



Administrator Welcome Guide

Welcome to GrantForward!

You will go through accommodating guidelines on how to have your members get the most out of GrantForward. You can also assist them better in the award-seeking process as well as promote the research activities at your institution by taking advantage of our administrative features.

In this Administrator Guide, we will cover:

- ▶ Deploy GrantForward
- ▶ Admin Dashboard
- ▶ User Management
- ▶ Profile Management
- ▶ Grant Delivery
- ▶ Annotation
- ▶ Newsletters
- ▶ Internal Grant
- ▶ Usage Report
- ▶ Integration
- ▶ Grant Portals
- ▶ Auto Account/Profile Creation Service

Deploy GrantForward

To get the most out of GrantForward, you want to make sure people within your institution know about it. We've provided a few ways to help you deploy GrantForward.

Link to GrantForward

Link to GrantForward from your Grant Office page (and, then, Library Resources page), to ensure that your members will find GrantForward when they are thinking about and looking for grants.

Embed Search Widget

Embedding the search widget box in your institution's website allows your members to search for grants at GrantForward right from your webpage.

Announce GrantForward

The email template includes summary information about GrantForward, how to log in, and a Welcome Guide for new users to learn about all the features of GrantForward.

Auto Sign-up/Auto Profile

AS/AP service creates accounts and researcher profiles for users and they will receive grant recommendations tailored to their research interests automatically.

Single Sign-On Integration

The Single Sign-On service via SAML authentication allows your members to log in to GrantForward using their institution accounts without having to create separate usernames/passwords on our site.



For more information and guidance on how to deploy GrantForward, you can view a step-by-step UseCase for further clarity on our support page:

► [Deploy GrantForward](#)

Admin Dashboard

In addition to your personal homepage, you will have an admin homepage showing the overview of the search usage at your institution and records of other admin activities. Therefore, you will have an overall look at how active all users are using GrantForward and take action to increase the utilization of our system. You can go to the **Admin Dashboard** page under the **Administrator Console** tab.

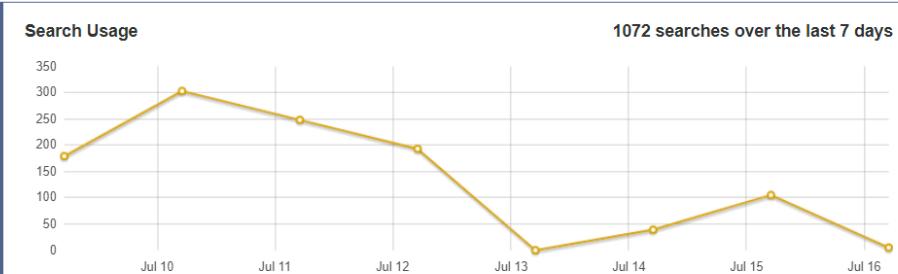
Administrator Dashboard

Institution Settings

Region: United States

Regional Settings affects Search Interfaces and various default search settings on the system.

Search Usage 1072 searches over the last 7 days



Date	Searches
Jul 10	300
Jul 11	250
Jul 12	200
Jul 13	20
Jul 14	40
Jul 15	100
Jul 16	20

Grant Viewership 144 grants viewed over the last 7 days



Date	Viewership
Jul 10	40
Jul 11	10
Jul 12	15
Jul 13	5
Jul 14	20
Jul 15	15
Jul 16	5

↓ Perform Admin Tasks

Recent Admin Activities

Felix Le has composed a Newsletter: UNIVERSITY OF NEBRASKA AT OMAHA GRANT NEWSLETTER [%full_date%](#). 16 hours ago

Serena Vu has changed your Institution Region to United States Jul 4, 2024

Serena Vu has created a new Curated Grant List: UNR LSO. Jul 1, 2024

Serena Vu has created a new Curated Grant List: UNR Early. Jul 1, 2024

Serena Vu has created a new Curated Grant List: UNR BEMSA. Jul 1, 2024

[View more activities](#)

User Management

You can manage your users in three categories including **Individual**, **Unit**, and **Group** to optimize communications and outreach in research activities and facilitate the delivery of grants and newsletters through systematic user management. Go to the **User Management** page under the **Administrator Console** tab.

Manage Users

- 1 When choosing the **Manage Users** tab, you can view all accounts within your institution and search specific users through available filters such as name, email, unit, group, user type, or permission. There are three types of account permission:
 - **Member** permission allows search functionality along with profile creation and all of the basic features of GrantForward.
 - **Editor** permission allows member status along with the capability to edit and annotate grants as well as perform grant delivery.
 - **Administrator** permission enables you to have member and editor statuses with additional abilities on the Admin Console page.

User Management

Manage Users Manage Institution Units Manage Custom Groups

Hide Filters Reset Filters + Create New User

First Name Last Name Email
Permission Institution Unit Custom Group

Administrator Editor Member

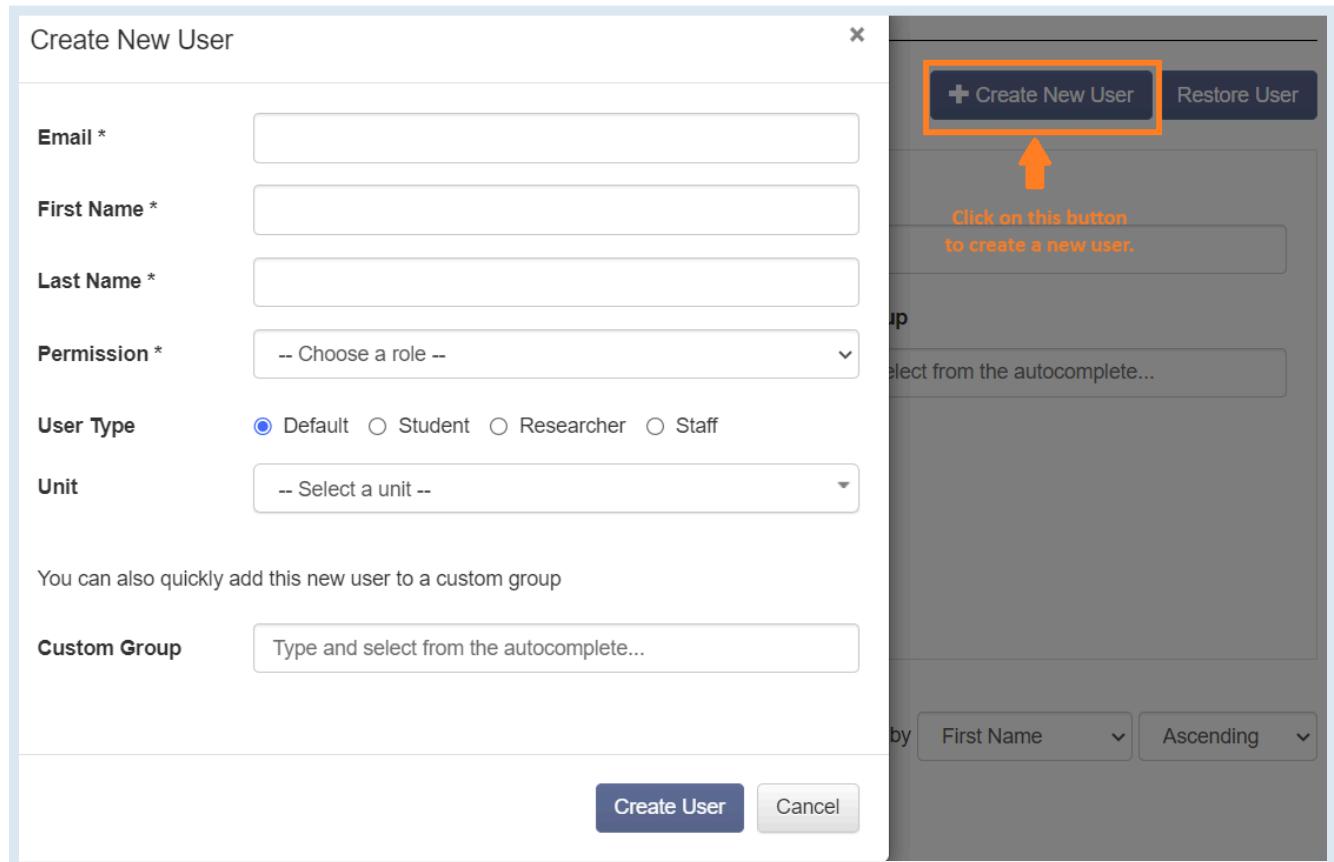
Refresh Result

Show 15 Results per Page Sorted by Permission Descending

Showing 1-15 of 1464 results

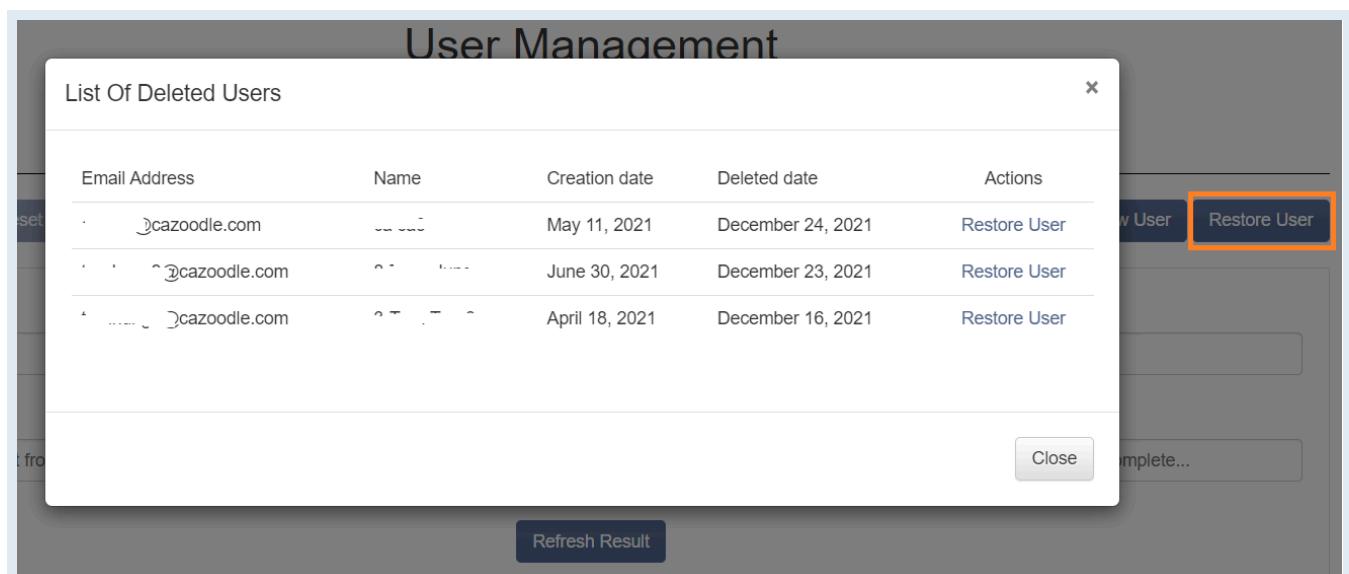
Name	Email Address	Institution Unit	Permission	Signed Up Date	Actions
Taylor Reed	treed9@illinois.edu		Member	June 28, 2012	View Details Perform Admin Actions

2 Click on the **Create New Users** button, set them as **Member**, **Editor**, or **Administrator**, and select a proper unit or some suitable groups for them. After creating, these users will be notified of their account credentials via emails to log in to GrantForward.



The screenshot shows the 'Create New User' modal. It contains fields for Email, First Name, Last Name, Permission (a dropdown menu), User Type (radio buttons for Default, Student, Researcher, Staff, with Default selected), and Unit (a dropdown menu). Below these fields is a note: 'You can also quickly add this new user to a custom group' followed by a 'Custom Group' input field and a 'Type and select from the autocomplete...' placeholder. At the bottom are 'Create User' and 'Cancel' buttons. A callout box with an orange arrow points to the 'Create New User' button at the top right of the modal.

3 You can also restore those members who are removed by mistake. Just click on the **Restore User** button and choose a user. The data of those accounts will remain intact after being restored.



The screenshot shows the 'User Management' modal with a title 'User Management' and a sub-section 'List Of Deleted Users'. It displays a table with columns: Email Address, Name, Creation date, Deleted date, and Actions. The table has three rows of data. At the bottom right of the modal is a 'Close' button. A callout box with an orange arrow points to the 'Restore User' button in the 'Actions' column of the third table row.

Email Address	Name	Creation date	Deleted date	Actions
...@cazoodle.com	...	May 11, 2021	December 24, 2021	Restore User
...@cazoodle.com	...	June 30, 2021	December 23, 2021	Restore User
...@cazoodle.com	...	April 18, 2021	December 16, 2021	Restore User

4 Select **Perform Admin Actions** in the corresponding row of a user to edit that user information, change permission, reset the password, or delete a user who is no longer with your institution.

Name	Email Address	Institution Unit	Permission	Signed Up Date	Actions
		College of Veterinary Medicine	Administrator	June 10, 2020	View Details Perform Admin Actions
			Administrator	July 31, 2014	Edit User Information Change Permission Reset Password Delete User
		Cell and Developmental Biology	Administrator	August 06, 2013	View Details Perform Admin Actions
			Administrator	February 10, 2012	Edit User Information Change Permission Reset Password Delete User
			Administrator	February 10, 2012	View Details Perform Admin Actions
		Illinois Researcher Information Service	Administrator	April 03, 2012	View Details Perform Admin Actions
			Administrator	August 29, 2012	View Details Perform Admin Actions
Kevin Chang	kcchang@illinois.edu	Computer Science	Administrator	June 12, 2013	View Details Perform Admin Actions
			Administrator	August 29, 2012	View Details Perform Admin Actions
		Division of Biomedical Sciences	Administrator	August 23, 2012	View Details Perform Admin Actions

5 When clicking on **View Details** of a user, you will view his/her information and usage insights on GrantForward.



Kevin Chang

- kcchang@illinois.edu
- Administrator
- Member of Computer Science
- Joined since June 12, 2013
- Profile at https://www.grantforward.com/KevinChang_13

[Usage Statistic](#) [Grant Delivery Results](#)

Website Usage

Statistic	Last 7 Days	All Time
Searches Made	0	7630
Grant Delivery Viewed	0	0

Number of Saved Searches 22
Daily Email Delivery 2
Weekly Email Delivery 20
Monthly Email Delivery 0

Manage Institution Units

1 When choosing the **Manage Institution Units** tab, you can view the full hierarchy of all units at your institution. Any administrators are able to view any levels of the hierarchy as well as make changes to them.

