



Researcher Welcome Guide

Welcome to GrantForward!

We will help you through the basics of using GrantForward by going over making accounts, searching for funding opportunities, creating researcher profiles, and receiving grant recommendations. Once you learn the basics of GrantForward, you'll be moving your research forward in no time.

In this Welcome Guide, you will learn:

- ▶ Creating an Account
- ▶ Trying a Keyword Search
- ▶ Viewing Search Results
- ▶ Adding Search Filters
- ▶ Exporting/Favoriting Grants
- ▶ Saving Your Search for Grant Alerts
- ▶ Creating Your Researcher Profile
- ▶ Getting to Know Your Profile
- ▶ Receiving Grant Recommendations

Creating an Account

In order to use all of the features of 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 the GrantForward homepage.
- 2 On the **Create an Account** page, if you will use GrantForward through your institution’s subscription, select **Institutional Account** and enter your institution email. Otherwise, select **Individual Account** and use your personal email. Enter a password for your account.

Create an Account on GrantForward

Researcher can choose between Institutional Account and Individual Account. [\(learn more\)](#)

 **Institutional Account**

 Individual Account

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.

Email *

Name

First Name

Last Name

Password

Confirm Password

Institution Name

Please enter your email

By clicking on "Create My Account", you acknowledge that you have read and agree to the [Terms of Use](#)

Create my Account

- 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.

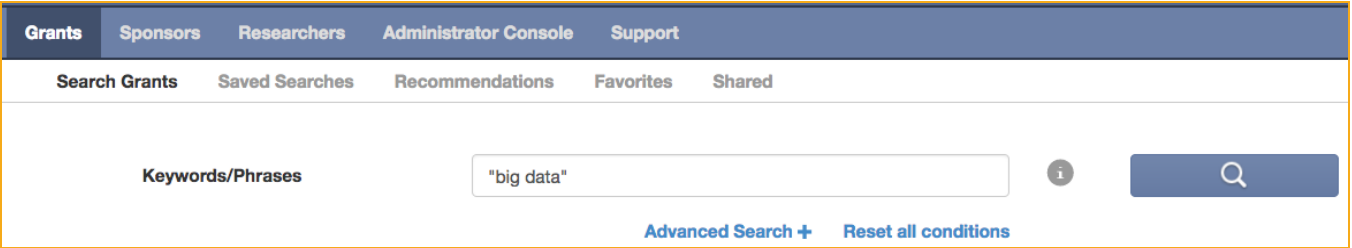


For more guidance, you can view a step by step demo--
QuickTip: Creating an Account

Trying a Keyword Search

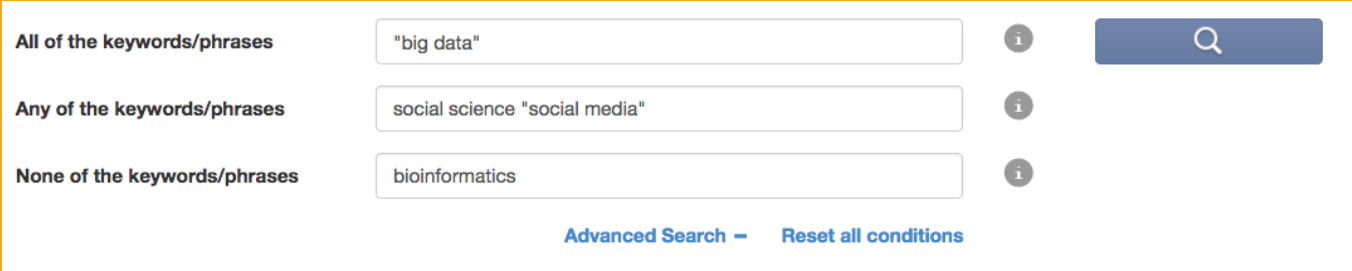
Next, you will try out how to search on GrantForward by keywords to find grant opportunities that match your research topics. Simply follow these steps:

- 1 Under the **Grants** tab, go to **Search Grants**.
- 2 In the **Keywords/Phrases** box, enter any words or phrases (“in quotes”) relevant to your field of research. Press enter, or click on the search button to execute the search.



