



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.

GrantForward UseCase: For Administrators

Deploy GrantForward and Disseminate Grants

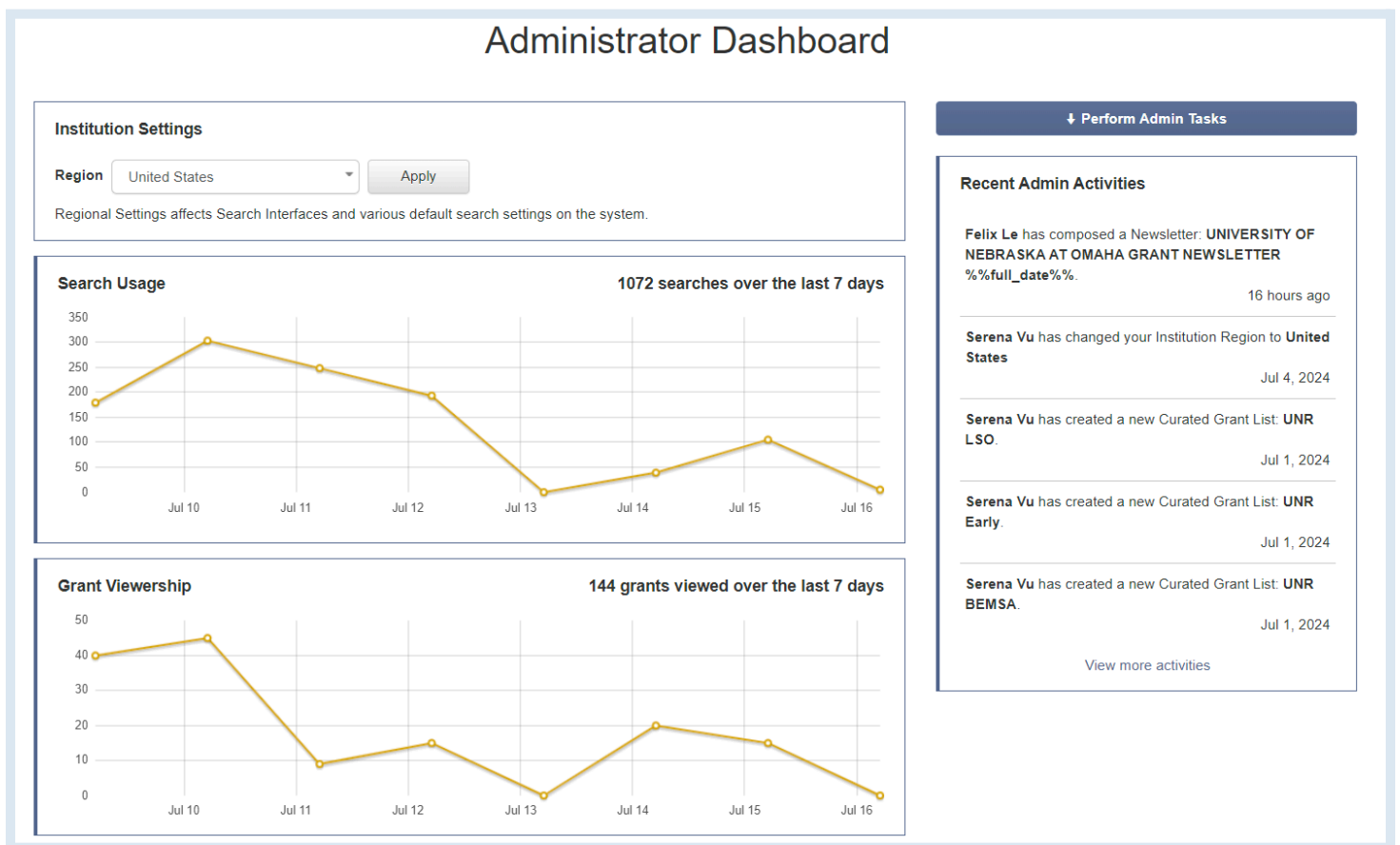
GrantForward can be very useful and valuable for your institution members to explore funding opportunities. If you make GrantForward known to them and they can receive suitable grants. To deploy GrantForward and disseminate grants, we suggest the following steps.

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.



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.

The screenshot displays the 'User Management' interface. At the top, there are three tabs: 'Manage Users' (selected), 'Manage Institution Units', and 'Manage Custom Groups'. Below the tabs are buttons for 'Hide Filters', 'Reset Filters', and '+ Create New User'. The main search area includes input fields for 'First Name', 'Last Name', 'Email', 'Institution Unit', and 'Custom Group'. A dropdown menu for 'Permission' is open, showing options: 'Administrator', 'Editor', and 'Member'. Below the search fields is a 'Refresh Result' button. At the bottom, there is a pagination bar with page numbers (1, 2, 3, 4, 5, >, >>) and a 'Show 15 Results per Page Sorted by Permission Descending' dropdown. The table below shows a list of users with columns: Name, Email Address, Institution Unit, Permission, Signed Up Date, and Actions. The first user listed is Taylor Reed, with email treed9@illinois.edu, permission Member, and signed up on June 28, 2012.

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 image shows a 'Create New User' dialog box overlaid on a blurred background interface. The dialog box contains the following fields and options:

- Email ***: Text input field.
- First Name ***: Text input field.
- Last Name ***: Text input field.
- Permission ***: Dropdown menu with the text '-- Choose a role --'.
- User Type**: Radio buttons for **Default** (selected), **Student**, **Researcher**, and **Staff**.
- Unit**: Dropdown menu with the text '-- Select a unit --'.
- Custom Group**: Text input field with the placeholder 'Type and select from the autocomplete...'.
- Buttons**: 'Create User' and 'Cancel' at the bottom right.

In the background, the '+ Create New User' button is highlighted with an orange box and an orange arrow points to it with the text 'Click on this button to create a new user.'.

- 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 image shows a 'User Management' interface with a 'List Of Deleted Users' dialog box. The dialog box displays a table of deleted users with the following data:

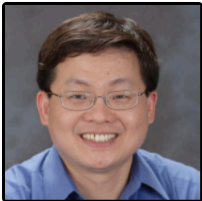
Email Address	Name	Creation date	Deleted date	Actions
...@cazoodle.com	...	May 11, 2021	December 24, 2021	Restore User
...@cazoodle.com	...	June 30, 2021	December 23, 2021	Restore User
...@cazoodle.com	...	April 18, 2021	December 16, 2021	Restore User

The 'Restore User' button in the 'Actions' column of the first row is highlighted with an orange box. A 'Close' button is at the bottom right of the dialog box. A 'Refresh Result' button is visible at the bottom of the background interface.

- 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	View Details Perform Admin Actions
		Cell and Developmental Biology	Administrator	August 06, 2013	View Details Perform Admin Actions
			Administrator	February 10, 2012	View Details Perform Admin Actions
			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.

The screenshot shows the 'Manage Institution Units' tab selected. At the top, there are three tabs: 'Manage Users', 'Manage Institution Units', and 'Manage Custom Groups'. Below the tabs, there is a message: 'Administrators can set up their institution units here. Unit members will benefit from every grant delivery which has been set up for that unit.' and a note: 'Note: It might take 30 seconds to 1 minute for the institution structure to reflect fully on other administrative features.'