Administrators can set up their institution units here. Unit members will benefit from every grant delivery which has been set up for that unit.

Note: It might take 30 seconds to 1 minute for the institution structure to reflect fully on other administrative features.

University of Illinois Urbana-Champaign Institution (41)

- Advancement
- Beckman Institute
- Biotechnology Center
- Carl Woese Institute for Genomic Biology
- Carle Illinois College of Medicine (2)
 - Biomedical and Translational Sciences
 - Clinical Sciences

View Options ▾ **Manage Mailing List**

- View to Level 1 Units**
- View to Level 2 Units**
- View Full Hierarchy**

Click on this button to choose which levels of units you want to view.

2 You can add new units or rename (press **Enter** to save changes), delete, move, or merge existing units by clicking on a unit's name. Each member can benefit from the grants delivered to their units by administrators.

Administration (3)

- Administrative Services (1)
 - Financial Management (1)
 - Human Resource
 - Student Services
- Advancement
- Advertising
- Aerospace Engineering

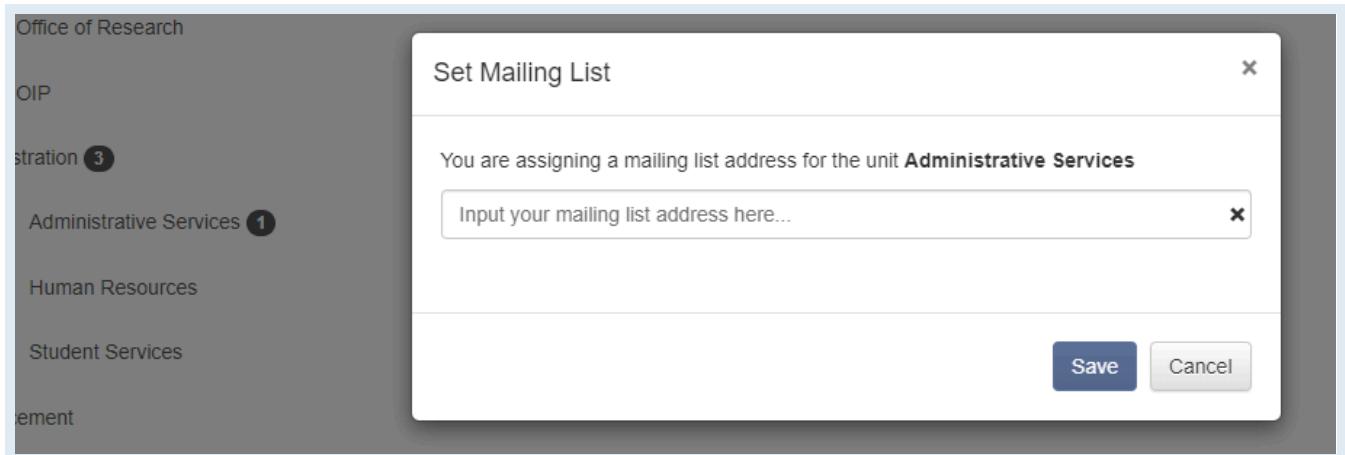
Click on "+" or "-" to display/hide a subunit.

Click on a unit's name to perform more actions.

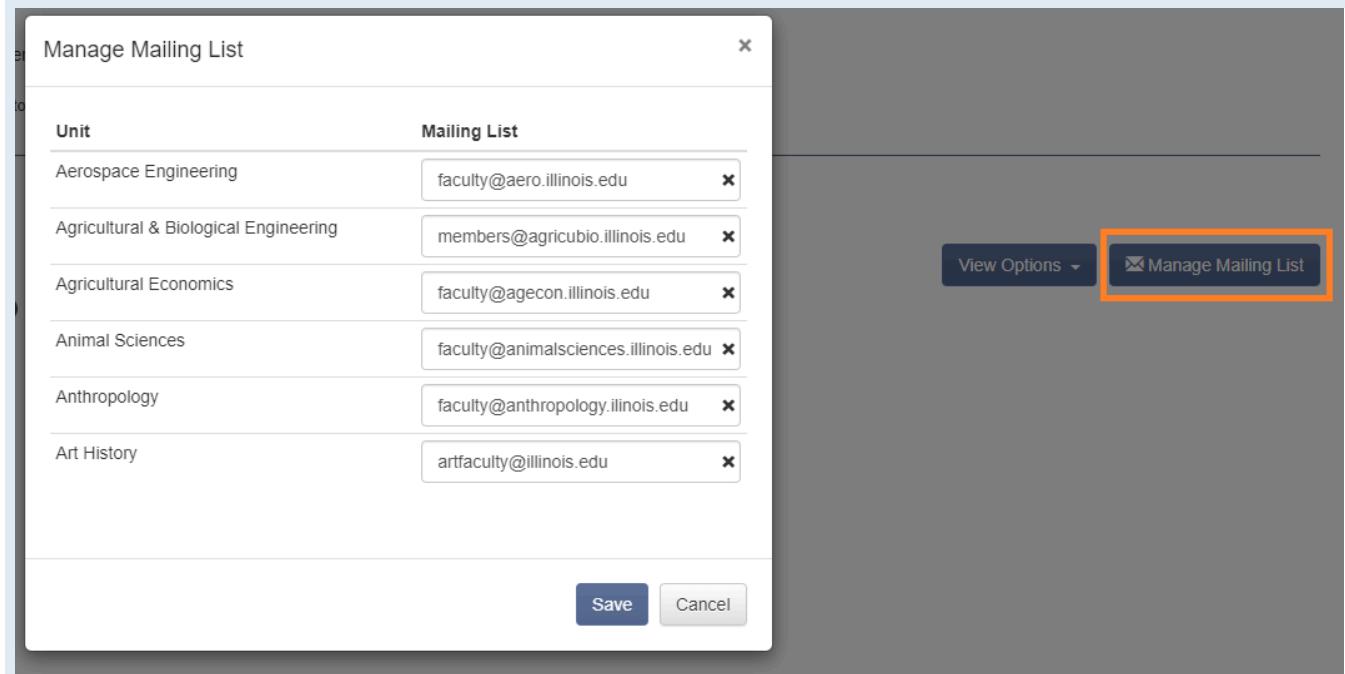
More Actions Menu

- Create New Unit within ...
- Rename Unit
- Move this Unit to ...
- Merge this Unit with ...
- Delete this Unit
- Set Mailing List

3 You can assign a mailing list to an individual unit so that when you share a search template or a newsletter with that unit, all users affiliated with the mailing list will receive them and be able to access disseminated grants, even when they are not GrantForward users.

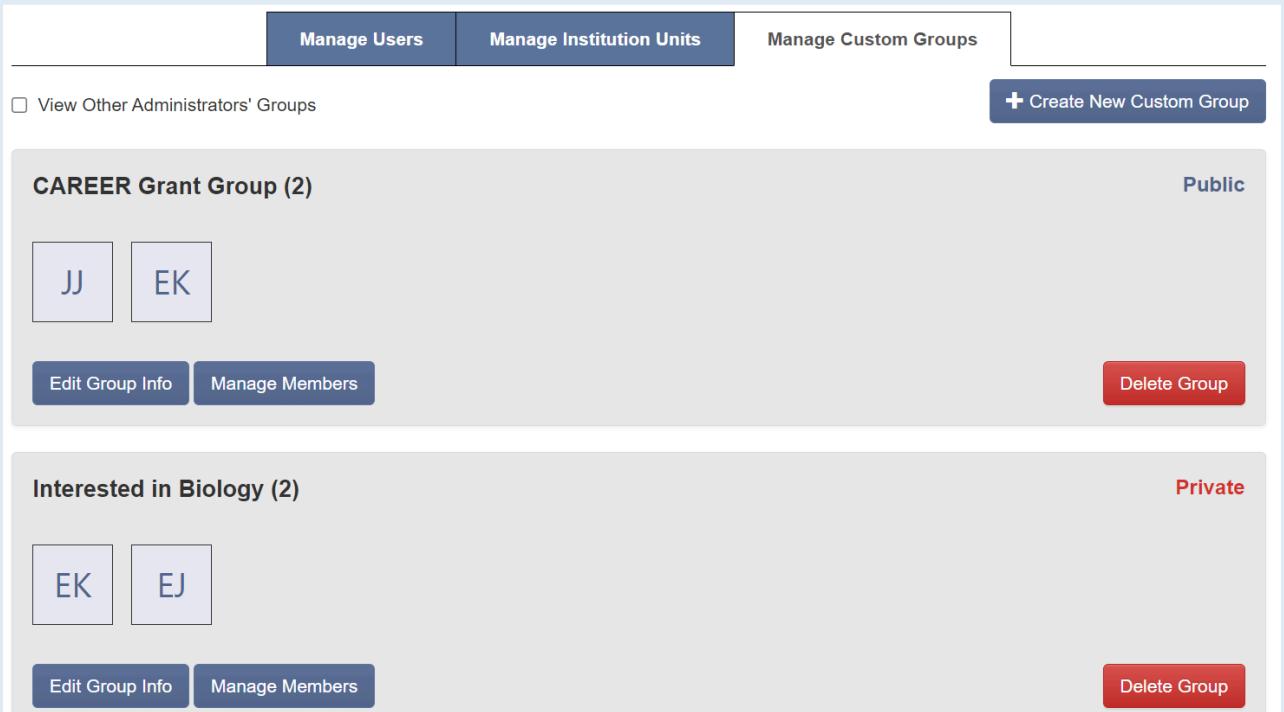


You are also able to manage all the mailing lists created within your institution such as edit or delete any of them.



Manage Custom Groups

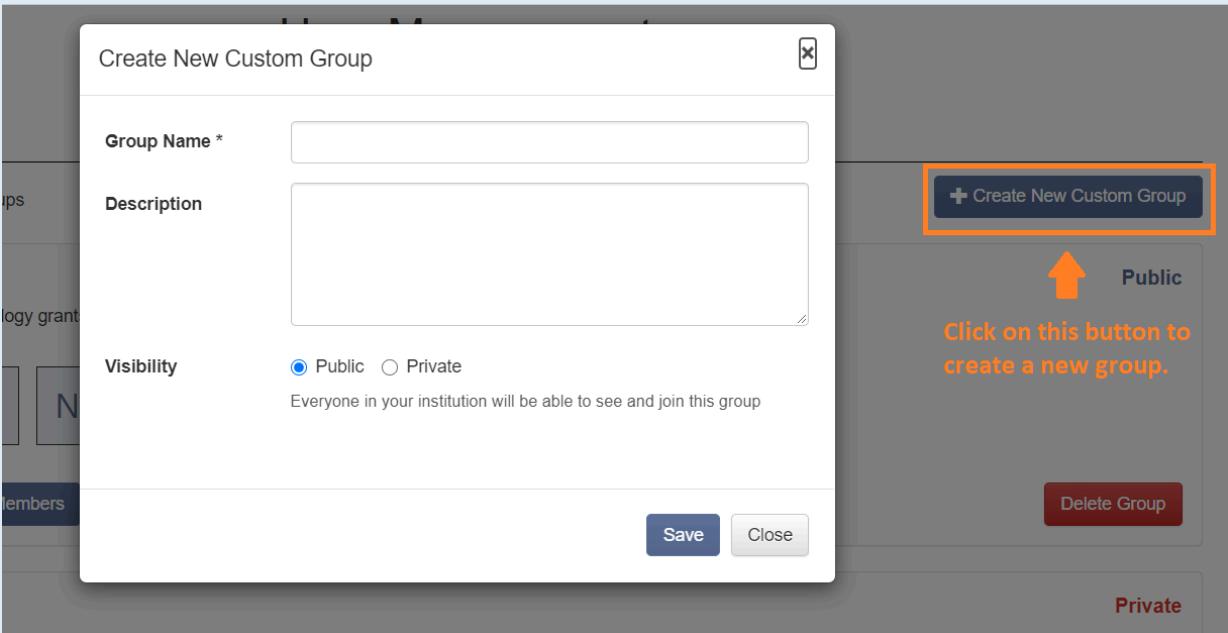
1 When choosing the **Manage Custom Groups** tab, you will view all groups created within your institution with their information.



The screenshot shows the 'Manage Custom Groups' page with two groups listed:

- CAREER Grant Group (2)** - Public: Contains member icons JJ and EK. Buttons: Edit Group Info, Manage Members, Delete Group.
- Interested in Biology (2)** - Private: Contains member icons EK and EJ. Buttons: Edit Group Info, Manage Members, Delete Group.

2 You can create a new group by clicking on the **Create New Custom Group** button and then adding any members you want.



The screenshot shows the 'Create New Custom Group' dialog box with the following fields:

- Group Name *
- Description
- Visibility: Public Private
- Everyone in your institution will be able to see and join this group
- Buttons: Save, Close

An orange arrow points to the 'Create New Custom Group' button on the main page, with the text: 'Click on this button to create a new group.'

3 When clicking on the **Manage Members** button, you will be able to add or remove members in groups. You can also edit that group information or delete it. These actions can be performed not only with your groups but also with groups of other administrators.

Machine Learning Faculty (4)

Group visibility. **Public**

Member list of a group.

Edit Group Info **Manage Members**

Delete Group

Biology Grants (3)

Created by Farzaneh Masoud

Private

Click this button to delete a group.

Click this button to edit group information.

Edit Group Info **Manage Members**

Delete Group

4 Your members can also opt to join your public groups on their own to benefit from any grant information shared with those groups. Their group information will be displayed in the **User Groups** tab on their homepage.

Institution Updates Personal Updates **User Groups**

You are currently a member of the following groups:

Click on this button to join a public group. **Join a Group**

Biology Grants (3)

Created by Farzaneh Masoud

Private

KC AT HG

Click on this button to leave a group. **Leave Group**

Profile Management

You can manage all researcher profiles created within your institution, and view or tailor the grant recommendations of any profiles by going to the **Profile Management** page under the **Administrator Console** tab.

You can quickly search for a specific profile through available filters including name and email.