The screenshot shows the top navigation bar with tabs: Grants, Sponsors, Researchers, Administrator Console, and Support. Below this is a sub-navigation bar with links: Search Grants, Saved Searches, Recommendations, Favorites, and Shared. The main search area has a label 'Keywords/Phrases' and a text input field containing 'big data'. To the right of the input field is an information icon (i) and a search button with a magnifying glass icon. Below the input field are two links: 'Advanced Search +' and 'Reset all conditions'.

- 3 You will see the results quickly pop up for you to sift through. The results, by default, are sorted by **Relevance** to your keywords.
- 4 You can refine your search by selecting **Advanced Search** to enter keywords/phrases in the input fields of **All, Any, or None of the keywords/phrases**, which will require them to match accordingly.



The screenshot shows the 'Advanced Search' interface. It has three input fields with labels: 'All of the keywords/phrases' (containing 'big data'), 'Any of the keywords/phrases' (containing 'social science "social media"'), and 'None of the keywords/phrases' (containing 'bioinformatics'). Each input field has an information icon (i) to its right. To the right of the input fields is a search button with a magnifying glass icon. Below the input fields are two links: 'Advanced Search -' and 'Reset all conditions'.



For more guidance, you can view a step by step demo--
QuickTip: Trying a 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.

Found 67 results in 0.44 seconds

Sort by Relevance

Export

Save search / Alert

Has keywords: + "big data" social science "social media" -bioinform...

With current status: Continuous, Open

« Previous

Next »

12

Innovative Approaches to Studying Cancer Communication in the New Media Environment (R01)

U.S. Department of Health and Human Services

★

- 2
- Browse each result, which lists the deadlines, title, sponsors, excerpt of its description, etc. The matching keywords are highlighted so you can quickly determine if the grant match well what you are looking for.

7

May 2017

Early Stage Development of Technologies in Biomedical Computing, Informatics, and Big Data Science (R01)

U.S. Department of Health and Human Services
Office of Behavioral and Social Sciences Research
13 more sponsors

This Funding Opportunity Announcement (FOA) encourages research projects that focus on early stage research and development of technologies in biomedical computing, informatics, and Big Data science. The FOA is coordinated by the NIH Big Data Initiative ...computing, informatics, and Big Data science; development of new...

★

Amount	Deadline(s)	Eligibility	Submission Info
To \$300,000			

- 3
- Click on the title of a grant to go to the **grant detail page** with more information. From here, you can also visit the **Opportunity Source** where the grant was found.

Early Stage Development of Technologies in Biomedical Computing, Informatics, and Big Data Science (R01)

This opportunity was added on March 26, 2014 and was last modified on February 09, 2017.

Export Favorite Share new!

Description

This Funding Opportunity Announcement (FOA) encourages research projects that focus on early stage research