The main content area displays a hierarchy of units. The root unit is 'University of Illinois Urbana-Champaign Institution' with a count of 41. It has several subunits: 'Advancement', 'Beckman Institute', 'Biotechnology Center', 'Carl Woese Institute for Genomic Biology', and 'Carle Illinois College of Medicine' (with a count of 2). The 'Carle Illinois College of Medicine' unit has two subunits: 'Biomedical and Translational Sciences' and 'Clinical Sciences'.

On the right side, there is a 'View Options' dropdown menu. The dropdown is open, showing three options: 'View to Level 1 Units', 'View to Level 2 Units', and 'View Full Hierarchy'. An orange arrow points to the 'View Options' button with the text: '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.

The screenshot shows a different part of the unit hierarchy. The root unit is 'Administration' with a count of 3. It has subunits: 'Administrative Services' (with a count of 1) and 'Financial Management' (with a count of 1). 'Administrative Services' has subunits: 'Human Resources' and 'Student Services'. 'Financial Management' has subunits: 'Advancement', 'Advertising', and 'Aerospace Engineering'.

An orange arrow points to the 'Administrative Services' unit with the text: 'Click on "+" or "-" to display/hide a subunit.' Another orange arrow points to the 'Aerospace Engineering' unit with the text: 'Click on a unit's name to perform more actions.'

The 'Aerospace Engineering' unit is selected, and a context menu is open. The menu contains the following options: 'Create New Unit within ...', 'Rename Unit', 'Move this Unit to ...', 'Merge this Unit with ...', 'Delete this Unit', and '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.

The screenshot shows a sidebar on the left with a list of units: Office of Research, OIP, Administration (3), Administrative Services (1), Human Resources, Student Services, and Department. A modal dialog titled "Set Mailing List" is open, displaying the text "You are assigning a mailing list address for the unit **Administrative Services**". Below this is a text input field with the placeholder "Input your mailing list address here...". At the bottom right of the dialog are "Save" and "Cancel" buttons.

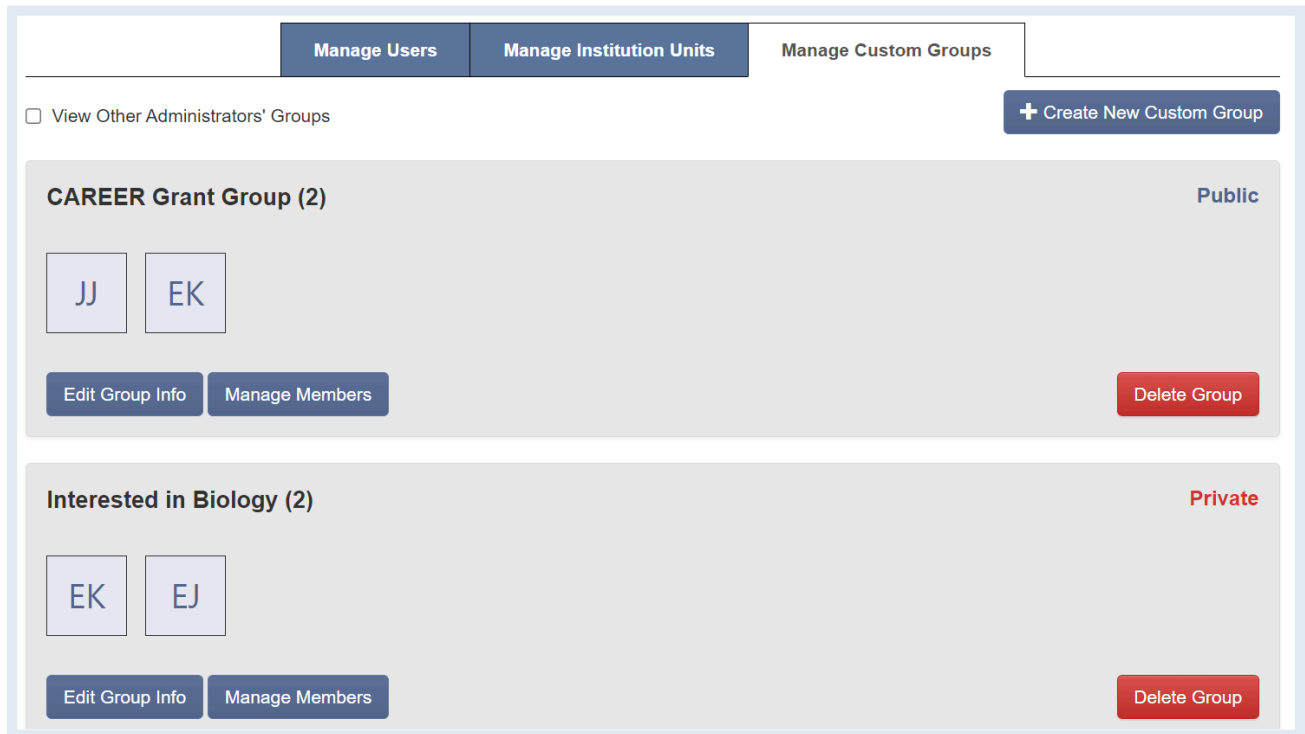
You are also able to manage all the mailing lists created within your institution such as edit or delete any of them.

The screenshot shows a modal dialog titled "Manage Mailing List". It contains a table with two columns: "Unit" and "Mailing List". The table lists several units and their corresponding mailing list addresses, each with a delete icon (X) to its right. At the bottom of the dialog are "Save" and "Cancel" buttons. In the background, a sidebar is visible with a "View Options" dropdown and a "Manage Mailing List" button, which is highlighted with an orange rectangle.

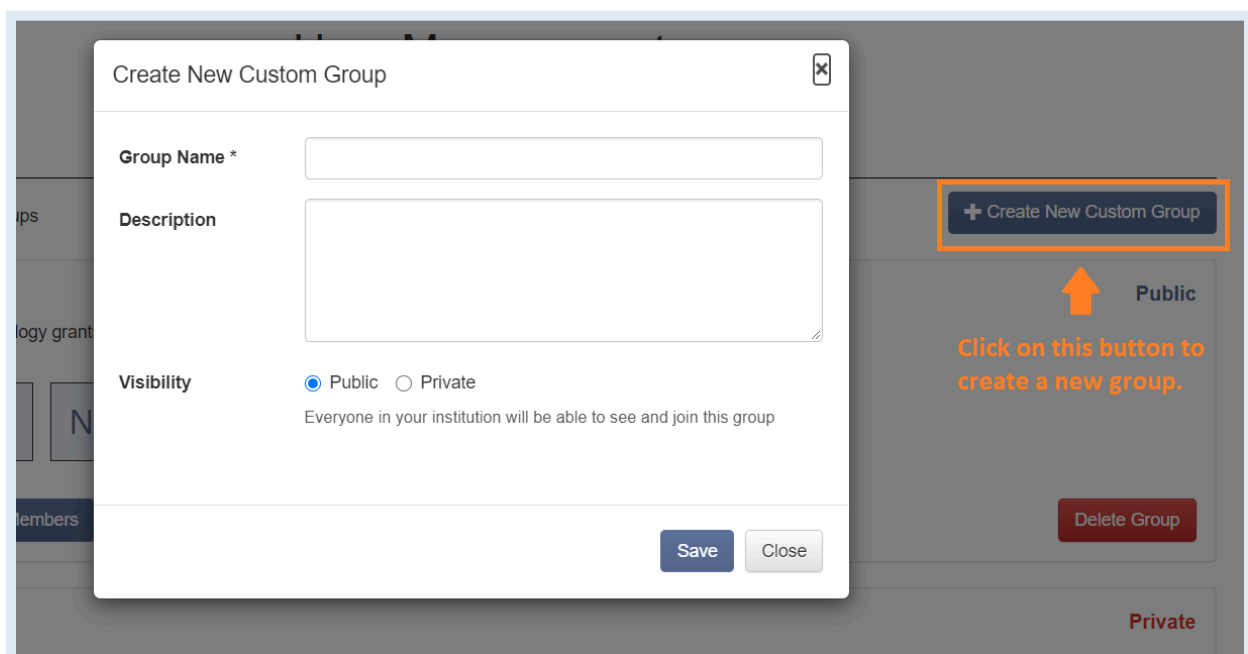
Unit	Mailing List
Aerospace Engineering	faculty@aero.illinois.edu
Agricultural & Biological Engineering	members@agricubio.illinois.edu
Agricultural Economics	faculty@agecon.illinois.edu
Animal Sciences	faculty@animalsciences.illinois.edu
Anthropology	faculty@anthropology.illinois.edu
Art History	artfaculty@illinois.edu