Profile Management

[Hide Filters](#) [Reset Filters](#)

First Name	Last Name	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>

[Refresh Result](#)

Select **Perform Admin Actions** in the corresponding row of a user to edit the profile information, view/tailor the profile recommendation, or delete the profile.

Name	Email	Permission	Created By	Published	Claimed	Actions
Asita Khan	asita.khan2@illinois.edu	Public	asita.khan2@illinois.edu	✓		View Details Perform Admin Actions
Aswin Chidambaram	aswin.chidambaram@illinois.edu	Public	aswin.chidambaram@illinois.edu	✓	✓	Edit Profile Information Perform Admin Actions
Aaron Lujan	aaron.lujan@illinois.edu	Public	aaron.lujan@illinois.edu	✓	✓	Edit Profile Recommendation Perform Admin Actions
Abhishek Dutta	abhishek.dutta@illinois.edu	Public	abhishek.dutta@illinois.edu	✓	✓	Delete Profile Perform Admin Actions

When you click on **View Details**, it will direct you to the profile detail page of the user, and you can also edit the profile information directly.

Search Researchers [My Profile](#) [Create Profiles](#) [Edit My Profile](#)

Kevin Chang



Title	Professor
Department	Computer Science
Institution	University of Illinois Urbana-Champaign
Email	kcchang@illinois.edu

Education

- PhD, Electrical Engineering, Stanford University

Research Interests

[Large Language Models](#), [Large Language Model](#) [Co Chairs](#) [Data Science](#)

[View all research interests](#)

Click here to edit the profile information 

Search Profiles

Search by name or email [Search](#)

Colleagues

 Stafford Hood University of Illinois Urbana-Champaign
 Andrew Haglund University of Illinois Urbana-Champaign
 Jim Hahn University of Illinois Urbana-Champaign

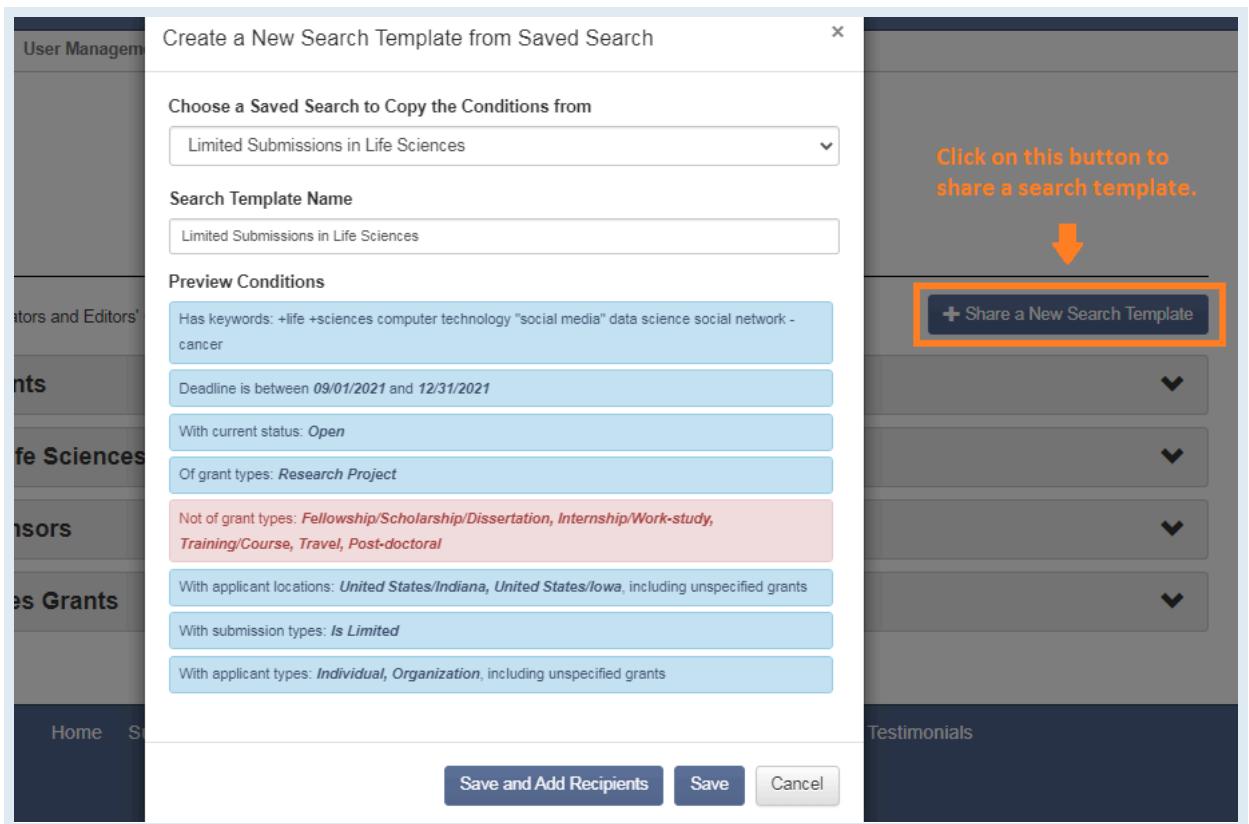
[View All Colleagues](#)

Grant Delivery

You will be able to share search templates or grant lists in specific research areas with suitable members. Taking advantage of the grant delivery features will help your faculty save time in seeking matching grants. You can select the **Grant Delivery** page under the **Administrator Console** tab.

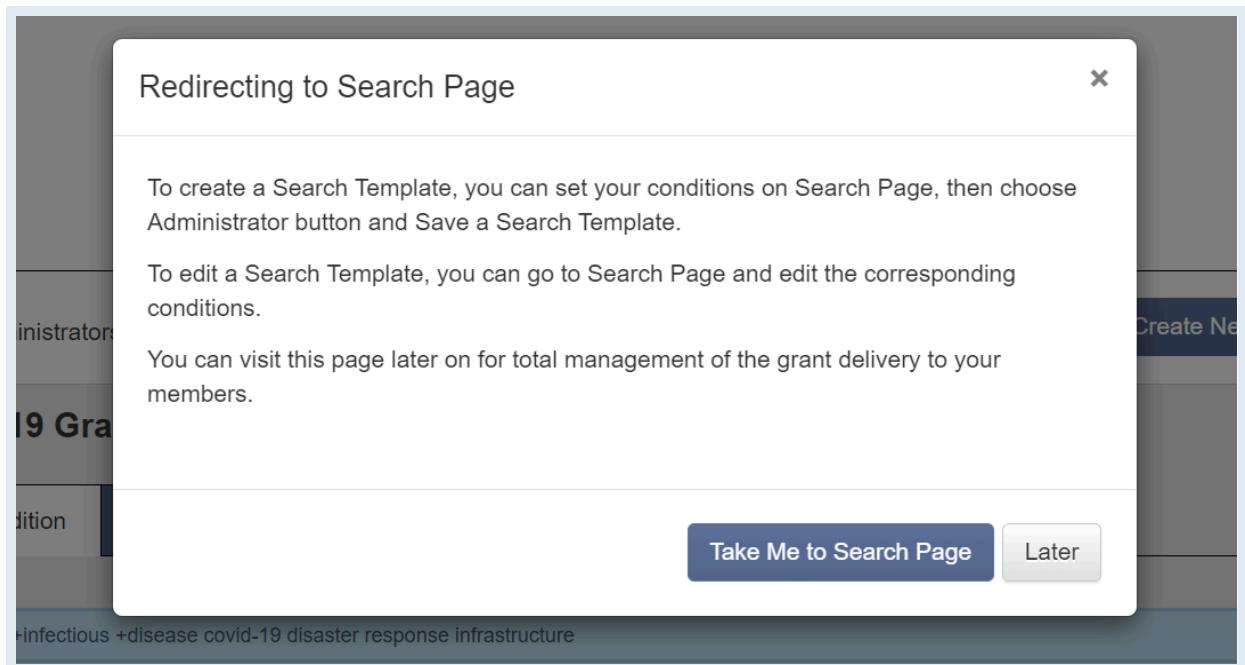
Curated Search Templates

- 1 After choosing the **Curated Search Templates** tab, you can click on the **Share a New Search Template** button to share the search conditions with your members to help them find grants right in their personalized homepages and receive search alerts via emails.
 - Choosing **From your Saved Searches** to create and share a search template with the conditions from one of your available saved searches.



- Choosing **From New Set of Conditions** will direct you to the Search

page and you can set up the conditions for your search template.



After setting up a search with keywords/phrases and additional filters, there is an **Administrator** button to help you save that search as a template. You can also load a search template directly from the search page using this button.

2

Administrator new!

Save a Search Template

Load a Search Template

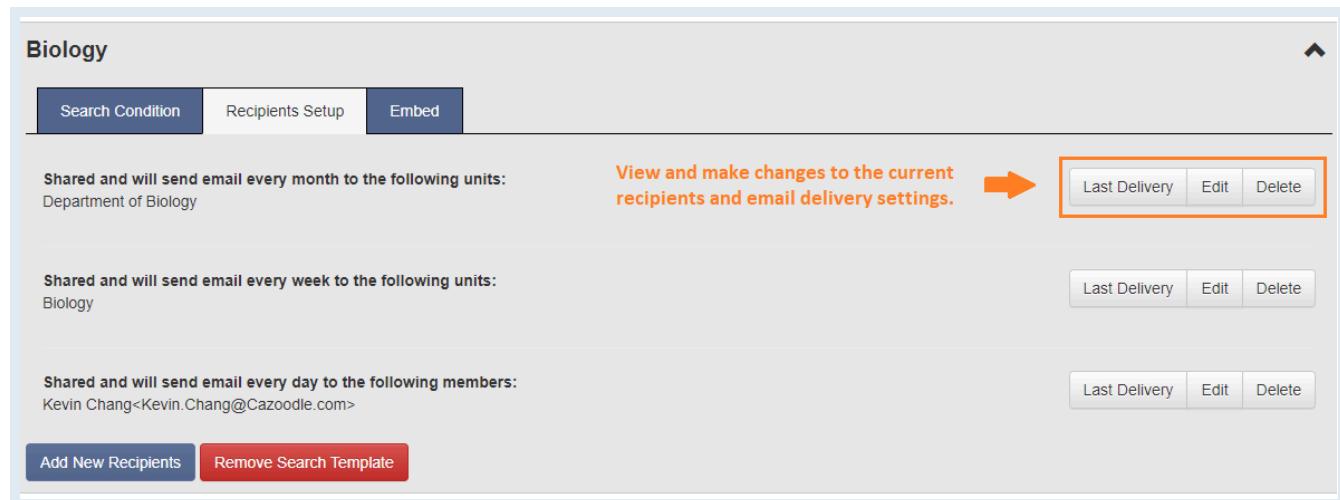
Scholarship

Jrbana-Champaign grams

Scholarship aims to encourage Illinois undergraduates with physical or sensory disabilities to study abroad. While challenging, the experience can help you learn more about yourself and your capabilities. Gain a strong sense of confidence and independence, and open yourself up to a new culture, all while taking courses for University...

After creating a search template and adding recipients with email

delivery settings, you can edit search conditions in the **Search Condition** tab, add more recipients and change the email delivery frequency in the **Recipients Setup** tab, or remove that search template.



Biology

Search Condition Recipients Setup Embed

Shared and will send email every month to the following units:
Department of Biology

View and make changes to the current recipients and email delivery settings.

Shared and will send email every week to the following units:
Biology

Shared and will send email every day to the following members:
Kevin Chang<Kevin.Chang@Cazoodle.com>

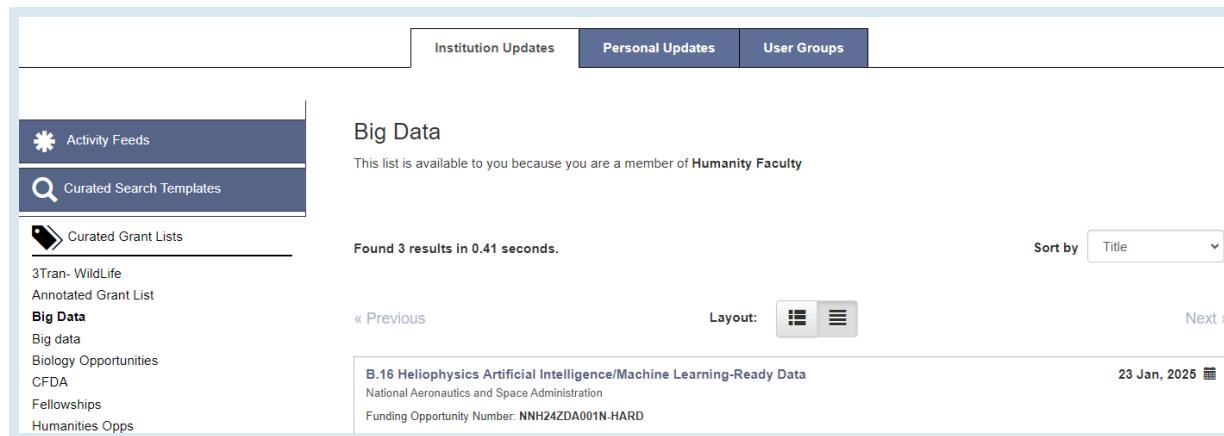
Last Delivery Edit Delete

Last Delivery Edit Delete

Last Delivery Edit Delete

Add New Recipients Remove Search Template

3 Each user who is the targeted recipient of your search templates will be able to view the grant results with full conditions at the **Institutions Updates** tab on his/her homepage or receive email alerts if you set up email delivery. When viewing a grant, the recipients can send feedback about this grant delivery by marking it as interested or not interested.



Institution Updates Personal Updates User Groups

Activity Feeds Curated Search Templates Curated Grant Lists

Big Data

This list is available to you because you are a member of Humanity Faculty

Found 3 results in 0.41 seconds.

Sort by Title

Layout:  

« Previous Next »

B.16 Heliophysics Artificial Intelligence/Machine Learning-Ready Data
National Aeronautics and Space Administration
Funding Opportunity Number: NHH24ZDA001N-HARD
23 Jan, 2025

B.16 Heliophysics Artificial Intelligence/Machine Learning-Ready Data

This opportunity was added on February 21, 2023 and was last checked on May 03, 2024.