→ Application URL

→ Opportunity Source

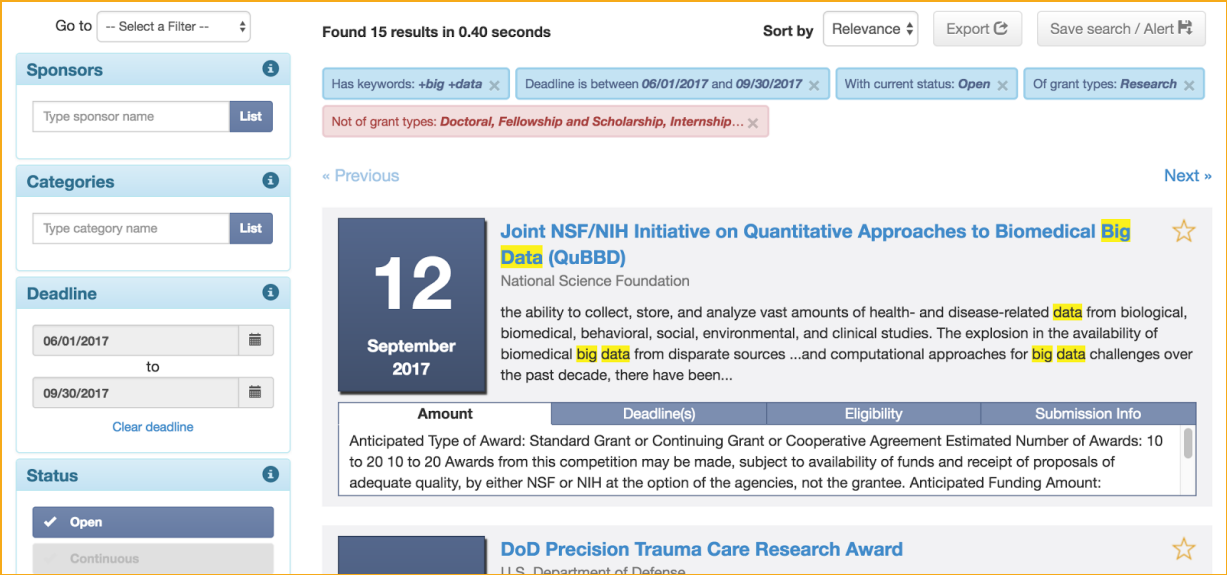
Researchers matching this opportunity

Habing Thomas

Adding Search Filters

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

- 1 On the **Search Grants** page, you will see filters 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 Type** to exclude certain types that are not applicable to you.
 - To learn more information about each filter, move your mouse cursor over the info icon **i**.
 - As you add 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.
 - As you add filters, the search results will automatically update.



GrantForward CaseStudy
For Researchers

How Can I Search for Grants Using Advanced Search Filters?

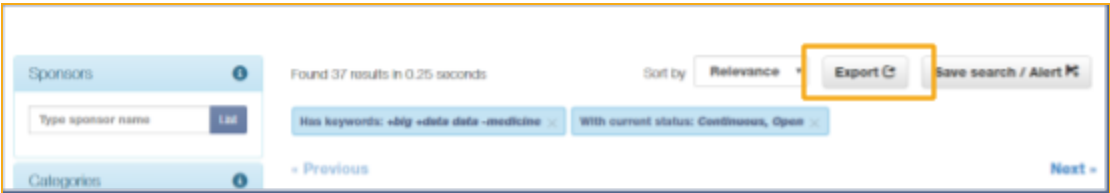
You can refine your search results beyond topical relevance, by adding advanced search filters (either on top of keywords or not).

For more guidance, you can view detailed instructions--
[CaseStudy: How Can I Search for Grants Using Advanced Search Filters?](#)

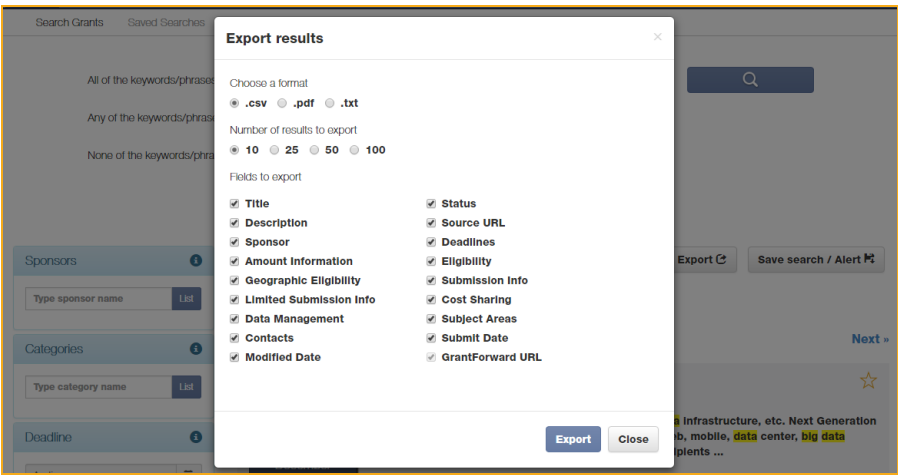
Exporting/Favoriting Grants

For future reference, sharing, or keeping track of your selected grants, you can export or favorite them.