Manage Custom Groups

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



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



- 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.

Click this button to add/remove members.

Machine Learning Faculty (4) Group visibility. ➡ Public

Member list of a group.

Click this button to add/remove members.

Machine Learning Faculty (4) Group visibility. ➡ Public

Member list of a group.

Click this button to add/remove members.

- 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) Private

Created by Farzaneh Masoud

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.

The screenshot shows the 'Profile Management' header. Below it are two buttons: 'Hide Filters' and 'Reset Filters'. There are three input fields labeled 'First Name', 'Last Name', and 'Email'. Below these fields is a 'Refresh Result' button.

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
Adam Ta	adamtan2@illinois.edu	Public	adamtan2@illinois.edu	✓		View Details Perform Admin Actions
David Schwartz-Duval	dschwad2@illinois.edu	Public	dschwad2@illinois.edu	✓	✓	Edit Profile Information Perform Admin Actions
David J. J. J. J.	dschwad2@illinois.edu	Public	dschwad2@illinois.edu	✓	✓	Edit Profile Recommendation Perform Admin Actions
David J. J. J. J.	dschwad2@illinois.edu	Public	dschwad2@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.

The screenshot shows a user profile for Kevin Chang. The profile includes a photo, title (Professor), department (Computer Science), institution (University of Illinois Urbana-Champaign), and email (kcchang@illinois.edu). It also lists education (PhD, Electrical Engineering, Stanford University) and research interests (Large Language Models, Large Language Model, Co Chairs, Data Science). On the right, there is a section for 'Colleagues' listing Stafford Hood, Andrew Haglund, and jim hahn. A red box highlights the 'Edit This Profile' button, with a red arrow pointing to it from the text 'Click here to edit the profile information'.

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

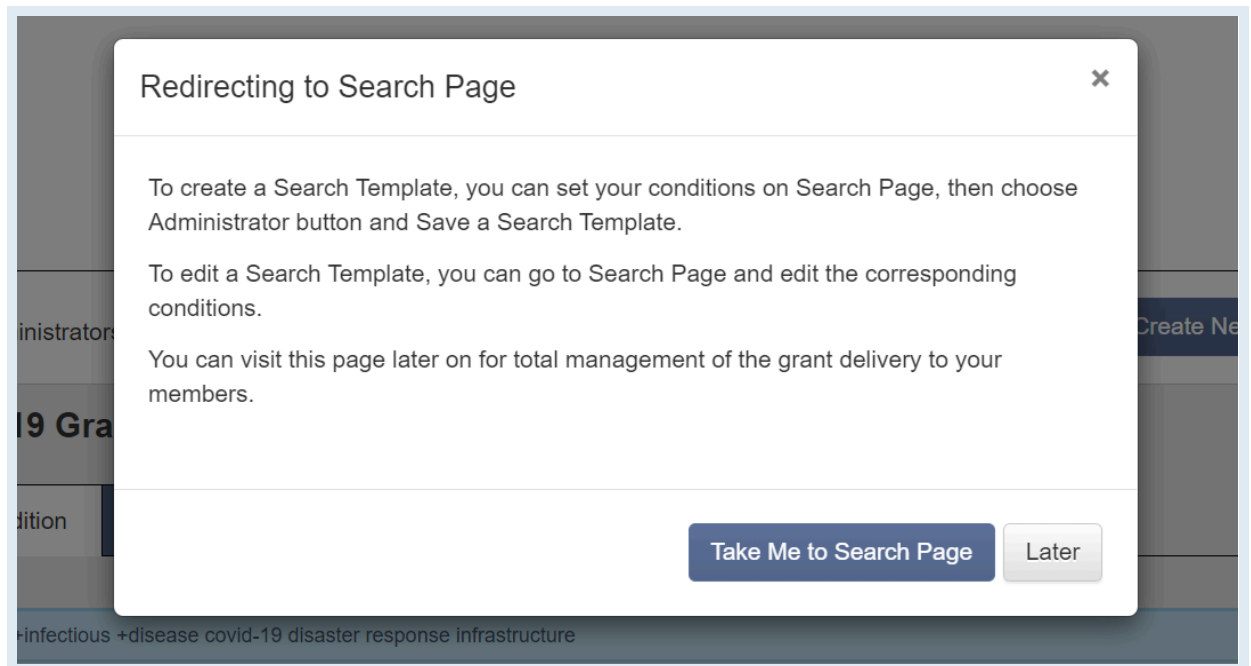
1 After choosing the **Curated Search Templates** tab, you can click on the **Share a New Search Template** button to share the search conditions with your members to help them find grants right in their personalized homepages and receive search alerts via emails.

- Choosing **From your Saved Searches** to create and share a search template with the conditions from one of your available saved searches.

The screenshot displays a modal window titled "Create a New Search Template from Saved Search". Inside the modal, there is a dropdown menu labeled "Choose a Saved Search to Copy the Conditions from" with "Limited Submissions in Life Sciences" selected. Below this is a text field for "Search Template Name" containing the same text. A "Preview Conditions" section lists several criteria: "Has keywords: +life +sciences computer technology 'social media' data science social network - cancer", "Deadline is between 09/01/2021 and 12/31/2021", "With current status: Open", "Of grant types: Research Project", "Not of grant types: Fellowship/Scholarship/Dissertation, Internship/Work-study, Training/Course, Travel, Post-doctoral", "With applicant locations: United States/Indiana, United States/Iowa, including unspecified grants", "With submission types: Is Limited", and "With applicant types: Individual, Organization, including unspecified grants". At the bottom of the modal are three buttons: "Save and Add Recipients", "Save", and "Cancel". To the right of the modal, on the main page, there is an orange arrow pointing down to a button labeled "+ Share a New Search Template". Above this button, text reads "Click on this button to share a search template."