Annotate  Export  Favorite  Share  Add to List 

This grant belongs to the curated grant list **Big Data**

You can give feedback about the grant delivery assistance from your Administrators

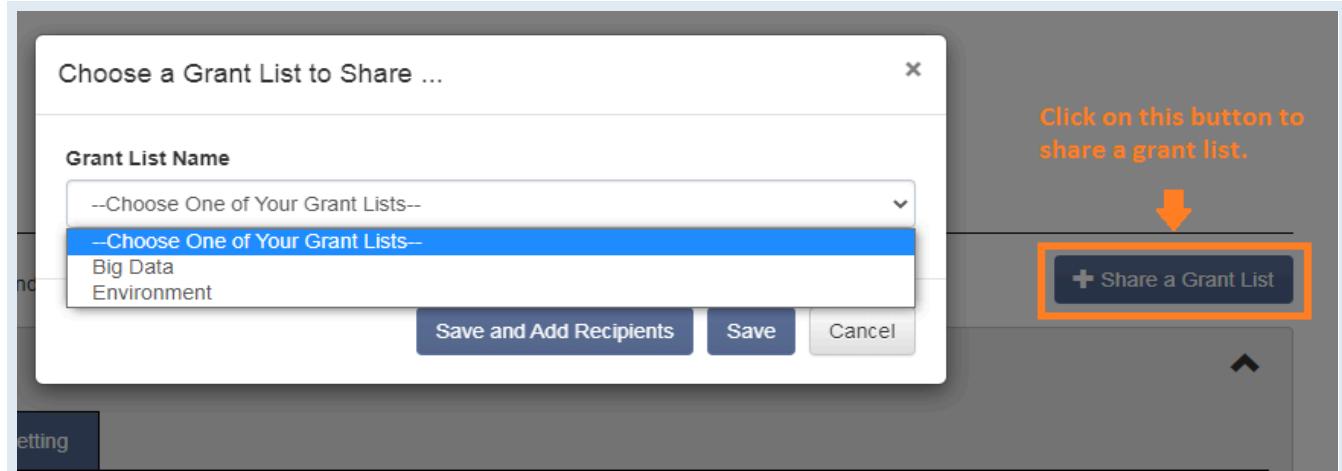
Interested 

Not interested 

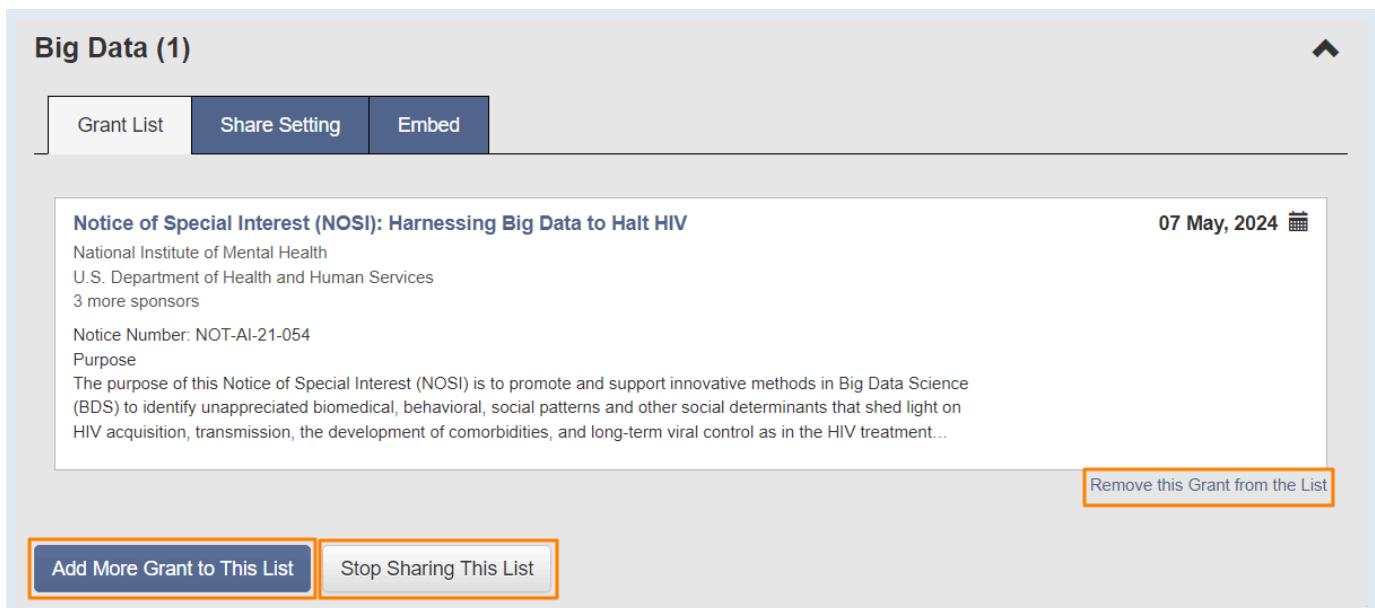
No feedback

Curated Grant Lists

1 After choosing the **Curated Grant Lists** tab, you can share a list of manually selected grants with other members within your institution. You will need to have available grant lists in advance.



2 When clicking on the **Add More Grants to This List** button, you will be redirected to the Search page and can add desired grants to the list, then they will be automatically added to the corresponding curated grant lists. Any grants can also be removed from their list and any lists can be deleted to stop sharing with the recipients.



Big Data (1)

Grant List Share Setting Embed

Notice of Special Interest (NOSI): Harnessing Big Data to Halt HIV

National Institute of Mental Health

U.S. Department of Health and Human Services

3 more sponsors

Notice Number: NOT-AI-21-054

Purpose

The purpose of this Notice of Special Interest (NOSI) is to promote and support innovative methods in Big Data Science (BDS) to identify unappreciated biomedical, behavioral, social patterns and other social determinants that shed light on HIV acquisition, transmission, the development of comorbidities, and long-term viral control as in the HIV treatment...

07 May, 2024

Remove this Grant from the List

Add More Grant to This List Stop Sharing This List

3

You can share a curated grant list with individuals/units/groups within your institution.

Big Data (1)

Grant List Share Setting Embed

This list of grants is currently shared with the following recipients:

Unit
Human Performance and Health Education X

Group
Interested in Big Data X

Individuals
Kevin Chang <Kevin.Chang@Cazoodle.com> X John Robert <john@cazoodle.com> X

[Add New Recipients](#) [Stop Sharing This List](#)

4

The recipients can view these grants directly at the **Institution Updates** tab on their personalized homepages. They can send feedback about a grant by marking it as interested/not interested on the grant detail page.

Institution Updates Personal Updates User Groups

Activity Feeds Curated Search Templates

Curated Grant Lists **AI Grants**
This list is available to you because you are a member of **Humanity Faculty**

Found 3 results in 1.00 seconds. Sort by Title Alphabet View

« Previous Layout: Grid List Next »

Viewed 7 months ago

15
April 2022

Hightech Agenda Bavaria - Visiting Scholarships Artificial Intelligence ★ View

Bavaria California Technology Center

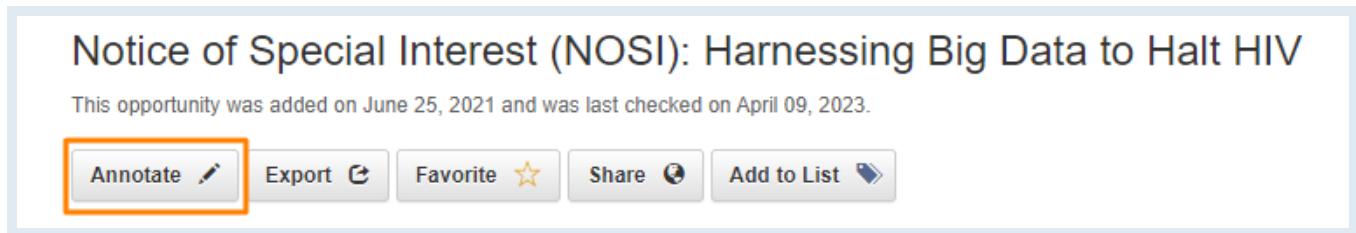
The new funding line enables chairs of authorized institutions in Bavaria to invite speakers from California, who are distinguished in the AI research area, for a talk to their University. This visiting Scholarships artificial intelligence (vsai) program allows to apply for costs for flight, accommodation, stay and appropriate fees at a maximum of 3.000 per guest.

Amount Deadlines Eligibility Submission Info

Annotation

You will have the ability to create annotations on grant opportunities to make your members notice the institutional information such as limited submission instructions or internal deadlines.

- 1 When viewing a funding opportunity, there will be an option **Annotate** under the title of that grant. Only administrators can see and manipulate this feature.

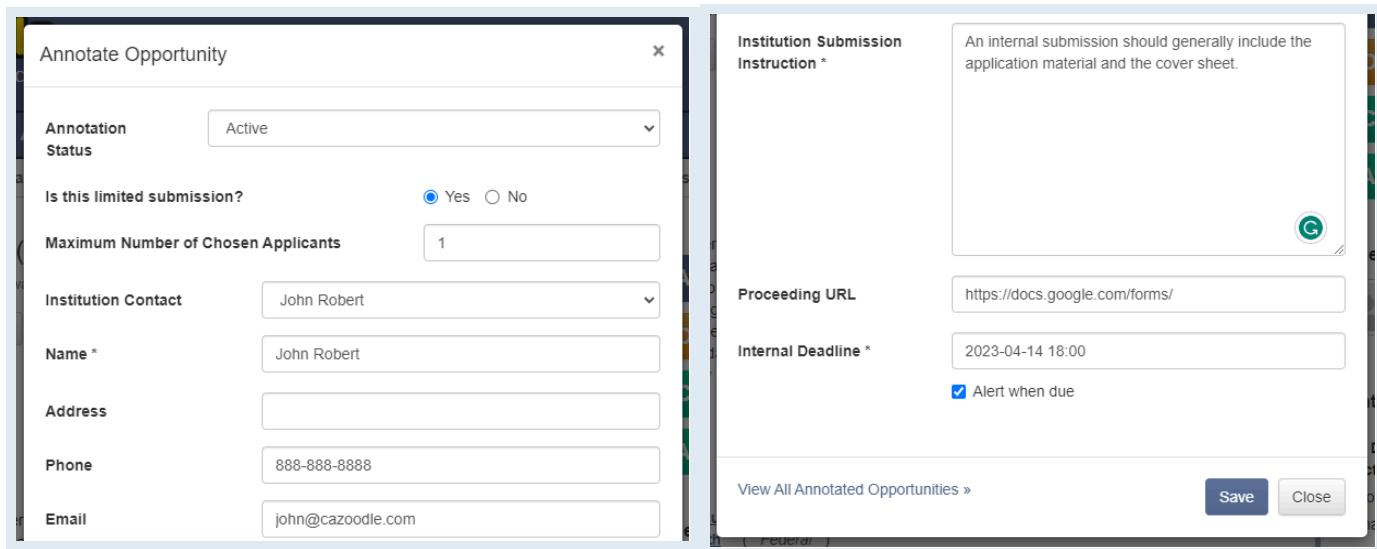


Notice of Special Interest (NOSI): Harnessing Big Data to Halt HIV

This opportunity was added on June 25, 2021 and was last checked on April 09, 2023.

Annotate  Export  Favorite  Share  Add to List 

- 2 By clicking on the **Annotate** button, there is a pop-up where you can add additional information, then every user within your institution will be able to see your annotation when viewing that grant.



Annotate Opportunity

Annotation Status: Active

Is this limited submission? Yes No

Maximum Number of Chosen Applicants: 1

Institution Contact: John Robert

Name *: John Robert

Address: (empty field)

Phone: 888-888-8888

Email: john@cazoodle.com

Institution Submission Instruction *: An internal submission should generally include the application material and the cover sheet.

Proceeding URL: <https://docs.google.com/forms/>

Internal Deadline *: 2023-04-14 18:00

Alert when due

[View All Annotated Opportunities »](#)

Save Close

- If you enter the **Proceeding URL** in the annotation record, your members will see an **Internal Submission URL** button on the annotated grant detail page. By clicking on that button, they will be

redirected to the internal page where they can submit the applications for the internal selection.



Notice of Special Interest (NOSI): Harnessing Big Data to Halt HIV

This opportunity was added on June 25, 2021 and was last checked on April 09, 2023.

Annotations: Annotate, Export, Favorite, Share, Add to List

Tags: Big Data

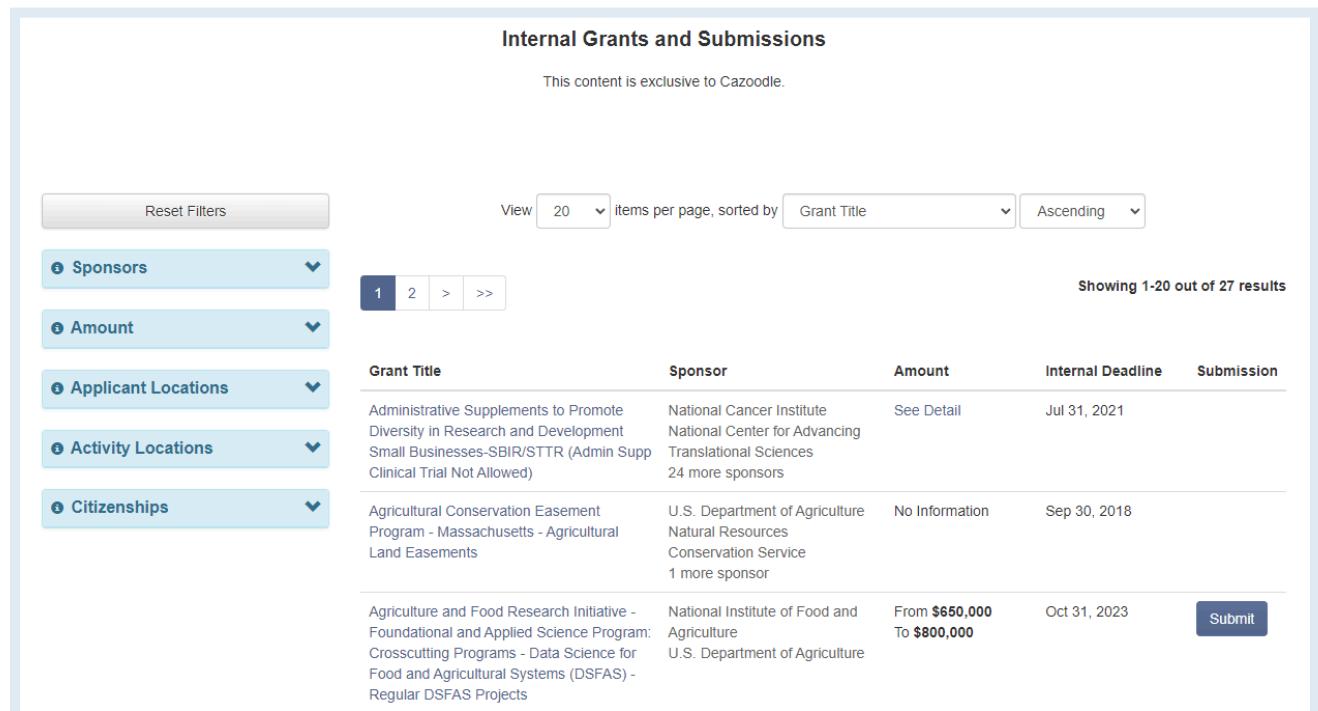
Description: Notice Number: NOT-AI-21-054

Internal Submission URL: (*) Exclusively available for members of Cazoodle

Application URL

Opportunity Source

- On the **Internal Submission** page under the **Grants** tab, institution members will view all annotated grants. They will be aware of all limited funding opportunities and be able to select the potentially eligible grants to submit an application for the internal competition.



