



RESEARCHER QUICK GUIDE

The Quick Guide helps you utilize the most robust features
of GrantForward as a Researcher



IN THIS QUICK GUIDE



**FIND & MANAGE
GRANTS**



**RECEIVE GRANT
RECOMMENDATIONS**



**GET PRE-AWARD
INFORMATION**

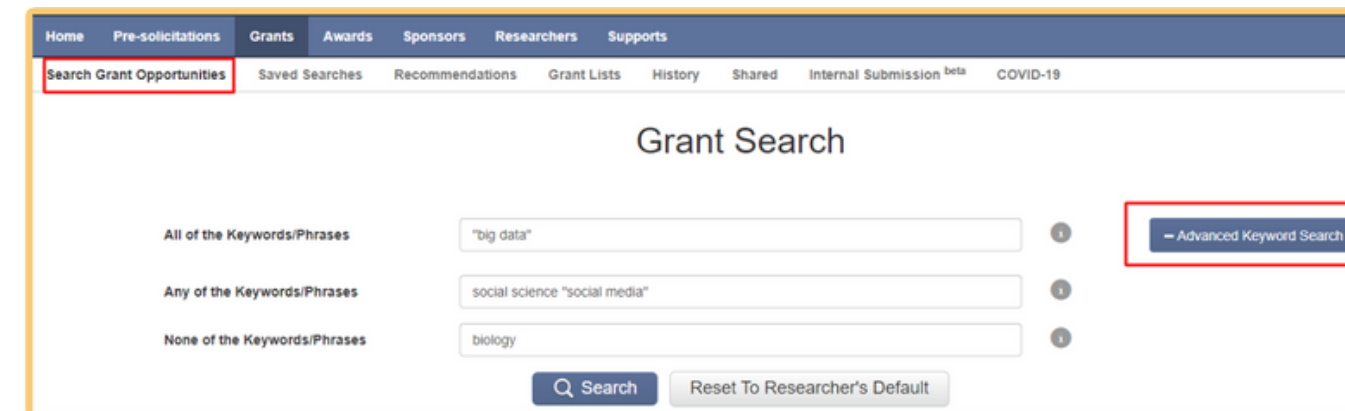
FIND GRANTS

Conduct a Search

How to search grants using keywords and filters?

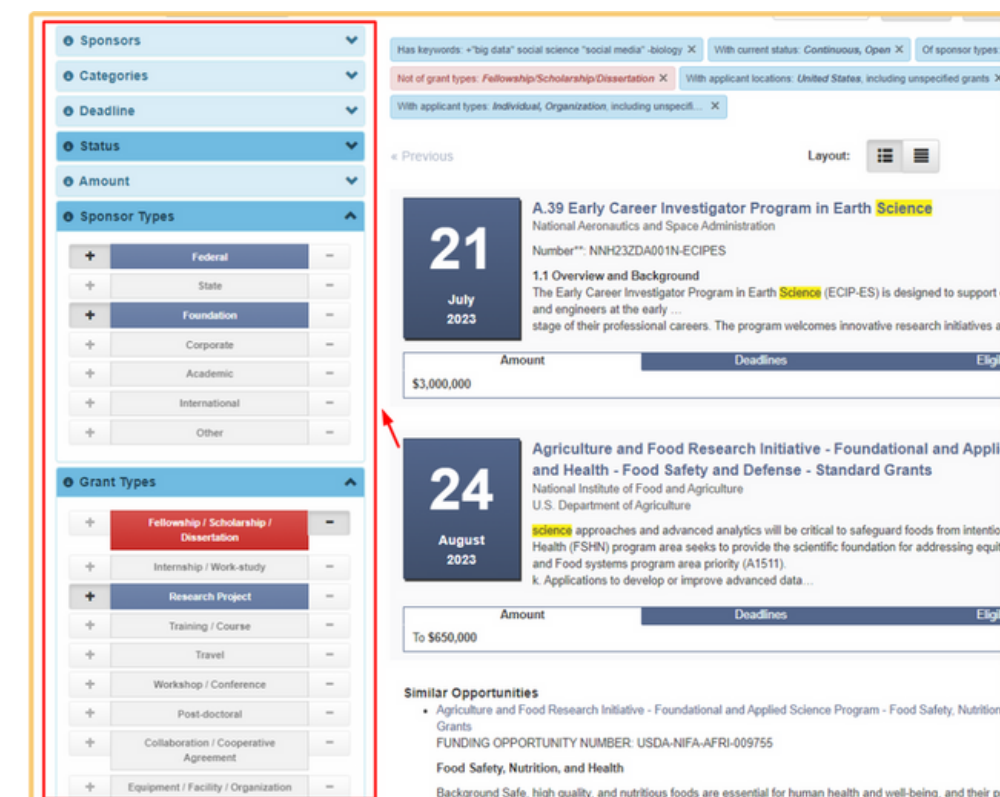
1

Go to the [Search Grant Opportunities](#) page, and enter keywords that match your research interests
(You can choose [Advanced Keyword Search](#) for more precise searching options)