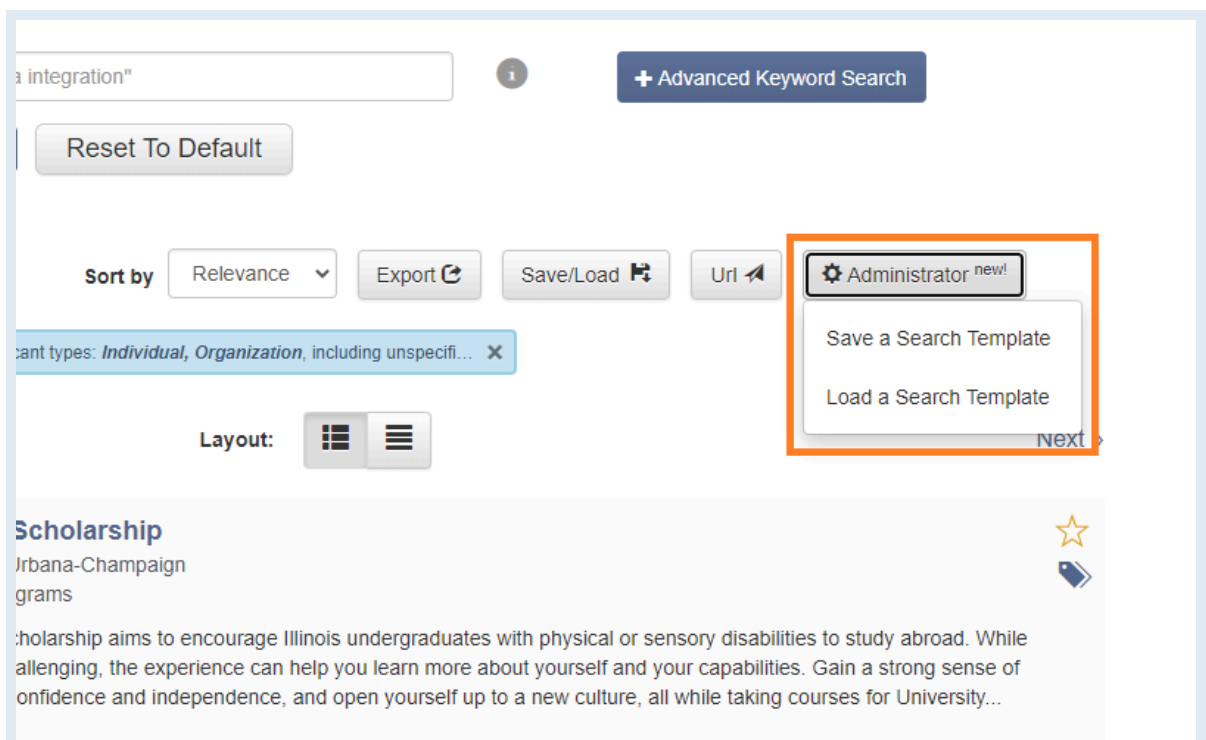
- Choosing **From New Set of Conditions** will direct you to the Search

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



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. →

Last Delivery Edit Delete

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

Last Delivery Edit Delete

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

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

3Tran- WildLife

Annotated Grant List

Big Data

Big data

Biology Opportunities

CFDA

Fellowships

Humanities Opps

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

« Previous Layout: Next »

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

National Aeronautics and Space Administration

Funding Opportunity Number: NNH24ZDA001N-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

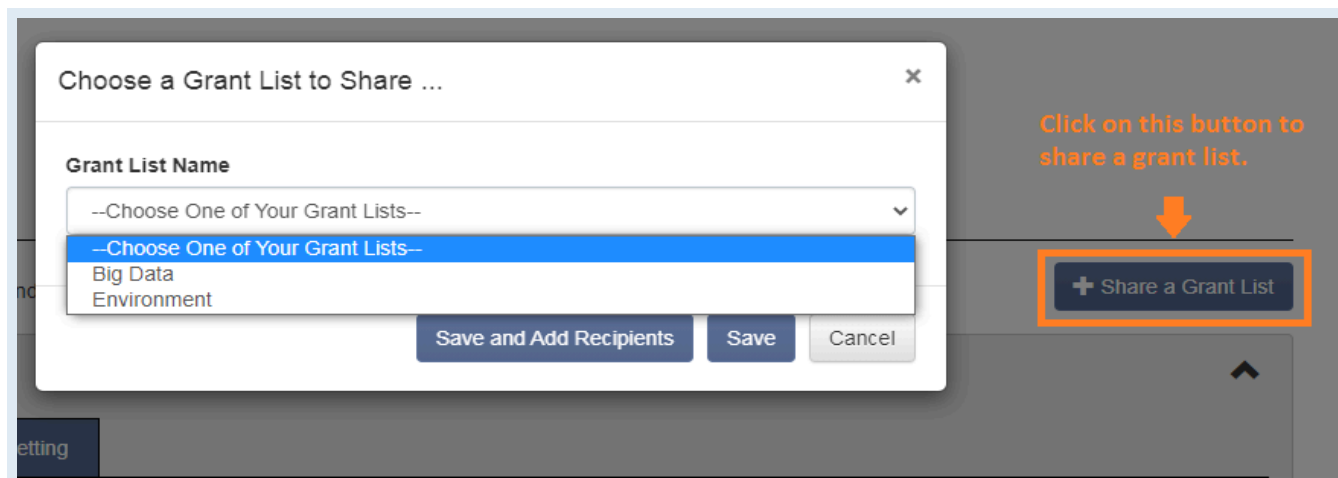
This grant belongs to the curated grant list **Big Data**