Internal Grants and Submissions

This content is exclusive to Cazoodle.

Reset Filters

View 20 items per page, sorted by Grant Title Ascending

Showing 1-20 out of 27 results

Grant Title	Sponsor	Amount	Internal Deadline	Submission
Administrative Supplements to Promote Diversity in Research and Development	National Cancer Institute National Center for Advancing Translational Sciences	See Detail	Jul 31, 2021	
Small Businesses-SBIR/STTR (Admin Supp Clinical Trial Not Allowed)	24 more sponsors			
Agricultural Conservation Easement Program - Massachusetts - Agricultural Land Easements	U.S. Department of Agriculture Natural Resources Conservation Service 1 more sponsor	No Information	Sep 30, 2018	
Agriculture and Food Research Initiative - Foundational and Applied Science Program: Crosscutting Programs - Data Science for Food and Agricultural Systems (DSFAS) - Regular DSFAS Projects	National Institute of Food and Agriculture U.S. Department of Agriculture	From \$650,000 To \$800,000	Oct 31, 2023	Submit

3 Go to the **Annotation** page under the **Administrator Console** to view all annotated opportunities. You can click on a grant and edit its annotation.

Annotation Management

In this console, you can annotate funding opportunities with your institution-specific information. For example, you can annotate limited submission opportunities with your institution's internal submission instruction and deadline.

[Hide Annotation Filters](#) [Reset Annotation Filters](#)

[Manage Institution Grant Notice](#)

[Manage Contacts](#)

[Find Opportunities to Annotate](#)

Search By Grant Title

Search By Annotator

Search By Status Active Archived

Search By Annotated Date to to

Search By Internal Deadline to

[Refresh Result](#)

1 2 3 > >>

Show 10 Results per Page Sorted by Anotated Date Descending

Showing 1 to 10 of 29 results.

Title	Sponsor	Original Deadline Status	Annotation Status	Last Annotator	Last Annotated	Internal Deadline	Contact	Acceptances	Actions
Notice of Special Interest (NOSI): Harnessing Big Data to Halt HIV Notice Number: NOT-AI-21-054 Purpose The purpose of this Notice of Special Interest...	National Institute Of Mental Health National Institute Of Allergy And Infectious Diseases	Open	Active	Lynn Nguyen	Apr 10, 2023	Apr 14, 2023	John Robert <john@cazoodle.com>	1	Edit

4 To create an institution annotation that appears on every grant browsed by your institution members, click on the **Manage Institution Grant Notice** button. You just need to add information at once, instead of having to annotate each grant.

Manage Institution Annotation

Institution Annotation will appear on every grant browsed by your institution members. You can use this to add information to every grant at once, instead of having to annotate each grant.

Section Title

Content

Contact

Alex Z

Name

Address

Phone

Email

[Save](#) [Close](#)

Newsletters

The newsletter is a handy tool to distribute grants amongst your institution members. It allows administrators to easily broadcast news or announcements by convenient content drafting and flexibly disseminate grant lists to any type of recipient. You can go to the **Newsletters** page under the **Administrator Console** tab.

Series

A series is a template that helps you quickly create a newsletter with pre-formatted content and settings, instead of creating a new one with the same format over and over again. Therefore, it saves your time and effort in formatting and producing newsletters, so that you can focus on other tasks.

- 1 In the **Series** tab, you will view all the series within your institution. You have the ability to create a new series or edit, clone, or remove an existing series.

Newsletter Management

Newsletter Series

Newsletters can be grouped and created quickly via using Newsletter Series feature. You can fully control how the newsletter will look like and which audience to be sent to by default.

Note: Your newsletter content should comply with [accessibility standards](#).

Click on this button to create a series. 

Office of Research	More Details	Clone	Edit	Remove
Office of Research Newsletter	More Details	Clone	Edit	Remove

2

You can create a new series with the necessary information or clone an existing one and edit its contents and default recipients.

Back to Series Management » Create a Series

Click on this button to clone and edit an existing series. 

Clone an Existing Series...

Series Information

Series Name

Office of Research

Description (optional)

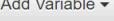
This series of newsletter is created and disseminated by the Office of Research in the College of Engineering.

- You can modify the subject and content of the newsletter template on your own or choose an available boilerplate. You can also edit and preview your content at the same time for easier customization.

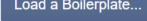
Content Template

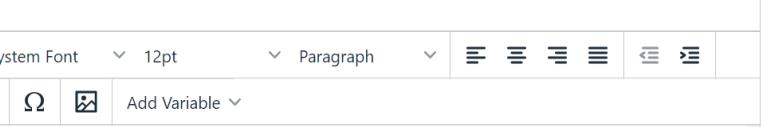
Pre-generate your series content to reuse quickly in subsequent issues. You can add *Variables* that can later on be replaced with each recipient's information.

Subject

Newsletter for UIUC in %%month%% 

Content

  Choose an available boilerplate and make customizations.  Choose a mode to show full editor, full preview or side-by-side editor.

Load a Boilerplate...  

%%full_date%% 

%%unit%%

Newsletter

- The Grant Template can also be customized to appear nicely when you insert your grant lists into your newsletter. We have provided some boilerplates, also edit, and preview modes to make it convenient for you to design the grant template.

Grant Template

Grant Template Setting controls how a grant would be displayed on your Newsletter. Grants can be loaded while compiling a Newsletter using the *Select a Grant List* feature.

Load a Boilerplate...  Choose an available boilerplate and make customizations.

Choose a mode to show full editor, full preview or side-by-side editor. 

Editor toolbar: Edit, View, Insert, Format, Table, B, I, U, S, Helvetica, 14pt, Paragraph, Add Grant Variable.

Content area:

```
%%title%%
Sponsored by: %%sponsor%%
Deadline: %%deadline%%
Amount: %%amount%%
%%description%%
```

- You can set up the default recipients so that these settings will be maintained when you load this series into a newsletter.

Default Recipients

Send to

Groups

Interested in Biology 

Add New Recipients

CC

Members

Kevin Chang <kcchang@cs.uiuc.edu> 

Add CC

BCC

No BCC Recipients Selected Yet

Newsletters

1 By choosing the **Newsletters** tab, you can view the newsletters created within your institution and search specific ones by available filters.

The screenshot shows the 'Newsletter Management' page. At the top, there are two tabs: 'Newsletters' (selected) and 'Series'. Below the tabs are buttons for 'Hide Filters', 'Reset Filters', and '+ Create a Newsletter'. The main area contains search filters for 'Newsletter Title', 'Author', 'Created Between' (with date input fields), 'Sent Between' (with date input fields), 'Sent To' (with an autocomplete input field), and 'Newsletter Series' (with a dropdown menu). A 'Refresh Result' button is located below these filters. At the bottom, there is a page number '1', a 'Show' dropdown set to '15', a 'Results per Page' dropdown, a 'Sorted by' dropdown set to 'Created Date', and a 'Descending' dropdown. A message at the bottom right says 'Showing 1 to 15 of 15 results.'

2 The list of newsletters with their information will be displayed and you can also perform some actions on each newsletter.

Title	Author	Created Date	Last Sent	Useful/Not Useful	Preview	Edit	Test Send	Send	Sending Log
UIUC March 29, 2023	Serena V	Apr 06, 2023	Apr 06, 2023	0 0	Preview	Edit	Test Send	Send	Sending Log
UIUC February 22, 2023	Serena V	Apr 06, 2023	Apr 06, 2023	0 0	Preview	Edit	Test Send	Send	Sending Log
UIUC January 4, 2023	Serena V	Apr 04, 2023	Apr 06, 2023	0 0	Preview	Edit	Test Send	Send	Sending Log
Weekly Newsletter for %%first_name%%	Thu Tran	Mar 17, 2023	Not sent yet	0 0	Preview	Edit	Test Send	Send	Sending Log
Business Weekly Grant Newsletter %%day_of_week%% %%full_date%%	Lucy N	Mar 17, 2023	Mar 17, 2023	0 0	Preview	Edit	Test Send	Send	Sending Log

3

Click on the **Create a Newsletter** button in the top right corner to start modifying your newsletter as you wish.

- If there are available newsletter series, you can choose one of them to load a template with available content and recipient settings into your newsletter quickly.

Create a Newsletter

Newsletter Series

← Back to Newsletter Management

Newsletter Series

No Specific Series

Choose a series to load available title, content template, grant template, and recipient setups.

Warning: the current content will be wiped when you load a new series.

- Your grant list can be inserted into your newsletter content to disseminate to your members. (Remember to build your list of funding opportunities first)

Newsletter Title

Limited Submission Opportunities - %%month%% - %%year%% - %%unit%%

Add Variable ▾

Add a Grant List

Select a Grant List

Attach your grant list to the newsletter.

The grant content will be inserted at your current edit cursor.

Newsletter Content

Edit View Insert Format Table

System Font 12pt Paragraph

Add Variable

NEW OPPORTUNITY

Terra Foundation for American Art - Exhibition Grant

Sponsored by: [Terra Foundation for American Art](#)

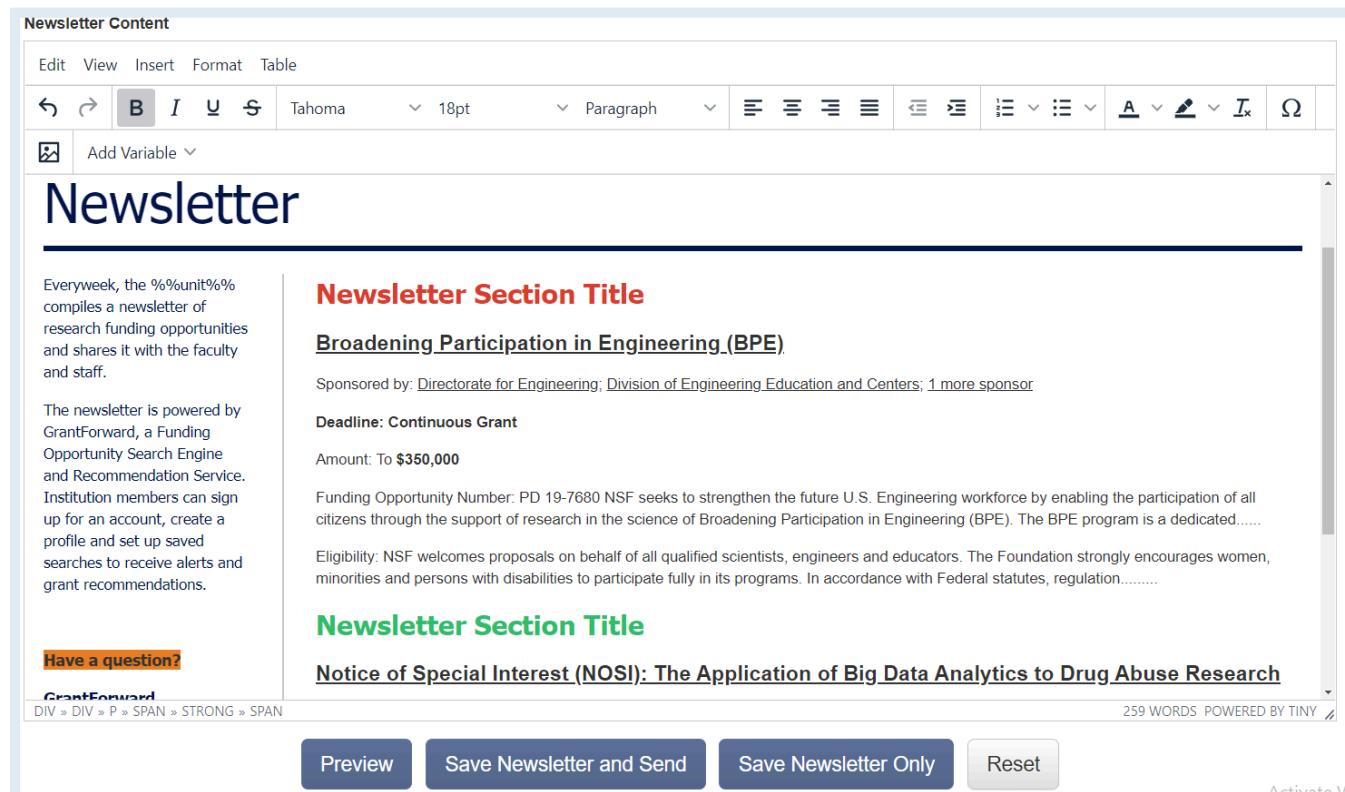
Deadline: May 14, 2021

Amount: How much money should I request? Is there an average grant amount? - Terra Foundation grant size varies by program area and by project.

Recognizing the importance of experiencing original works of art firsthand, the Terra Foundation supports exhibitions that increase the understanding and

4

After completing the content, you can preview it and then save it for sending later or save and add recipients to send immediately. The newsletter can be scheduled to be published at a time that is convenient for you and other recipients.