- 1 To **export search results**, click on the **Export** button. To **export an individual grant**, visit its detail page, and click **Export** at the top.



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



- 2 You can **favorite a grant** for quick access. Just click on the ☆ button. You can view all favorited grants at **Favorites** under the **Grants** tab.



For more guidance, you can view a step by step demo--
[**QuickTip: Exporting Grants**](#)



For more guidance, you can view detailed instructions--
[**CaseStudy: What Can I Do with Exported Grants?**](#)

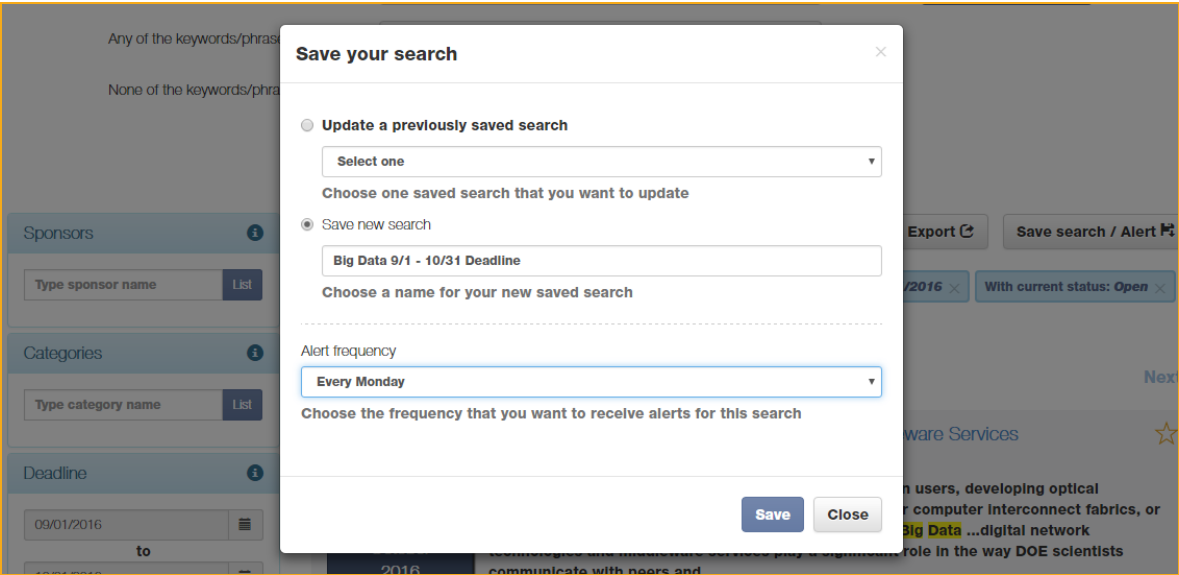
Saving Your Search for Grant Alerts

After setting up a search that finds grants you like, you can save it to come back to it later and get email alerts of new funding opportunities that become available in future-- so that you can monitor new grants. To save your search:

- 1 Click on the **Save search/Alert** button above the search results.



- 2 In the pop-up dialog box, check if you want to either update a previously saved search, or create one. Set the frequency (monthly, weekly, or daily) for receiving alerts of new matching grants.



- 3 To view and edit your saved searches, you can find them at **Saved Searches** under the **Grants** tab.

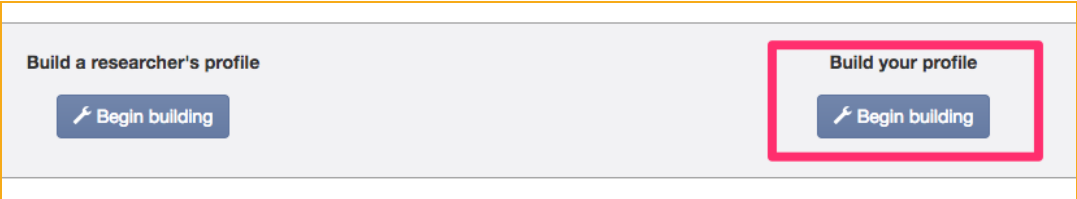


For more guidance, you can view a step by step demo--
QuickTip: Saving Your Search

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 tailor to your research interests.