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

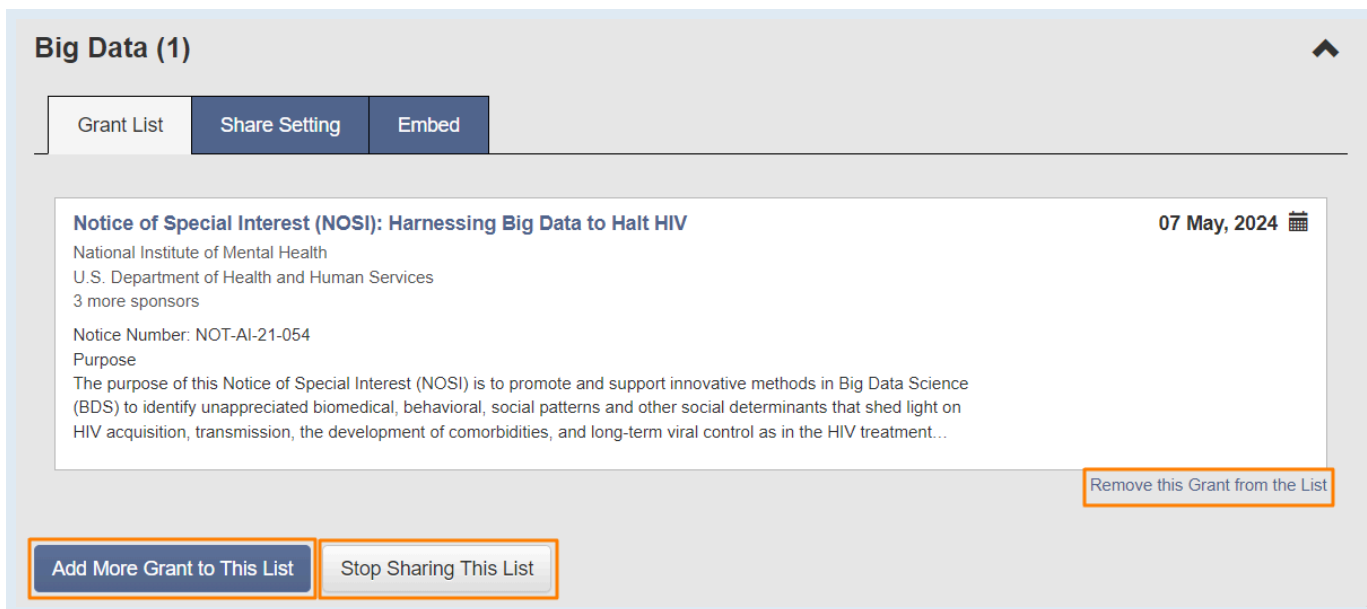
Interested Not interested No feedback

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.



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
Colgate's Polar Grants
Newsletters

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

« Previous
Layout:
Next »

Viewed 7 months ago

15
April 2022

Hightech Agenda Bavaria - Visiting Scholarships Artificial Intelligence

Bavaria California Technology Center

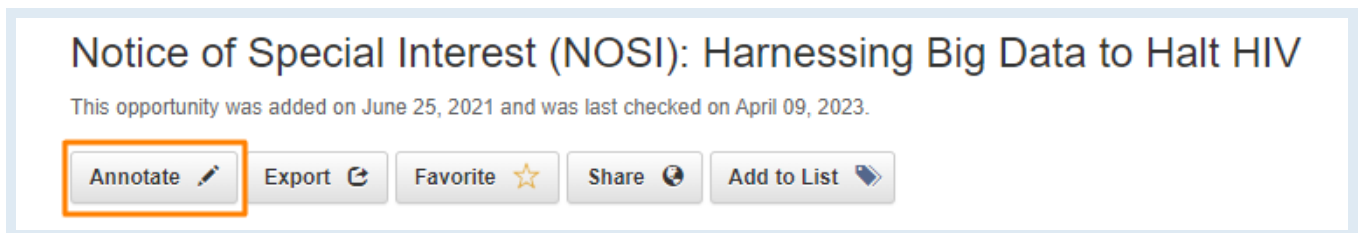
The new funding line enables chairs of authorized institutions in Bavaria to invite speakers from California, who are distinguished in the AI research area, for a talk to their University. This visiting Scholarships artificial intelligence (vsai) program allows to apply for costs for flight, accommodation,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



- 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.

- 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.

[Annotate](#) [Export](#) [Favorite](#) [Share](#) [Add to List](#)

[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 items per page, sorted by

[1](#) [2](#) [>](#) [>>](#) Showing 1-20 out of 27 results

Grant Title	Sponsor	Amount	Internal Deadline	Submission
Administrative Supplements to Promote Diversity in Research and Development Small Businesses-SBIR/STTR (Admin Supp Clinical Trial Not Allowed)	National Cancer Institute National Center for Advancing Translational Sciences 24 more sponsors	See Detail	Jul 31, 2021	
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 ^{new!}
Find Opportunities to Annotate

Search By Grant Title

Search By Annotator

Search By Status

☒ Active ☒ Archived

Search By Annotated Date

to

Search By Internal Deadline

to

Refresh Result

1
2
3
>
>>

Show 10 Results per Page Sorted by Annotated Date Descending

Showing 1 to 10 of 29 results.

Title	Sponsor	Original Deadline Status	Annotation Status	Annotator	Last Annotated	Internal Deadline	Contact	Acceptances	Actions
Notice of Special Interest (NOSI): Harnessing Big Data to Halt HIV <small>Notice Number: NOT-AI-21-054 Purpose The purpose of this Notice of Special Interest...</small>	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 Grants Office before submitting your applications.

G

Contact

➤

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.


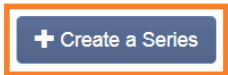
Newsletter Management

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%% [Add Variable](#)

Content

[Load a Boilerplate...](#) ← Choose an available boilerplate and make customizations.

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

Edit View Insert Format Table

↶ ↷ B I U S System Font 12pt Paragraph

☰ ☷ ☹ ☺ A Ix Ω Add Variable

%%full_date%%

%%unit%%

Newsletter

grant forward By Chronicle

- 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.

Edit View Insert Format Table

↶ ↷ **B** *I* U ↺ Helvetica 14pt Paragraph

≡ ≡ ≡ ≡ ≡ ≡ Add Grant Variable

%%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 x

+ Add New Recipients

CC

Members

Kevin Chang <kcchang@cs.uiuc.edu> x

+ 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.

Newsletter Management

Newsletters

Series

Hide Filters

Reset Filters

+ Create a Newsletter

Newsletter Title

Author

Created Between

and

Sent Between

and

Sent To

Type and select from the autocomplete...

Newsletter Series

No Specific Series

Refresh Result

1

Show 15 Results per Page Sorted by Created Date Descending

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		Action				
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**

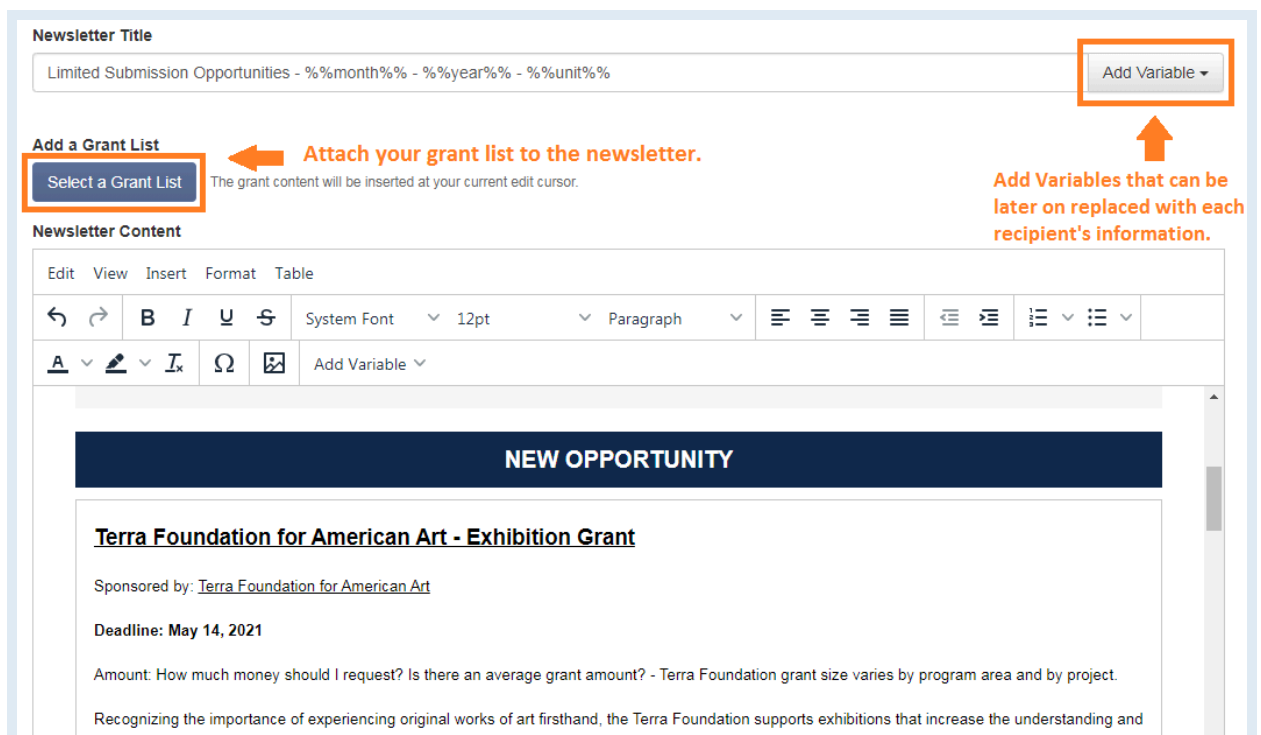
[← Back to Newsletter Management](#)