Newsletter Content

Edit View Insert Format Table

B I U S Tahoma 18pt Paragraph

Add Variable

Newsletter

Everyweek, the %%unit%% compiles a newsletter of research funding opportunities and shares it with the faculty and staff.

The newsletter is powered by GrantForward, a Funding Opportunity Search Engine and Recommendation Service. Institution members can sign up for an account, create a profile and set up saved searches to receive alerts and grant recommendations.

Newsletter Section Title

Broadening Participation in Engineering (BPE)

Sponsored by: [Directorate for Engineering](#); [Division of Engineering Education and Centers](#); [1 more sponsor](#)

Deadline: Continuous Grant

Amount: To **\$350,000**

Funding Opportunity Number: PD 19-7680 NSF seeks to strengthen the future U.S. Engineering workforce by enabling the participation of all citizens through the support of research in the science of Broadening Participation in Engineering (BPE). The BPE program is a dedicated.....

Eligibility: NSF welcomes proposals on behalf of all qualified scientists, engineers and educators. The Foundation strongly encourages women, minorities and persons with disabilities to participate fully in its programs. In accordance with Federal statutes, regulation.....

Newsletter Section Title

Notice of Special Interest (NOSI): The Application of Big Data Analytics to Drug Abuse Research

259 WORDS POWERED BY TINY

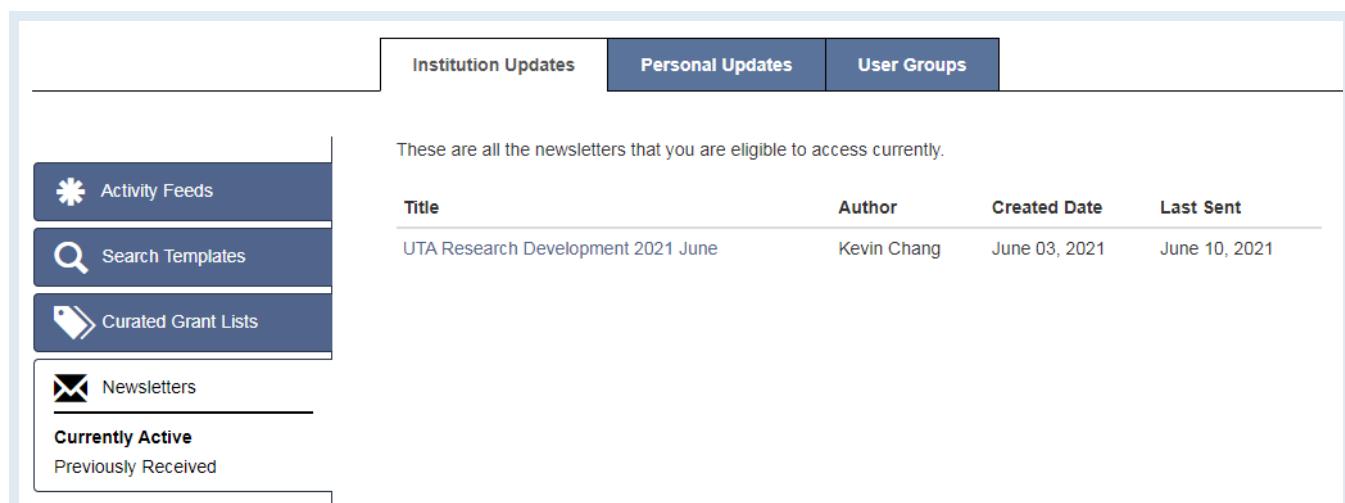
GrantForward

DIV » DIV » P » SPAN » STRONG » SPAN

Preview Save Newsletter and Send Save Newsletter Only Reset

5

The newsletter will be sent to recipients' email addresses and also be displayed at the **Institution Updates** tab on the recipients' homepages. They can give feedback (useful or not useful) about that newsletter to administrators.



Institution Updates Personal Updates User Groups

Activity Feeds

Search Templates

Curated Grant Lists

Newsletters

Currently Active Previously Received

These are all the newsletters that you are eligible to access currently.

Title	Author	Created Date	Last Sent
UTA Research Development 2021 June	Kevin Chang	June 03, 2021	June 10, 2021

Internal Grant

You now can create and manage internal grants on GrantForward and then promote them to institution members.

- 1 Go to the [Internal Grant](#) page under the Administrator Console tab. You can search for previously added internal grants through **Grant Title**, **Submitter**, or **Submit Date**.

Internal Grant Management

Hide Filters Reset Filters Submit New Internal Grant

Grant Title Submitter

Submit Date

YYYY-MM-DD to YYYY-MM-DD Refresh Result

1 Showing 1-3 out of 3 results

Grant Title	Submitter	Submit Date	Last Modified Date	Status	Action
Call to Action to Address Racism & Social Injustice Research Program 2022-23	Kevin Chang	Dec 01, 2022	Dec 01, 2022	Closed	Edit Delete
Seed Grant Funding for the 2023 Grand Challenge Research	Kevin Chang	Nov 30, 2022	Nov 30, 2022	Open	Edit Delete
Strategic Research Initiatives	Kevin Chang	Dec 01, 2022	Dec 01, 2022	Closed	Edit Delete

- 2 Click on **Submit New Internal Grant**, you need to fill in the information in four sections listed: **Basic Info**, **Amount**, **Eligibility**, and **Submission** to detail the grant.

Submit an Internal Grant

← Back to Internal Grant Management

1. Basic Info 2. Amount 3. Eligibility 4. Submission

Grant Title * Annual iSeeCars Future Entrepreneurs Scholarship

Description * To help inspire and support the next generation of business owners, iSeeCars.com will award \$1,000 to a college student who has a demonstrated interest in entrepreneurship or has plans to become an entrepreneur. The scholarship will be awarded based on the application materials submitted by students.

3 Internal grants are searchable and viewable for only members within your institution. All internal grants and annotated funding opportunities are displayed on the [Internal Submission](#) page.

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	<button>Submit</button>
Call to Action to Address Racism & Social Injustice Research Program 2022-23	University of Illinois Urbana-Champaign	To \$75,000	Mar 30, 2023	<button>Submit</button>
Fiscal Year 2022 Building Resilient Infrastructure and Communities (BRIC)	U.S. Department of Homeland Security Federal Emergency Management Agency	See Detail	Jan 31, 2023	<button>Submit</button>

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

Go to

Found 35 results in 1.22 seconds.

Sort by Relevance Export Save/Load Url

Administrator new!

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

With applicant types: Individual, Organization, including unspecified

« Previous Layout: Next »

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

Usage Reports

You can generate extensive usage reports of both individuals and institutions to obtain an in-depth understanding of research activities at your institution. You can go to the **Usage Report** page under the **Administrator Console** tab.

- 1 Set the range of dates for the period of activities you wish to see and click on the **Refresh** button to generate the report.

Usage Report

Specify a period you want Export Refresh

Click here to generate the usage report of the selected period.

User Interaction Statistic	
Users Statistics	
Profile Statistics	
Visitors Statistic	
Search History	
Search Insights	
Search Utilities	
Search Statistic	
Curated Search Templates	
Curated Grant Lists	
Email Delivery	
Grant Delivery Statistic	
Profile Statistics	
Total Number of Profiles	59
Number of Profiles Set as Public	14
Profiles Built Between 02/01/2023 - 04/11/2023	5
Number of Profiles with Recommendation Enabled	28
List of Profiles Built Between 02/01/2023 - 04/11/2023	

- 2 After pressing **Refresh**, your usage report for the selected time frame will be displayed. The report allows you to view the detailed statistics of your institution's usage in four main sections: **User Interaction Statistic**, **Visitors Statistic**, **Search Statistic**, and **Grant Delivery Statistic**.

- The **User Interaction Statistic** part will show you the number of accounts created, profiles built, and those that have recommendations enabled during your selected time frame.
- In the **Visitors Statistic** section, you will see the number of people who access our site and their number of visits.

- You can get search insights on which research areas and sponsors your members are interested in most, and how active they are taking advantage of our utilities dedicated to search activities in the **Search Statistic** part.
- In the **Grant Delivery Statistic** section, you will see how the administrators are assisting members within your institution in the award-seeking process through the statistics of search templates and grant list delivery. You can also view the responses from your members to find the most effective ways to promote your institution's usage of GrantForward.

User Interaction Statistic

Visitors Statistic

Search Statistic

Grant Delivery Statistic

Curated Search Templates

Total active curated search templates	11																																																																												
<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th rowspan="2">Search Name</th> <th rowspan="2">Owner</th> <th colspan="2">During Period</th> <th colspan="2">All Time</th> </tr> <tr> <th>Viewed</th> <th>Interested (Y/N)</th> <th>Viewed</th> <th>Interested (Y/N)</th> </tr> </thead> <tbody> <tr> <td>Angelo State Weekly Grant Search</td> <td>Kevin Chang</td> <td>0</td> <td>0/0</td> <td>0</td> <td>0/0</td> </tr> <tr> <td>Auburn Weekly Newsletter Grants</td> <td>Kevin Chang</td> <td>0</td> <td>0/0</td> <td>0</td> <td>0/0</td> </tr> <tr> <td>Cancer Related Grants</td> <td>Kevin Chang</td> <td>0</td> <td>0/0</td> <td>0</td> <td>0/0</td> </tr> <tr> <td>My Alcohol Screen Grants</td> <td>Kevin Chang</td> <td>0</td> <td>0/0</td> <td>0</td> <td>0/0</td> </tr> <tr> <td>My Alcohol Screen Grants</td> <td>Kevin Chang</td> <td>0</td> <td>0/0</td> <td>0</td> <td>0/0</td> </tr> <tr> <td>My Cancer Grants</td> <td>Kevin Chang</td> <td>0</td> <td>0/0</td> <td>7</td> <td>2/1</td> </tr> <tr> <td>My Cancer Related Sponsors</td> <td>Kevin Chang</td> <td>0</td> <td>0/0</td> <td>0</td> <td>0/0</td> </tr> <tr> <td>My Grants in Life Sciences</td> <td>Kevin Chang</td> <td>0</td> <td>0/0</td> <td>0</td> <td>0/0</td> </tr> <tr> <td>My Health Sponsors</td> <td>Kevin Chang</td> <td>0</td> <td>0/0</td> <td>0</td> <td>0/0</td> </tr> <tr> <td>NIH and Health Related Sponsors</td> <td>Kevin Chang</td> <td>0</td> <td>0/0</td> <td>1</td> <td>0/1</td> </tr> <tr> <td>Search Template #1</td> <td>Howard Guenther</td> <td>0</td> <td>0/0</td> <td>1</td> <td>0/0</td> </tr> </tbody> </table>		Search Name	Owner	During Period		All Time		Viewed	Interested (Y/N)	Viewed	Interested (Y/N)	Angelo State Weekly Grant Search	Kevin Chang	0	0/0	0	0/0	Auburn Weekly Newsletter Grants	Kevin Chang	0	0/0	0	0/0	Cancer Related Grants	Kevin Chang	0	0/0	0	0/0	My Alcohol Screen Grants	Kevin Chang	0	0/0	0	0/0	My Alcohol Screen Grants	Kevin Chang	0	0/0	0	0/0	My Cancer Grants	Kevin Chang	0	0/0	7	2/1	My Cancer Related Sponsors	Kevin Chang	0	0/0	0	0/0	My Grants in Life Sciences	Kevin Chang	0	0/0	0	0/0	My Health Sponsors	Kevin Chang	0	0/0	0	0/0	NIH and Health Related Sponsors	Kevin Chang	0	0/0	1	0/1	Search Template #1	Howard Guenther	0	0/0	1	0/0
Search Name	Owner			During Period		All Time																																																																							
		Viewed	Interested (Y/N)	Viewed	Interested (Y/N)																																																																								
Angelo State Weekly Grant Search	Kevin Chang	0	0/0	0	0/0																																																																								
Auburn Weekly Newsletter Grants	Kevin Chang	0	0/0	0	0/0																																																																								
Cancer Related Grants	Kevin Chang	0	0/0	0	0/0																																																																								
My Alcohol Screen Grants	Kevin Chang	0	0/0	0	0/0																																																																								
My Alcohol Screen Grants	Kevin Chang	0	0/0	0	0/0																																																																								
My Cancer Grants	Kevin Chang	0	0/0	7	2/1																																																																								
My Cancer Related Sponsors	Kevin Chang	0	0/0	0	0/0																																																																								
My Grants in Life Sciences	Kevin Chang	0	0/0	0	0/0																																																																								
My Health Sponsors	Kevin Chang	0	0/0	0	0/0																																																																								
NIH and Health Related Sponsors	Kevin Chang	0	0/0	1	0/1																																																																								
Search Template #1	Howard Guenther	0	0/0	1	0/0																																																																								

Curated Grant Lists

Total active shared grant lists	16																						
<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th rowspan="2">List Name</th> <th rowspan="2">Owner</th> <th colspan="2">During Period</th> <th colspan="2">All Time</th> </tr> <tr> <th>Viewed</th> <th>Interested (Y/N)</th> <th>Viewed</th> <th>Interested (Y/N)</th> </tr> </thead> <tbody> <tr> <td>AI Grants</td> <td>Kevin Chang</td> <td>0</td> <td>0/0</td> <td>4</td> <td>0/2</td> </tr> <tr> <td>Angelo State Grant Weekly</td> <td>Kevin Chang</td> <td>0</td> <td>0/0</td> <td>0</td> <td>0/0</td> </tr> </tbody> </table>		List Name	Owner	During Period		All Time		Viewed	Interested (Y/N)	Viewed	Interested (Y/N)	AI Grants	Kevin Chang	0	0/0	4	0/2	Angelo State Grant Weekly	Kevin Chang	0	0/0	0	0/0
List Name	Owner			During Period		All Time																	
		Viewed	Interested (Y/N)	Viewed	Interested (Y/N)																		
AI Grants	Kevin Chang	0	0/0	4	0/2																		
Angelo State Grant Weekly	Kevin Chang	0	0/0	0	0/0																		

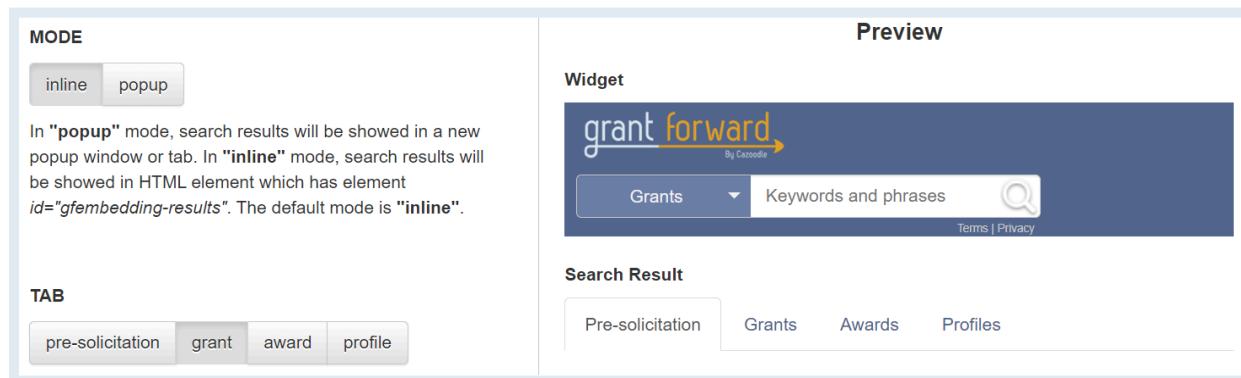
Integration

You can use different ways to encourage your members to use GrantForward through the integration features supported by us. Just go to the **Integration** page under the **Administrator Console** tab.

