows an email titled 'Grant Recommendations from GrantForward' addressed to Kevin Chang. The email body includes a thank you message and a list of new recommendations. One recommendation is 'Designing Materials to Revolutionize and Engineer our Future' from the National Science Foundation, with a deadline of January 17, 2017. The email highlights keywords like 'Big Data', 'data mining', and 'data infrastructure' in orange.

GrantForward Tutorial:  
For Researchers  
How Can I Tailor  
My Grant  
Recommendations?

After creating a Researcher Profile, you can make sure that the grant recommendations you are receiving are matching your research needs by tailoring your recommendation settings. You can edit your research interests and add filters to find the grants recommended to you will further match your research needs.

For more guidance, you can view detailed instructions--  
**Tutorial: How Can I Tailor My Grant Recommendations?**

# Exploring Your Personalized Homepage

GrantForward provides a personalized homepage to help you quickly see institution updates, personal updates, user groups as well as view GrantForward database updates and connect with potential researchers.

**1** The Personalized Dashboard will keep your information up to date.

- **Institution Updates** tab shows notifications of what administrators performed such as changing your unit or permission, adding you to a group, or sharing a search template, a curated grant list, or a newsletter with you. You can also view those lists in this tab.

The screenshot shows the 'Institution Updates' tab selected. On the left is a sidebar with navigation options: Activity Feeds, Curated Search Templates, Curated Grant Lists, and Newsletters. The main content area displays a list of updates:

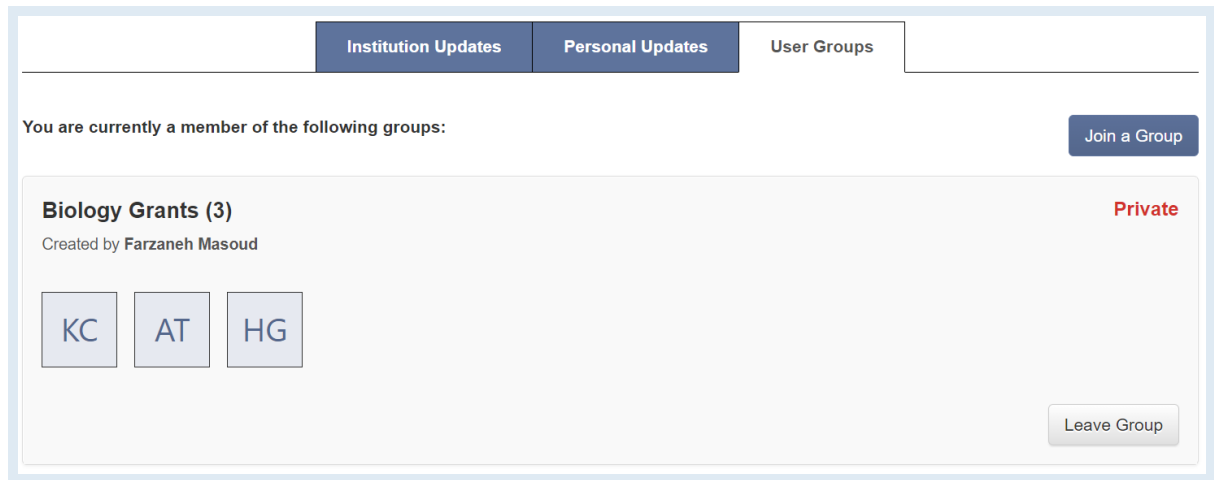
- Lucy N has added you to the group [Middle Age Crisis Scientists](#). Mar 30, 2023
- Serena V has published a Newsletter: [Weekly Funding Newsletter for Lynn](#). Mar 15, 2023
- Lucy N has published a Newsletter: [Early Career Investigator Submissions \(Weekly\)](#). Mar 5, 2023
- Lucy N has shared a Curated Grant List with your institution: [Marketing Strategy](#). Mar 5, 2023
- Lucy N has shared a Curated Search Template with your institution: [Marketing Strategy Grant Search](#). Mar 5, 2023

- **Personal Updates** tab displays the latest grant recommendations matching your research interests, updates from your favorite grant list, and new grants added to your saved searches.