Newsletter Series

No Specific Series ▼

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 a Grant List

Select a Grant List

Newsletter Content

Edit View Insert Format Table

System Font 12pt Paragraph

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

Activate V

5

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

Show 10 Results per Page Sorted by Grant Title Ascending

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

Sponsors
Amount
Applicant Locations
Activity Locations
Citizenships

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

- *Tip:* You can 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 new!

Include Sponsor's Name List
University of Illinois ...
Clear Selected Sponsors
Show Exclusion Search

Sponsored by: University of Illinois Urbana-Champaign
With current status: Continuous, Open
With applicant types: Individual, Organization, including unspecifi...

« Previous
Layout:
Next »

Categories
Deadline
Status
Open
Continuous
Closed

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			

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.

The screenshot displays the 'Usage Report' interface. At the top, there's a header 'Usage Report' and a link 'Click here to generate the usage report of the selected period.' with a red arrow pointing to the 'Refresh' button. Below this, a date range selector is shown with 'From' and 'To' fields, both containing '02/01/2023' and '04/11/2023' respectively. To the left of the date fields is a red arrow pointing to them with the text 'Specify a period you want'. To the right of the date fields are 'Export' and 'Refresh' buttons. The 'Refresh' button is highlighted with a red box. Below the date selector, there's a sidebar on the left with four main categories: 'User Interaction Statistic', 'Visitors Statistic', 'Search Statistic', and 'Grant Delivery Statistic'. Each category has sub-items. The 'User Interaction Statistic' category is selected, and its details are shown in the main content area. The main content area is divided into two sections: 'Users Statistics' and 'Profile Statistics'. The 'Users Statistics' section has a table with two columns: 'During 02/01/2023 - 04/11/2023' and 'All Time'. The 'Profile Statistics' section has a table with two columns: 'Total Number of Profiles' and 'Number of Profiles Set as Public'. The 'Number of Profiles Set as Public' section has a table with two columns: 'Number of Profiles Set as Public' and 'Profiles Built Between 02/01/2023 - 04/11/2023'.

	During 02/01/2023 - 04/11/2023	All Time
Number of Accounts Created	7	72
Number of Administrator Accounts	6	34
Number of Editor Accounts	0	10
Number of Member Accounts	1	28

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.

<div>User Interaction Statistic</div> <div>Users Statistics</div> <div>Profile Statistics</div> <div>Visitors Statistic</div> <div>Search Statistic</div> <div>Search History</div> <div>Search Insights</div> <div>Search Utilities</div> <div>Grant Delivery Statistic</div> <div>Curated Search Templates</div> <div>Curated Grant Lists</div> <div>Email Delivery</div>	Curated Search Templates					
	Total active curated search templates		11			
	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
Curated Grant Lists						
Total active shared grant lists		16				
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	

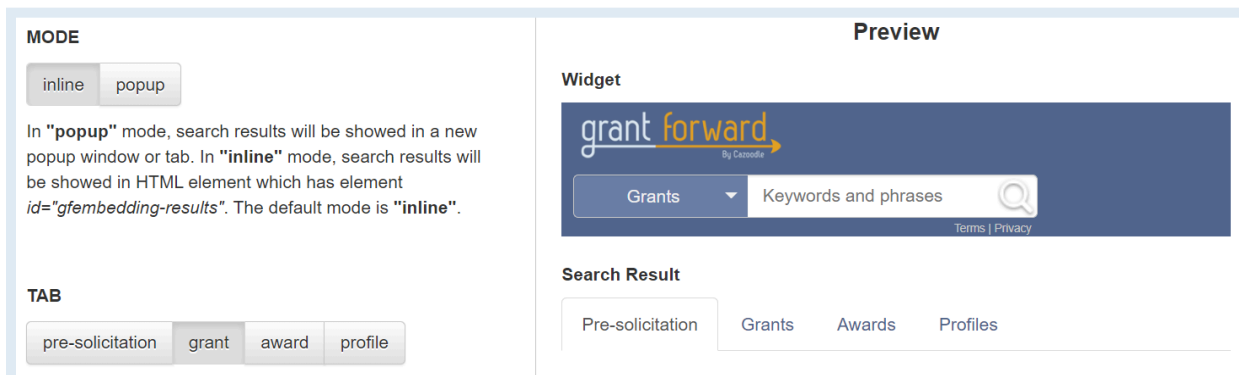
Integration

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.

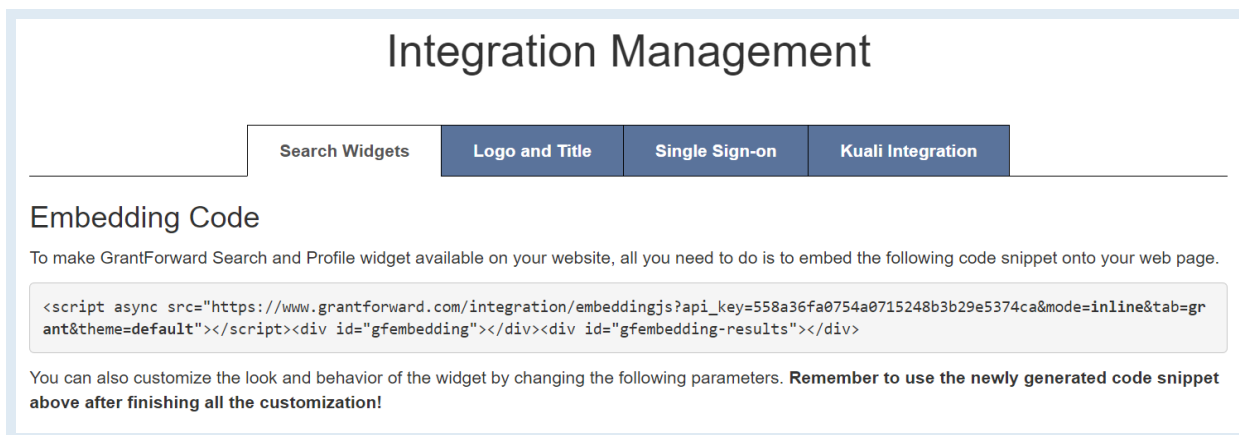
Search Widgets

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.