Search Widgets

By choosing the **Search Widgets** tab, you can embed the search widget box in your institution's website, which allows your members to search for funding opportunities at GrantForward right from your webpage.

- Customize the look and behavior of the widget by changing the following parameters.



MODE

inline popup

In "popup" mode, search results will be showed in a new popup window or tab. In "inline" mode, search results will be showed in HTML element which has element `id="gfembedding-results"`. The default mode is "inline".

TAB

pre-solicitation grant award profile

Preview

Widget

grant forward By Cazoodle

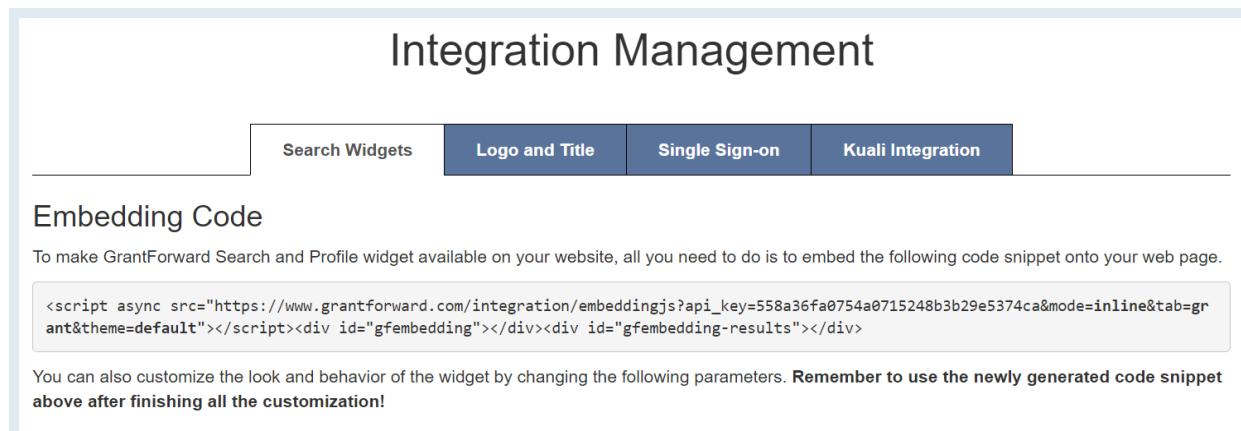
Grants Keywords and phrases

Terms | Privacy

Search Result

Pre-solicitation Grants Awards Profiles

- Copy the Embedding Code which is auto-generated at the top of the Integration page (Remember to use the newly generated code snippet after finishing all the customization!)-- and insert it to your webpage. You may ask your IT staff to help.



Integration Management

Search Widgets **Logo and Title** **Single Sign-on** **Kuali Integration**

Embedding Code

To make GrantForward Search and Profile widget available on your website, all you need to do is to embed the following code snippet onto your web page.

```
<script async src="https://www.grantforward.com/integration/embeddingjs?api_key=558a36fa0754a0715248b3b29e5374ca&mode=inline&tab=grant&theme=default"></script><div id="gfembedding"></div><div id="gfembedding-results"></div>
```

You can also customize the look and behavior of the widget by changing the following parameters. Remember to use the newly generated code snippet above after finishing all the customization!

Logo and Title

1 When selecting the **Logo and Title** tab, you can choose the image of your institution logo and a short name fitting with displaying conditions. Then, the logo and the name of your institution will be included along with GrantForward Logo.

Integration Management

Search Widgets Logo and Title Single Sign-on Kuali Integration Cayuse Integration

Institution Logo

Your image will be scaled proportionally so that it would take up a maximum of 200 x 60 pixels on the screen.

Transparent Background

Institution Title

Please use a short name that would be included along with GrantForward Logo

Preview



2 After saving the logo and title, you can view them along with the GrantForward logo as below:



Single Sign-On

We currently support the Single Sign-On service via SAML authentication upon request. It allows your members to log in to GrantForward using their institution accounts without having to create separate usernames/passwords on our site. You can request GrantForward to set up this feature for your institution.

Integration Management

Search Widgets

Logo and Title

Single Sign-on

Kuali Integration

Cayuse Integration

Administrators can use their institution's Identity Provider Service, which supports SAML 2.0, for authenticating any access from their members to GrantForward services.

SAML Single-Sign-On Status

Enabled

Disabled

When SAML Single-Sign-On is enabled, the institution's SAML Identity Provider Service will be used to authenticate the institution's members who are accessing GrantForward.com.

When a user accesses GrantForward via Single-Sign-On, a new account associated with the user's email address will be automatically created on GrantForward if it does not exist yet. The GrantForward account will help the user to take advantage of many useful features including saved searches, recommendations and more.

Strict Mode

Enabled

Disabled

When Strict Mode is enabled, only Administrators can access GrantForward directly by using passwords that are registered with GrantForward. Other users have to access GrantForward via the institution's SAML Identity Provider Service.

SAML Identity Provider

Please provide the settings of the institution's SAML Identity Provider Service (SAML IdP).

* Identifier (Entity ID), Login URL and X.509 Certificate are required fields.

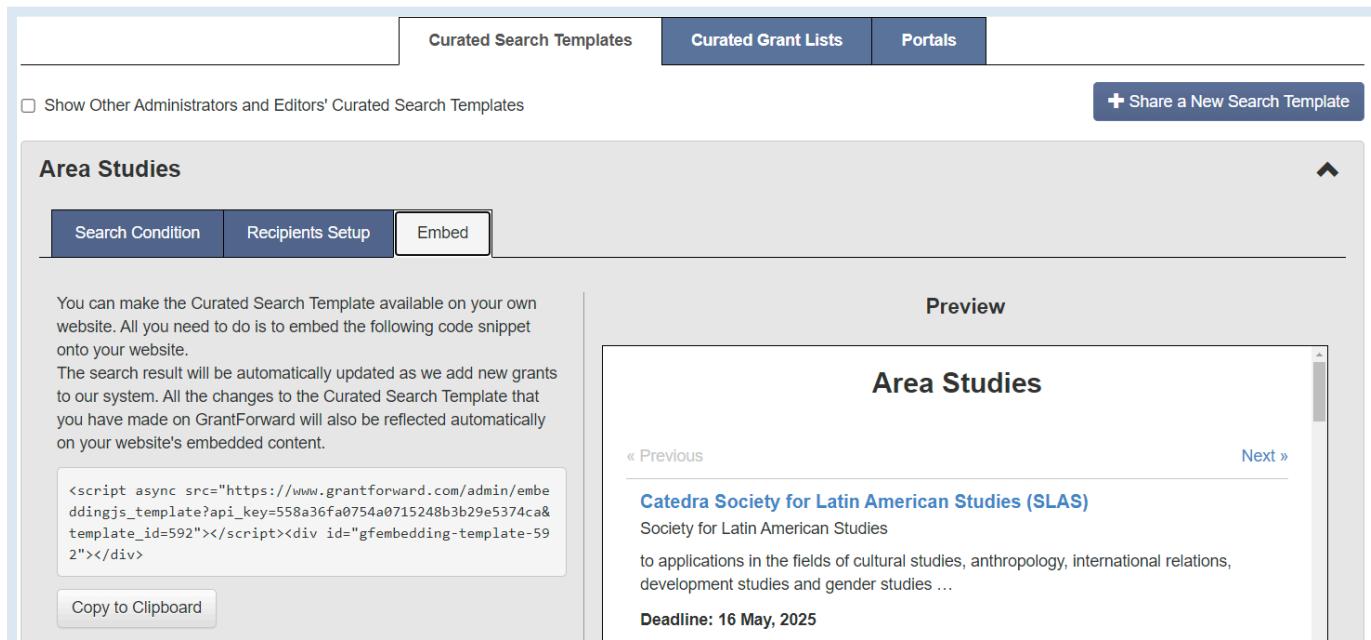
Grant Portals

Administrators now can create web portals of funding opportunities by embedding grant lists, search templates, and newsletters from GrantForward to your website. Thus, your faculty members and students can learn about grants right on your institution's website regardless of whether they have GrantForward accounts.

Embed Curated Search Templates

- 1 Go to the **Grant Delivery** page under the **Administrator Console** tab, and choose **Curated Search Templates**.
- 2 Select the **Embed** section of the search template that needs embedding. Then copy the Embedding Code and insert it to your web page. You may ask your IT staff for help.

The search result will be automatically updated when new matching grants are added. All the changes you have made to the Curated Search Template on GrantForward will also be reflected automatically in your website's embedded content.



The screenshot shows the 'Curated Search Templates' section of the GrantForward Administrator Console. At the top, there are tabs for 'Curated Search Templates', 'Curated Grant Lists', and 'Portals'. Below the tabs, there is a checkbox for 'Show Other Administrators and Editors' Curated Search Templates' and a button to 'Share a New Search Template'. The main area displays a search template titled 'Area Studies'. The 'Embed' tab is selected. Below the tabs, there is a note: 'You can make the Curated Search Template available on your own website. All you need to do is to embed the following code snippet onto your website.' A code snippet is provided:

```
<script async src="https://www.grantforward.com/admin/embeddingjs_template?api_key=558a36fa0715248b3b29e5374ca&template_id=592"></script><div id="gfembedding-template-592"></div>
```

 There is also a 'Copy to Clipboard' button. To the right, a 'Preview' window shows the search results for 'Area Studies', listing 'Catedra Society for Latin American Studies (SLAS)' with a description: 'Society for Latin American Studies to applications in the fields of cultural studies, anthropology, international relations, development studies and gender studies ...'. The preview window also shows navigation buttons '« Previous' and 'Next »'.

Embed Curated Grant Lists

- 1 Go to the **Grant Delivery** page under the **Administrator Console** tab, and choose **Curated Grant Lists**.
- 2 Select the **Embed** section of the grant list that needs embedding. Then copy the Embedding Code and insert it to your web page. You may ask your IT staff for help. All the changes you have made to the Curated Grant List on GrantForward will also be reflected in your website's embedded content automatically.

The screenshot shows the 'Curated Grant Lists' section of the GrantForward administrator console. At the top, there are three tabs: 'Curated Search Templates', 'Curated Grant Lists' (which is selected and highlighted in blue), and 'Portals'. Below the tabs, there is a checkbox for 'Show Other Administrators and Editors' Curated Grant Lists' and a 'Share a Grant List' button. The main content area displays a grant list titled 'Big data (4)'. Below the title are three buttons: 'Grant List', 'Share Setting', and 'Embed' (which is highlighted in blue). A text box contains the embed code:

```
<script async src="https://www.grantforward.com/admin/embeddingjs_curatedlist?api_key=558a36fa0754a0715248b3b29e5374ca&curatedlist_id=809"></script><div id="gfembedding-curated-list-809"></div>
```

Below the embed code is a 'Copy to Clipboard' button. To the right, there is a 'Preview' section showing a sample of the embedded content. The preview title is 'Big data' and it lists a grant titled 'Big Data Mining and Artificial Intelligence in the Era of Large Astronomical Surveys' from the National Aeronautics and Space Administration. The preview also shows a 'Description' section with the text: 'The 2010 Decadal Survey; New Worlds, New Horizons in Astronomy and Astrophysics (National Research Council, 2010), prescribed the Wide-Field Infrared Survey Telescope (WFIRST) as its highest ranked'.

Embed Newsletters

Go to the **Newsletters** page under the **Administrator Console** tab.

- **Embed a series of newsletters:** On the **Series** tab, by embedding the code of a series once, the last issued newsletter in the series will be displayed by default on your website, while your members can check out any issued newsletters in the series alternatively.

- **Embed an individual newsletter:** On the **Newsletters** tab, click on the **Embed** button in the row of an available newsletter and then copy the embedding code and insert it to your web page. The newsletter will have to be sent at least once before being embeddable into a website or a series of content.

1

Title	Author	Published Date	Status	Open Rate	Click Rate	Actions
Cal Baptist Office of Research Newsletter Weekly %day_of_week%%full_date%	Kevin Chang	Feb 01, 2022	Not sent yet	0%	0%	Preview Edit Test Send Send Sending Log Embed Delete
CCAC Grant Highlight Weekly %day_of_week%%full_date%	Kevin Chang	Feb 01, 2022	Not sent yet	0%	0%	Preview Edit Test Send Send Sending Log Embed Delete
U Mich Limited Submission News Weekly %day_of_week%%full_date%	Kevin Chang	Feb 01, 2022	Not sent yet	0%	0%	Preview Edit Test Send Send Sending Log Embed Delete
SI Law Grant Highlight Weekly %day_of_week%%full_date%	Kevin Chang	Feb 01, 2022	Not sent yet	0%	0%	Preview Edit Test Send Send Sending Log Embed Delete
Navajo Tech Grant Weekly News %day_of_week%%full_date%	Kevin Chang	Feb 01, 2022	Not sent yet	0%	0%	Preview Edit Test Send Send Sending Log Embed Delete
Angelo State Grant Highlights Weekly %day_of_week%%full_date%	Kevin Chang	Feb 02, 2022	Not sent yet	0%	0%	Preview Edit Test Send Send Sending Log Embed Delete
Russell Sage Limited Submissions Weekly %day_of_week%%full_date%	Kevin Chang	Feb 01, 2022	Feb 07, 2022	0%	0%	Preview Edit Test Send Send Sending Log Embed Delete

Embed Newsletter Content

You can make the **CCAC Grant Highlight Weekly %day_of_week%%full_date%** available on your own website. All you need to do is to embed the following code snippet onto your website.