- 1 Under the **Researchers** tab, click on **Create Profiles**.
- 2 Select the **Begin building** button under **Build your profile**.

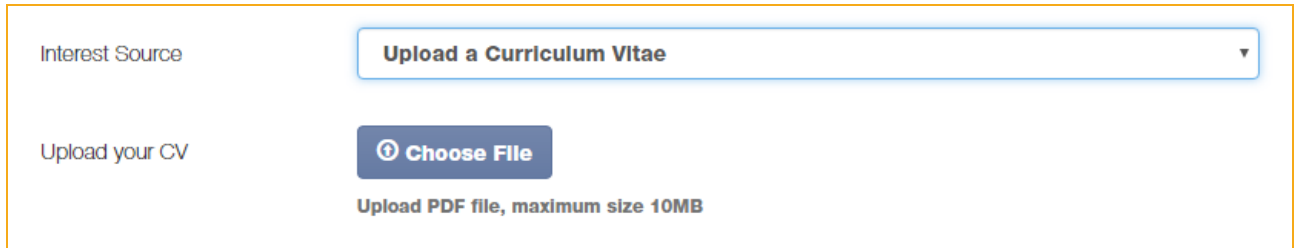


- 3 **The first page** asks about your **Basic Information**.

- 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 web page, enter the URL into the **Publication Page** box.

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

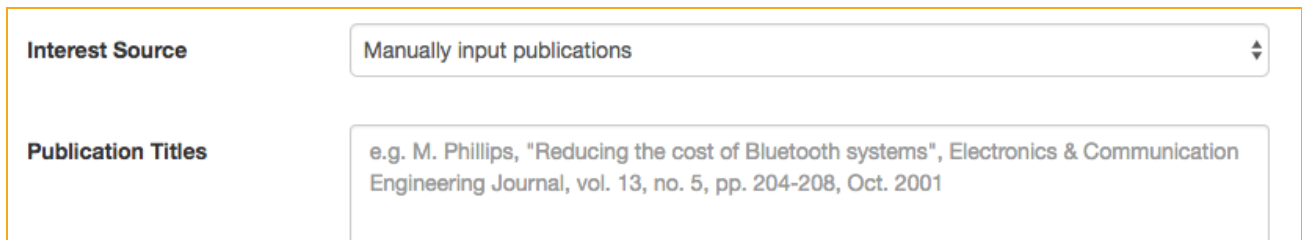


Interest Source: **Upload a Curriculum Vitae**

Upload your CV: **Choose File**

Upload PDF file, maximum size 10MB

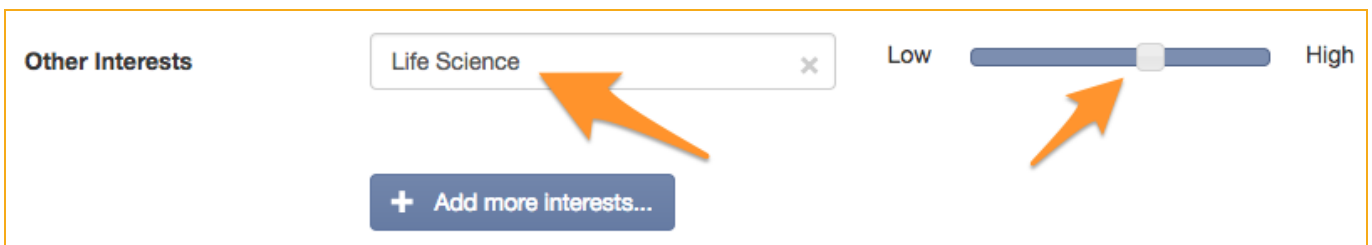
- Or, you can manually copy-and-paste your publication citation text.



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 as **Interest Source**, you can also add **Other Interests** that are not reflected by your publications. Just click on **Add more interests**, and then enter the keywords and move the scrollbar to indicate its importance.