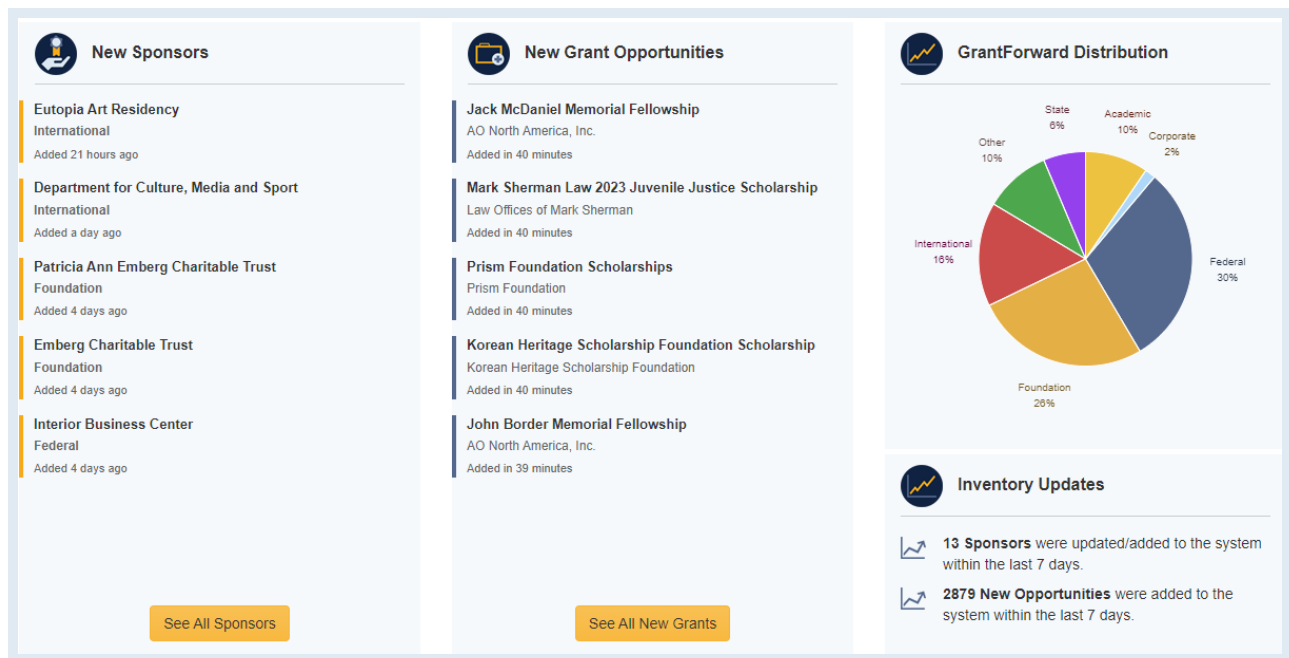
The screenshot shows the 'Personal Updates' tab selected. On the left is a sidebar with navigation options: New Recommended Grants, Favorite Grants, and Saved Searches Updates. The main content area displays 'Latest Recommendations' with a table of grants:

Grant	Deadline	Amount	Action
<b>Notice of Special Interest (NOSI): Administrative Supplements for COVID-19 Impacted NIMH Research</b> National Institute of Mental Health	Jun 01, 2023	See Detail	<a href="#">X</a> <a href="#">☆</a> <a href="#">📄</a>
<b>C4ISR, Information Operations, Cyberspace Operations and Information Technology System Research - Science, Technology, Engineering and Mathematics Research</b> U.S. Department of Defense United States Navy 1 more sponsor	Jun 03, 2021	See Detail	<a href="#">X</a> <a href="#">☆</a> <a href="#">📄</a>
<b>Covid-19 scientific research Program</b> European Synchrotron Radiation Facility	Continuous	See Detail	<a href="#">X</a> <a href="#">☆</a> <a href="#">📄</a>
<b>Strategic Grantmaking</b> ECMC Foundation	Continuous	See Detail	<a href="#">X</a> <a href="#">☆</a> <a href="#">📄</a>

- **Users Groups** tab shows all groups that you joined or were added by other administrators. You can also proactively join other groups you are interested in or leave any current groups.



- 2 GrantForward Database Updates allows you to view new sponsors, grant opportunities as well as the distribution of grants from different sponsor types, and the number of newly added sponsors and grants.



- 3 GrantForward displays researchers within your institution and across all institutions so that you can find potential researchers for collaborations. You can also check the status of your profile-creating process and take a survey to give feedback on how we can improve our service.