All the changes to the Newsletter you have made on GrantForward will also be reflected automatically on your website's embedded content.

```
<script async src="https://www.grantforward.com/admin/embeddingjs_newsletter?api_key=66a0dba3427888e58b448bc29c7c7883&newsletter_id=189"></script><div id="gfembedding-newsletter-189"></div>
```

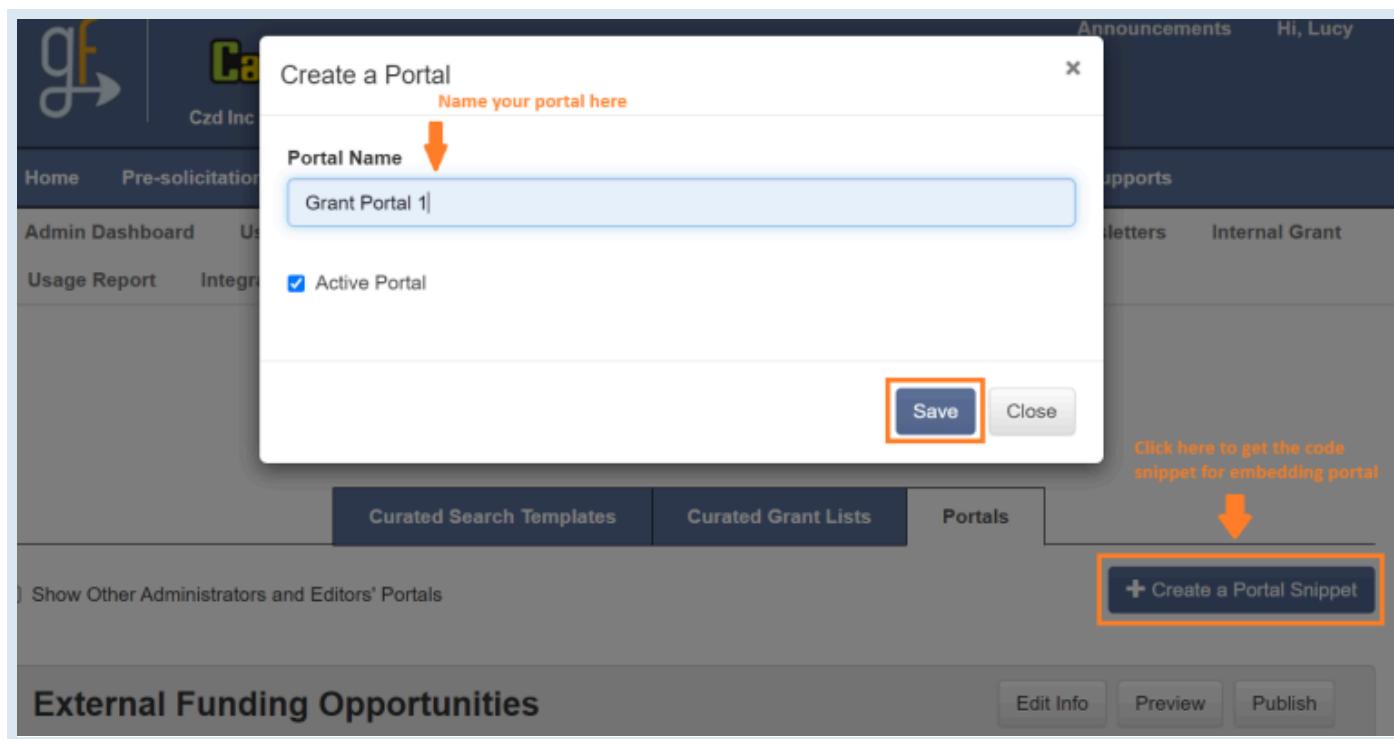
[Copy to Clipboard](#)

[Close](#)

Results per Page Sorted by Created Date Descending

Embed Multiple Search Templates/Grant List

- 1 Go to the **Grant Delivery** page under the **Administrator Console** tab, and choose **Portals**.
- 2 Choose **Create a Portal Snippet** button to name your portal.



- 3 Under the portal name, click on **Show Structure > Add new top navigation**. Fill in the pop-up box to add a grant list/search template to your portal.

The screenshot shows the 'My Grant Portal' structure editor. At the top, there is a 'Show Structure' button highlighted with an orange box and an arrow. Below it, there are buttons for 'Edit Info', 'Preview', and 'Publish'. The main area shows a 'My Grant Portal' header with a 'Show Structure' button. Below the header are buttons for 'Hide Structure', 'Reset Structure', and 'Save Structure'. A 'Add new top navigation' button is highlighted with an orange box and an arrow. At the bottom, there are 'Edit Info', 'Preview', and 'Publish' buttons.

Add a Navigation

Navigation Label
Big Data

Navigation Type
Curated List

Deliverable ID Type
Big Data

Set **Back**

4 To add more grant lists/search templates to your portals, continue to **Add new top navigation** and fill in the pop-up dialogue. You can also add a sub-tab under the main tab by clicking on the **Add new sub navigation**.

5 Click **Save Structure** to save all the information you have created. Then choose **Publish**, copy the embedding code, and insert it to your web page.

Grant Portal 1

Big Data

Save structure

Click here to embed the portal

Click here to save the information you added

Federal Grant

State Grant

+ Add new sub navigation

Click here to add a sub-tab under the main tab

Health Equity

+ Add new sub navigation

STEM Education

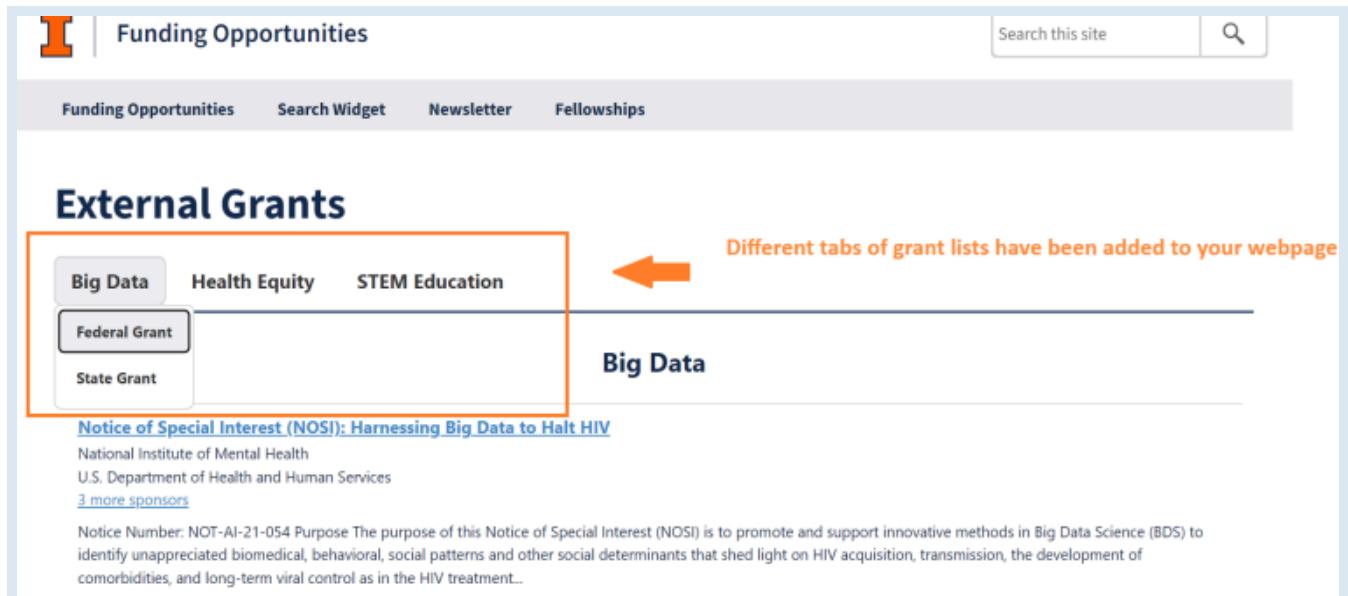
+ Add new sub navigation

+ Add new top navigation

Click here to add a new tab for a new grant list/search template to your grant portal

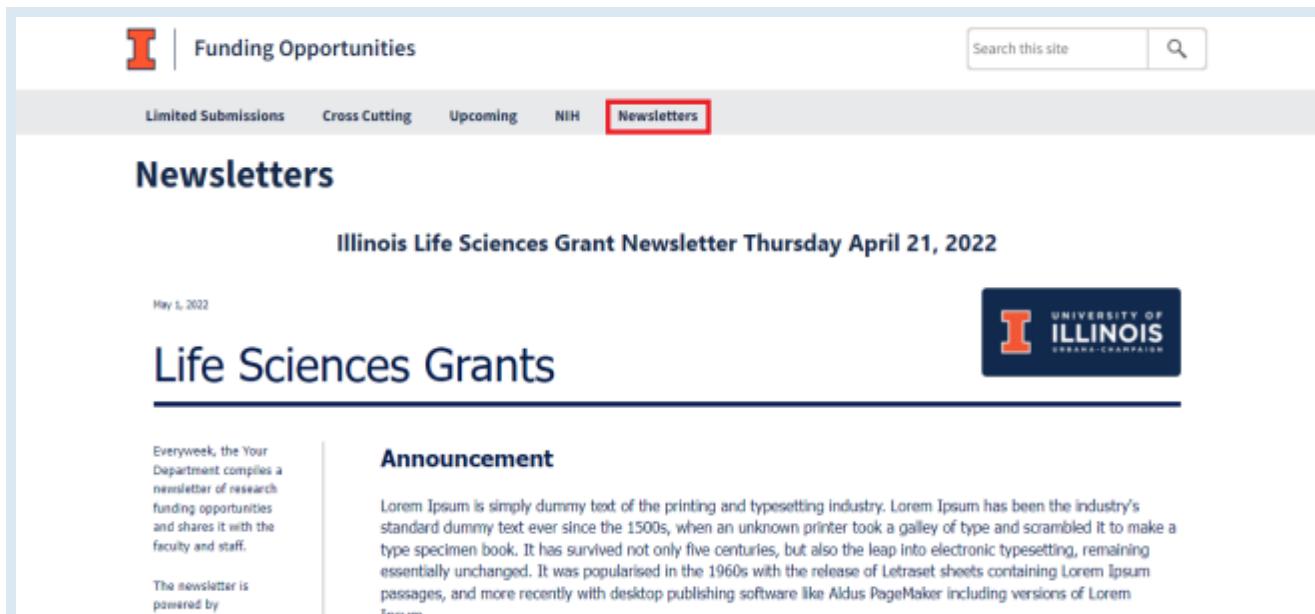
Example of Grant Portals

- Multiple Curated Grant Lists



The screenshot shows a grant portal interface. At the top, there is a navigation bar with a logo, a search bar, and tabs for "Funding Opportunities", "Search Widget", "Newsletter", and "Fellowships". Below the navigation bar, a section titled "External Grants" is displayed. This section features a horizontal navigation bar with tabs: "Big Data", "Health Equity", and "STEM Education". The "Big Data" tab is highlighted with a blue box and an orange arrow points to it from the text "Different tabs of grant lists have been added to your webpage". Under the "Big Data" tab, there is a sub-section titled "Notice of Special Interest (NOSI): Harnessing Big Data to Halt HIV". This sub-section includes links to "National Institute of Mental Health", "U.S. Department of Health and Human Services", and "3 more sponsors". Below this, there is a brief description of the notice's purpose: "Notice Number: NOT-AI-21-054 Purpose The purpose of this Notice of Special Interest (NOSI) is to promote and support innovative methods in Big Data Science (BDS) to identify unappreciated biomedical, behavioral, social patterns and other social determinants that shed light on HIV acquisition, transmission, the development of comorbidities, and long-term viral control as in the HIV treatment...".

- Newsletters



The screenshot shows a grant portal interface. At the top, there is a navigation bar with a logo, a search bar, and tabs for "Limited Submissions", "Cross Cutting", "Upcoming", "NIH", and "Newsletters". The "Newsletters" tab is highlighted with a red box. Below the navigation bar, a section titled "Newsletters" is displayed. This section features a sub-section titled "Illinois Life Sciences Grant Newsletter Thursday April 21, 2022". Below this, there is a date "May 1, 2022" and a logo for "UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN". Under the "Newsletters" section, there is a "Life Sciences Grants" section. This section includes a sidebar with text about the newsletter's purpose and a "powered by" link, and a main content area with an "Announcement" section containing placeholder text: "Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularised in the 1960s with the release of Letraset sheets containing Lorem Ipsum passages, and more recently with desktop publishing software like Aldus PageMaker including versions of Lorem Ipsum".

Auto Account/Profile Creation Service

Since your faculty and researchers are very busy, we'd like to help them use GrantForward without much hassle in logistics. With our **Auto Sign-up/Auto Profile Creation** service, we can automatically create their accounts and build their GrantForward Researcher Profiles so that they will start receiving grant recommendations automatically. They will also have all of the additional benefits of a Researcher Profile without needing to create one.



There are three modes for AS/AP Creation:

Auto Pilot Mode

GrantForward will take care of everything from gathering information in the public faculty directory webpages to converting them into accounts and profiles on our site, totally free of charge.

User Pilot Mode

You can ask faculty to submit their information, using the [online submission form](#). In this form, they will tell us their basic info and where we can find their publications to create accounts and profiles for them. You can use this [email template](#) to announce. Free of charge.

Admin Pilot Mode

You provide us with the information including researcher's names, publication URLs, and CVs in a [spreadsheet](#) and GrantForward will automatically create profiles for your institution members, as many as you request and free of charge.