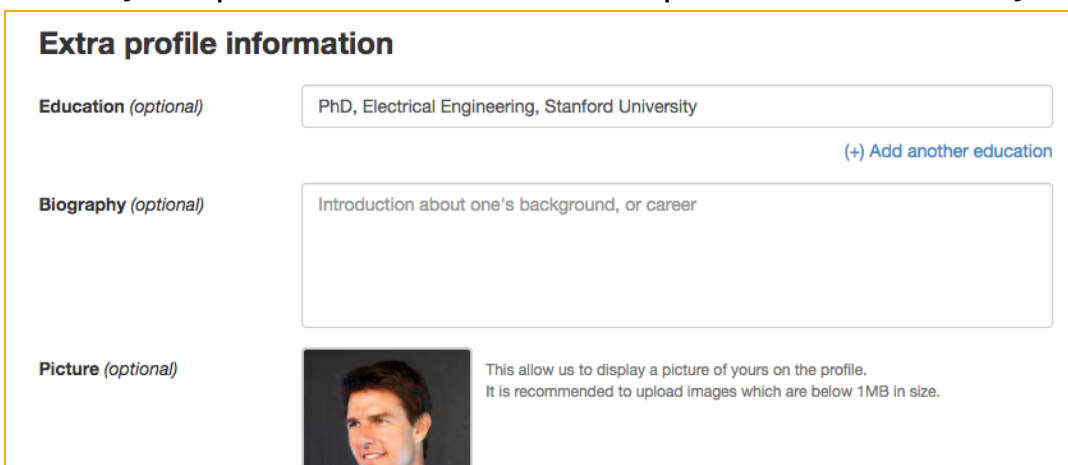


Other Interests: Life Science

Low High

+ Add more interests...

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



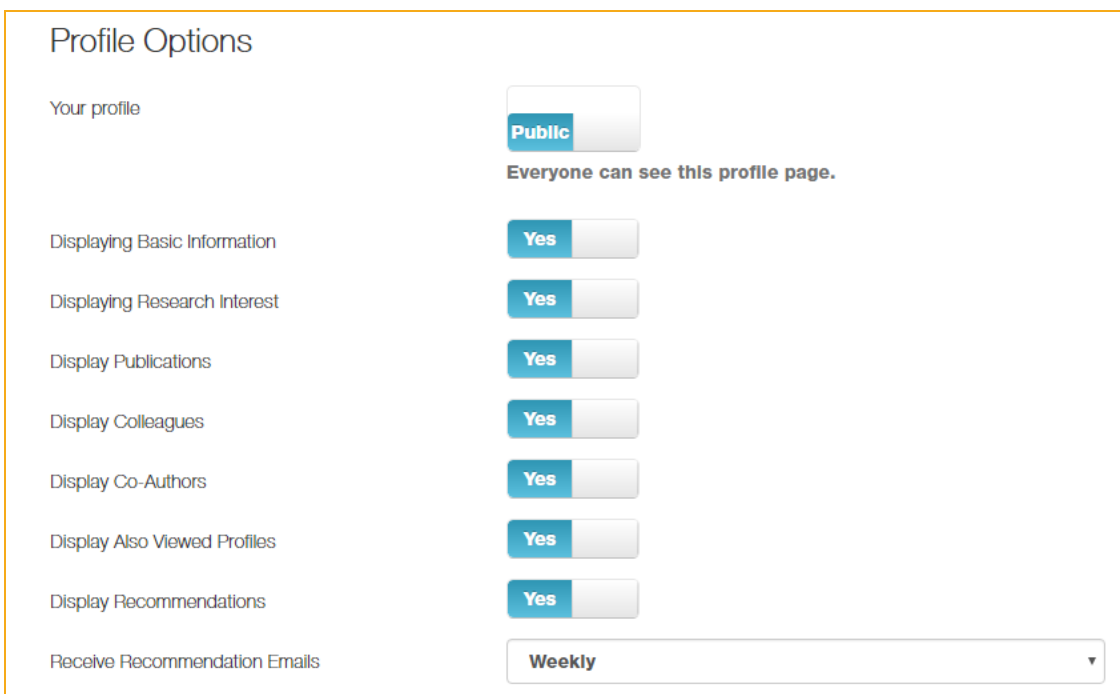
Extra profile information

Education (optional): PhD, Electrical Engineering, Stanford University [\(+ Add another education\)](#)