2

Add Search Filters to narrow down your search results



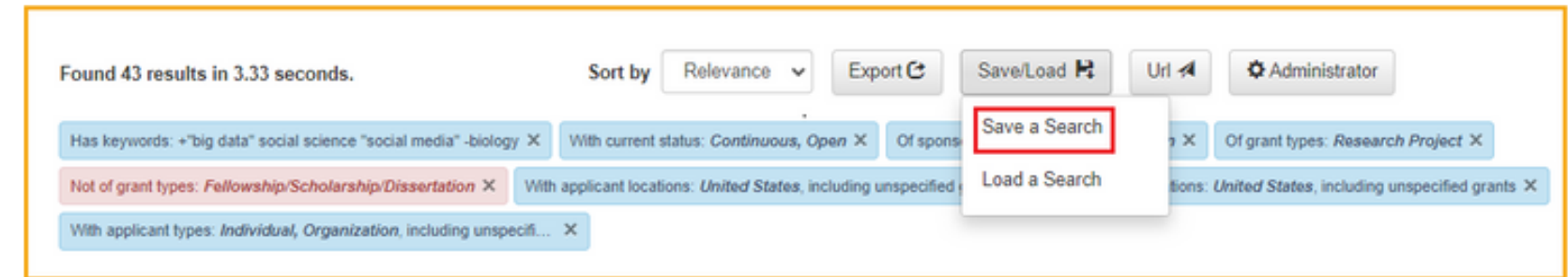
MANAGE GRANTS

Save a Search | Receive Email Alerts

How to save my search? How to get email alerts of new opportunities?

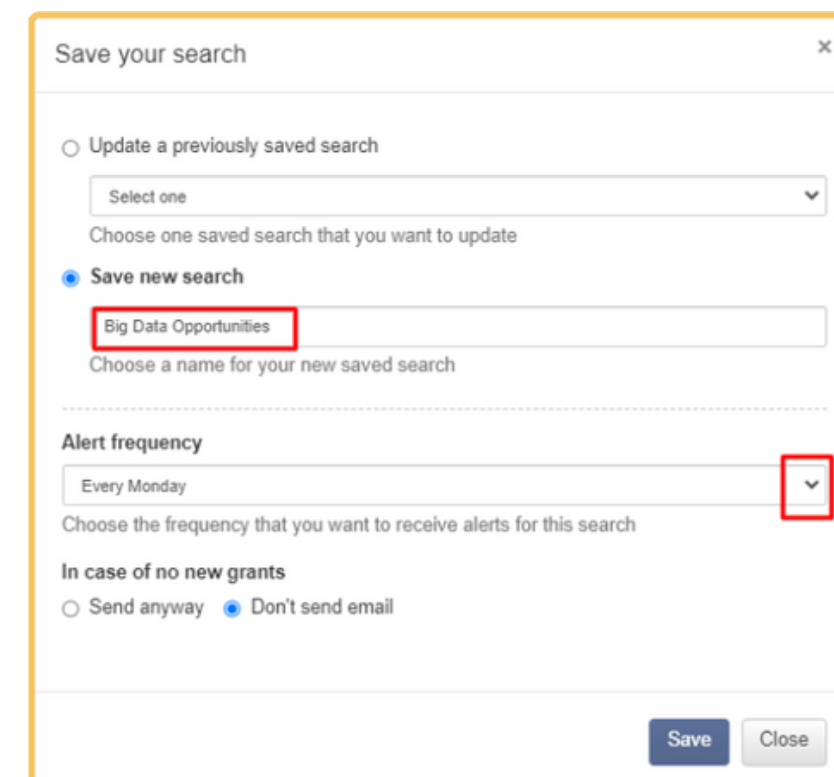
1

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

A screenshot of a search results interface. At the top, it says "Found 43 results in 3.33 seconds." To the right are buttons for "Sort by" (set to Relevance), "Export", "Save/Load", "Url", and "Administrator". Below these are several filter tags: "Has keywords: +\"big data\" social science \"social media\" -biology", "With current status: Continuous, Open", "Of spons...", "Of grant types: Research Project", "Not of grant types: Fellowship/Scholarship/Dissertation", "With applicant locations: United States, including unspecified", and "With applicant types: Individual, Organization, including unspecified". The "Save/Load" button is highlighted with a red box, and a dropdown menu is open showing "Save a Search" and "Load a Search", with "Save a Search" also highlighted by a red box.

2

In the pop-up box, name your search and set the frequency to receive alerts whenever there are new grants matching your search criteria

A screenshot of a "Save your search" pop-up form. It has a title bar with a close button. The form contains two radio buttons: "Update a previously saved search" and "Save new search". The "Save new search" option is selected. Below it is a text input field containing "Big Data Opportunities". Below that is a section for "Alert frequency" with a dropdown menu set to "Every Monday". At the bottom, there is a section "In case of no new grants" with two radio buttons: "Send anyway" and "Don't send email", with "Don't send email" selected. At the bottom right are "Save" and "Close" buttons.

MANAGE GRANTS

Build and Manage Grant Lists

How to create a list of matching opportunities?