- 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.



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

Choose an image

Remove Logo

Institution Title


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

UIUC

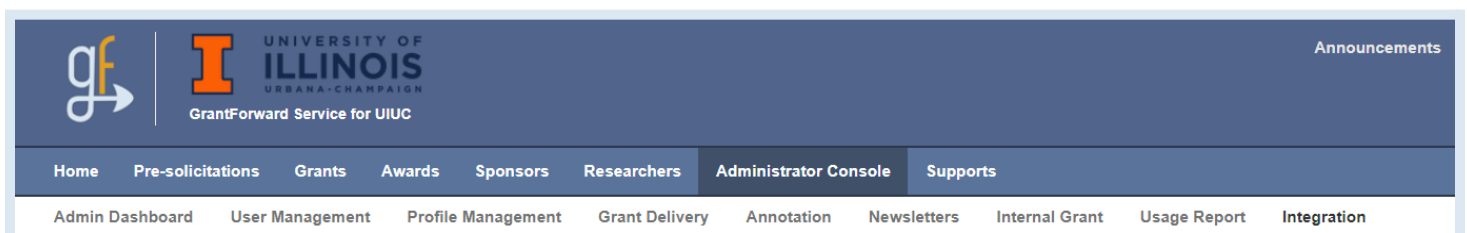
Save Settings

Reset to Last Saved Settings

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 displays the 'Curated Search Templates' interface. At the top, there are tabs for 'Curated Search Templates', 'Curated Grant Lists', and 'Portals'. Below the tabs, there is a checkbox labeled 'Show Other Administrators and Editors' Curated Search Templates' and a button labeled '+ Share a New Search Template'. The main content area is titled 'Area Studies' and has three sub-tabs: 'Search Condition', 'Recipients Setup', and 'Embed'. The 'Embed' tab is selected, showing instructions on how to embed the template on a website and a code snippet to copy. A 'Copy to Clipboard' button is provided. To the right, there is a 'Preview' section showing a sample of the search results, including the title 'Catedra Society for Latin American Studies (SLAS)', a description, and a deadline of '16 May, 2025'.

Curated Search Templates

Curated Grant Lists

Portals

☐ Show Other Administrators and Editors' Curated Search Templates

+ Share a New Search Template

Area Studies

Search Condition

Recipients Setup

Embed

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.