Biography (optional): Introduction about one's background, or career

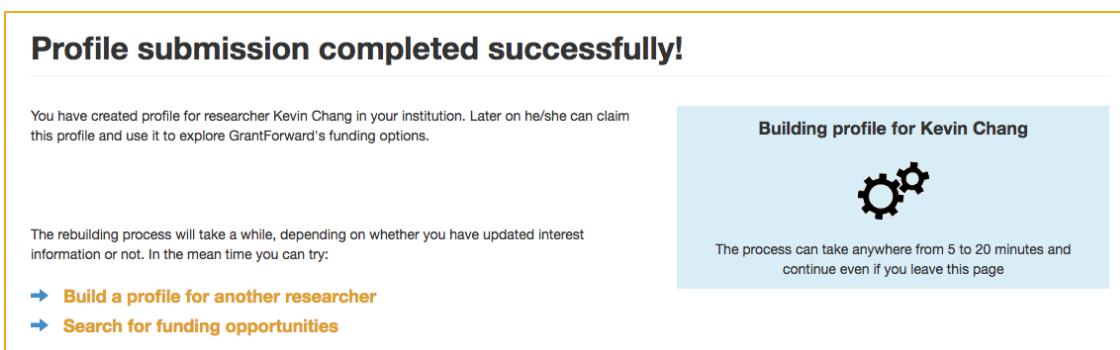
Picture (optional):  This allow us to display a picture of yours on the profile. It is recommended to upload images which are below 1MB in size.

- 7 Lastly, you can adjust your **Profile Options**: Privacy setting, what you wish to display on your profile, and-- most importantly-- the frequency (e.g., weekly) of receiving grant recommendations.



The screenshot shows the 'Profile Options' form. It includes a 'Your profile' section with a 'Public' toggle and the text 'Everyone can see this profile page.' Below this are seven toggle switches, all set to 'Yes': 'Displaying Basic Information', 'Displaying Research Interest', 'Display Publications', 'Display Colleagues', 'Display Co-Authors', 'Display Also Viewed Profiles', and 'Display Recommendations'. At the bottom, there is a dropdown menu for 'Receive Recommendation Emails' set to 'Weekly'.

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



The screenshot shows a confirmation message: 'Profile submission completed successfully!'. It states: '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.' Below this, it says: 'The rebuilding process will take a while, depending on whether you have updated interest information or not. In the mean time you can try:'. There are two links: 'Build a profile for another researcher' and 'Search for funding opportunities'. On the right, there is a box titled 'Building profile for Kevin Chang' with a gear icon and the text: '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 choose **My Profile**. If you wish to edit your profile, you can choose **Edit My Profile**.

GrantForwardCaseStudy:
For Researchers
How Can I Create a
Good Researcher
Profile?

Your researcher profile is important. It captures your research interests, which then determine what grants will be recommended to you. It also presents information about your research, so your colleagues and other researchers can find you to collaborate.

For more guidance, you can view detailed instructions--
CaseStudy: How Can I Create a Good Researcher 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 **My Profile** under the **Researchers** tab. Here you can view your profile and get to know its various components.



Title Professor

Department Department of Computer Science

Institution University of Illinois Urbana-Champaign

Email kcochang@illinois.edu

Basic and Contact Info

Educations

- PhD, Electrical Engineering, Stanford University

Research interests

[Social Media](#)
[Big Data](#)
[Community Detection](#)

[View all research interests](#)

Biography

Not mentioned yet

Homepage

<https://scholar.google.com/citations?user=nqktbPocAAAA&hl=en&oi=ao>

Contact information

2134 Siebel Center 201 N. Goodwin Avenue Urbana, IL 61801-2302

Research

[Embedded </>](#)
[Cloud](#)
[List](#)

Research Interest Cloud



Timeline

View interests by Year



Publications

List of Publications (106)

Year	Publication
2017	In 2017
2016	10 From Community Detection to Community Profiling, H. Cai, V. W. Zheng, F. Zhu, K. G.-G. Chao, and Z. Huang. <i>PVLDB</i> .

Search Profiles

Search by name or institution

Colleagues

[Stafford Hood](#)
 University of Illinois Urbana-Champaign

[Andrew Haglund](#)
 University of Illinois Urbana-Champaign

[Jim hahn](#)
 University of Illinois Urbana-Champaign

[View all colleagues](#)

Co-authors

Unfortunately none of your co-authors have created profiles on GrandForward or have made their profiles public.
 Click here to invite them to join

People also viewed

[Francine Scott](#)
 Berry College

[Uxin Li](#)
 Georgia Southern University

[Aaron Martin](#)
 LSU Health Sciences Center New Orleans

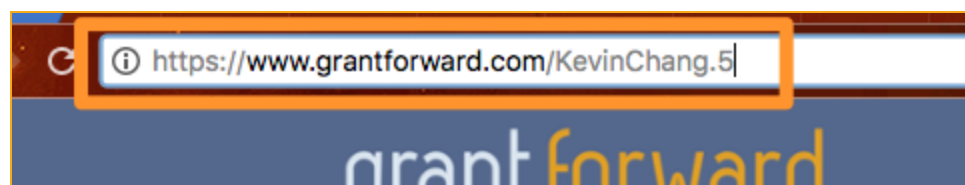
Recommended Grants

C-STAR5 Life and Medical Sciences Database Research Participant
 Oak Ridge National Laboratory (ORNL) database technologies and associated "big data" processing techniques; (2) acquire a broad understanding of the methods and theory behind high-performance, high-volume-database systems in general, and in particular as they relate to medical and life sciences ...

Social Media in Education Scholarship
 Office of Student Financial Aid
 Iowa State University
 Research Do some research into how social media is being used in the classroom. Write In less than 400 words tell us the top five tips for students to stay safe online. Submit Paste or write your article in the form, and fill out all the fields listed below ...

Health Communication Science Fellowship

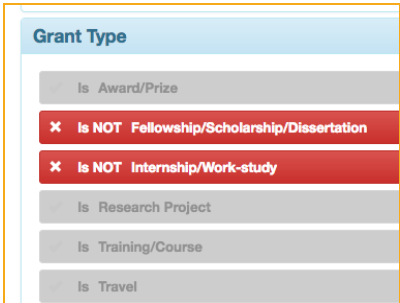
- Take a look at your **Research Interests** Cloud and Timeline. You can embed it on any website of your choosing by clicking on the **Embed** button above it to get the HTML code.
- You can use your researcher profile as your research homepage that integrates all your essential information and research. Look at the browser address bar for the URL to share:



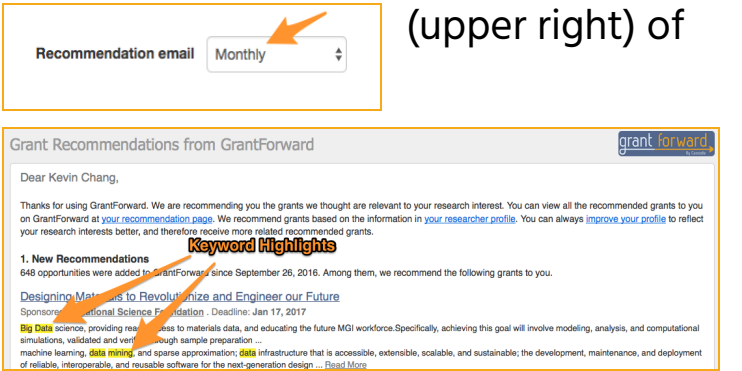
Receiving Grant Recommendations

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

- 1 Go to **Recommendations** under the **Grants** tab, which lists the grants recommended to 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 grant recommendation emails. You will receive emails with recommendations, where each grant will have your interest keywords highlighted.



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