The search result will be automatically updated as we add new grants to our system. All the changes to the Curated Search Template that 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_template?api_key=558a36fa0754a0715248b3b29e5374ca&template_id=592"></script><div id="gfembedding-template-592"></div>
```

Copy to Clipboard

Preview

Area Studies

« Previous

Next »

Catedra Society for Latin American Studies (SLAS)

Society for Latin American Studies

to applications in the fields of cultural studies, anthropology, international relations, development studies and gender studies ...

Deadline: 16 May, 2025

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 displays the 'Curated Grant Lists' interface. At the top, there are tabs for 'Curated Search Templates', 'Curated Grant Lists', and 'Portals'. Below the tabs, there is a checkbox labeled 'Show Other Administrators and Editors' Curated Grant Lists' and a button labeled '+ Share a Grant List'. The main content area is titled 'Big data (4)' and has a sub-header 'Big data'. Below this, there are three tabs: 'Grant List', 'Share Setting', and 'Embed'. The 'Embed' tab is selected. The left panel contains instructions on how to embed the grant list and a code snippet. The right panel shows a preview of the grant list content.

Curated Search Templates **Curated Grant Lists** **Portals**

☐ Show Other Administrators and Editors' Curated Grant Lists [+ Share a Grant List](#)

Big data (4)

Grant List **Share Setting** **Embed**

You can make the Curated Grant List available on your own website. All you need to do is to embed the following code snippet onto your website. All the changes you have made to this Curated Grant List on GrantForward will be reflected automatically on your website's embedded content.

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

[Copy to Clipboard](#)

Preview

Big data

Big Data Mining and Artificial Intelligence in the Era of Large Astronomical Surveys
National Aeronautics and Space Administration

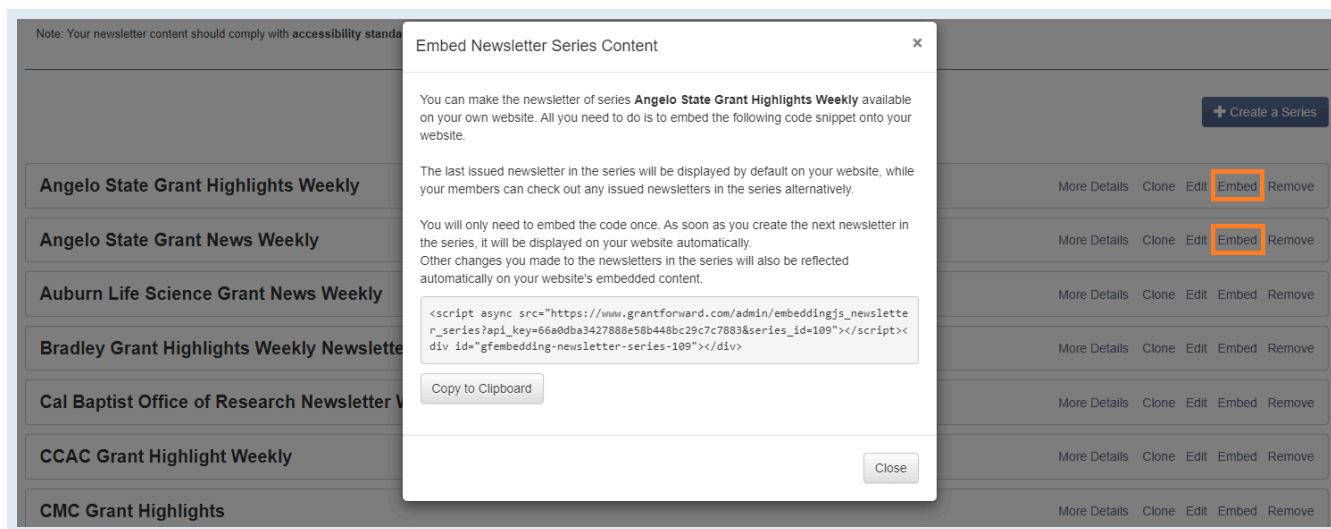
Description

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

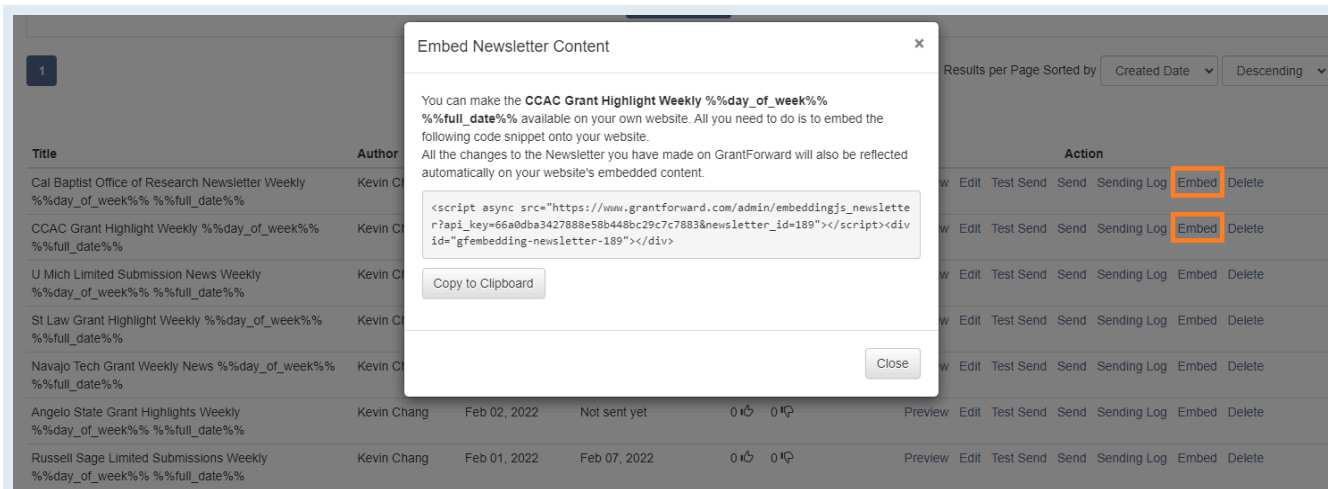
Embed Newsletters

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.

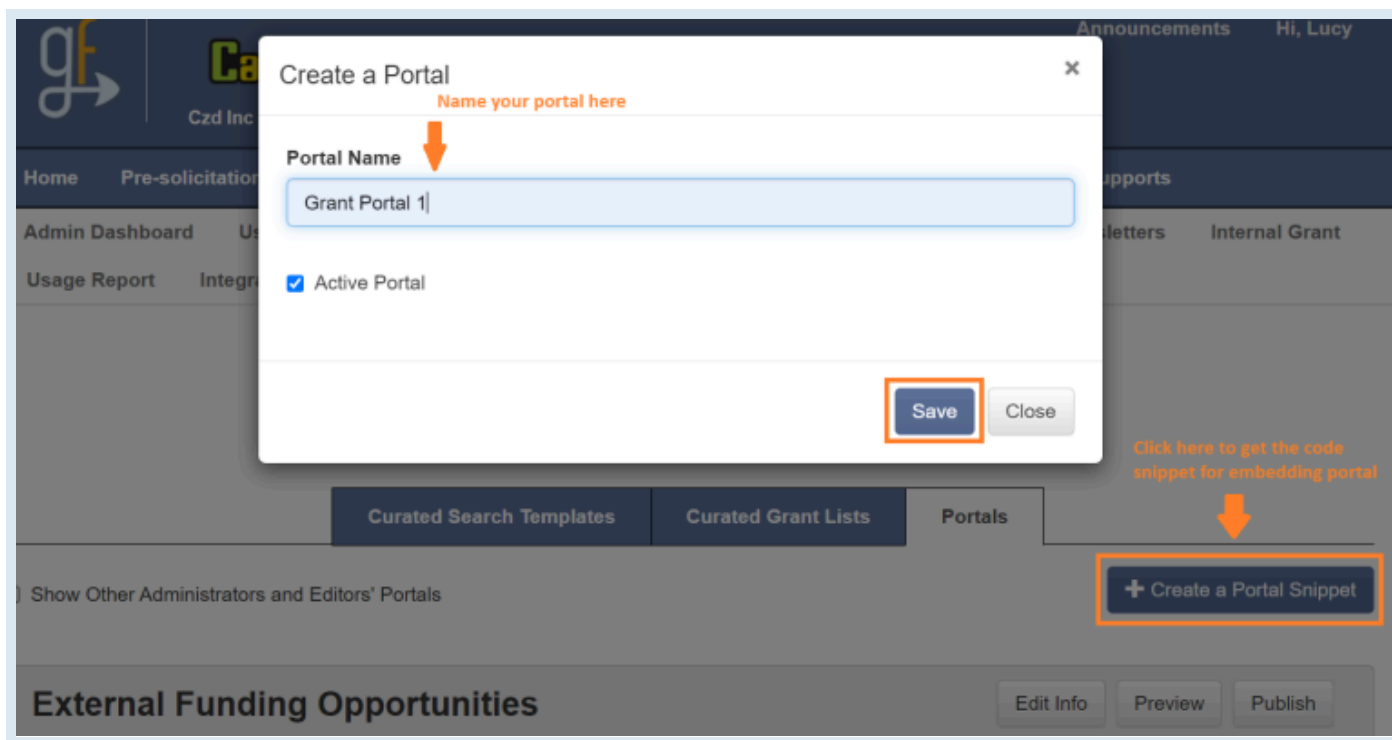


- **Embed an individual newsletter:** On the **Newsletters** tab, click on the **Embed** button in the row of an available newsletter and then copy the embedding code and insert it to your web page. The newsletter will have to be sent at least once before being embeddable into a website or a series of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

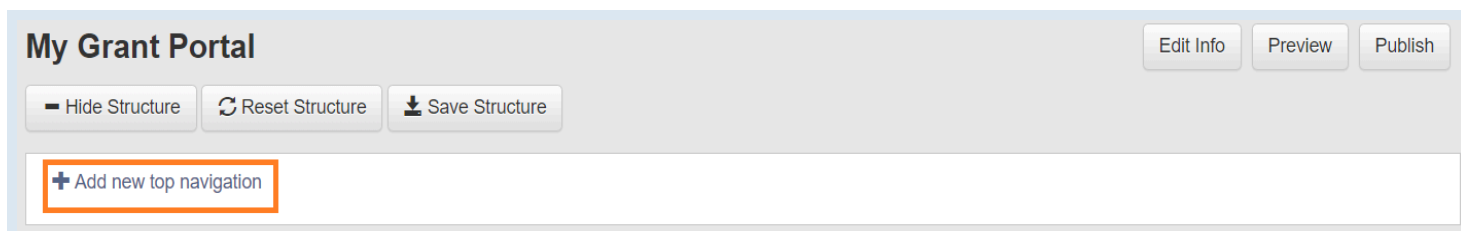


Embed Multiple Search Templates/Grant List

- 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.



Add a Navigation
×

Navigation Label

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

Edit Info
Preview
Publish

Hide structure
Reset Structure
Save structure

Big Data

Federal Grant
State Grant

+ Add new sub navigation

Health Equity

+ Add new sub navigation

STEM Education

+ Add new sub navigation

+ Add new top navigation

Click here to save the information you added


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

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

Click here to embed the portal

Example of Grant Portals

- Multiple Curated Grant Lists

 Funding Opportunities

Search this site

Funding Opportunities

Search Widget

Newsletter

Fellowships

External Grants

Big Data

Health Equity

STEM Education

Federal Grant

State Grant

Big Data

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...

Different tabs of grant lists have been added to your webpage

- Newsletters

 Funding Opportunities

Search this site

Limited Submissions

Cross Cutting

Upcoming

NIH

Newsletters

Newsletters

Illinois Life Sciences Grant Newsletter Thursday April 21, 2022

May 1, 2022

Life Sciences Grants

Announcement

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

The newsletter is powered by

University of Illinois

Urbana-Champaign

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.