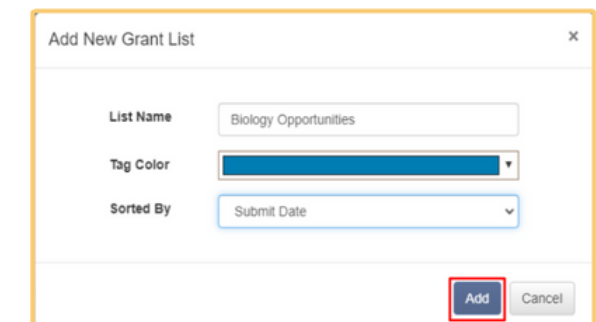
How to make editions to that list?

1

Go to the [Search Grant Opportunities](#) page, set up a search with keywords/ phrases and filters

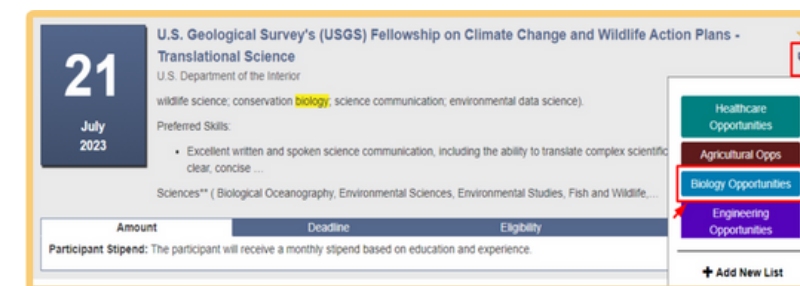
2

Click on the tag icon of each desired grant, [Add New List](#), and fill in the information in the dialog box to create a new list



3

When you see the next desired grant for your list, click on the tag icon and choose the existing list to add



4

Go to the [Grant Lists](#) page to view and export your grant lists



RECEIVE GRANT RECOMMENDATIONS

How to build a precise researcher profile to get personalized grant recommendations based on my research interests?

1 Create a profile

On the [Create Profiles](#) page, choose [Begin Building](#) and fill in the required information in three sections (Remember to specify your publication page and set the frequency for your recommendation emails). Click [Finish](#) to start building the profile

Home

Pre-solicitations

Grants

Awards

Sponsors

Researchers

Supports

Search Researchers

My Profile

Create Profiles

Edit My Profile

Fill in the information in all three sections to have the most precise profile

↓

Build profile for a researcher in your Institution

1. Basic Information ✓

2. Research Interests

3. Extra Info & Profile Options

Finish

Please Select a Source of Publications

Interest Source

-- Please select a method --

-- Please select a method --

Specify a publication webpage

Upload a Curriculum Vitae

Manually input publications

Choose a comprehensive source that compiles your complete publications so GrantForward can extract your research interest keywords

GrantForward will need a source of publications provided from the profile owner, to be able to extract information about research interests.

Specify Extra Keywords

The keywords specified here will certainly appear in your profile.

Display Recommendations

☒

Receive Recommendation Emails

Monthly

Click on Finish button to confirm all information, and start building the profile.

Set the frequency for your recommendation emails

← 2. Research Interests

→ Finish

Tailor recommendations further

On the [Recommendations](#) page, add filters or [Edit Profile](#) to customize your recommendations and change the email frequency (if needed)

The screenshot shows the GrantForward profile page for Lynn Nguyen, an Associate Professor in Business Administration. The page includes a profile picture, name, title, and affiliation. A red box highlights the 'View Profile' button with the annotation 'Click here to go to Edit Profile page and make changes to your keywords'. Another red box highlights the 'Recommendation Email Frequency' dropdown menu, which is set to 'Weekly', with the annotation 'Change the frequency of your recommendation email'. Below the profile information, there is a section for 'Your grant recommendations are based on your following profile information' with an 'Edit Profile' button. The page also shows 'Your Research Interests' (Biology, Marketing, Large Language Models, Human Resource, Online Social Media, and 71 more ...) and 'Recommended Grants'. A red box highlights the 'Reset Filter' button and the 'Go to' dropdown menu, with the annotation 'Add filters to customize your recommended grants'. The 'Go to' dropdown menu is open, showing options for 'Exact Keyword', 'Exact Keyword Search', 'Sponsors', and 'Categories'. The 'Exact Keyword Search' option is selected. The page also shows a search result for 'Engineer Research and Development Center (ERDC) Broad Agency Announcement - Environmental Laboratory (EL): Ecological Modeling (EL-40)'.

RECEIVE GRANT RECOMMENDATIONS

How to build a precise researcher profile to get personalized grant recommendations based on my research interests?

3

Keep your profile up-to-date

To receive relevant funding opportunities, update your research interest keywords and choose profile update frequency on the [Edit My Profile](#) page

Uncheck any improper or irrelevant keywords below to make them disappear after finishing editing your profile.

Uncheck any irrelevant keywords

- ☒ Multiagent Systems
- ☒ Electric Propulsion
- ☒ Heterogeneous Multi Agent Systems
- ☒ Experimental Results
- ☒ Flight Control System
- ☒ Input Estimation
- ☐ Proximity Operations
- ☐ Local Information
- ☐ Limited Bandwidth
- ☒ Handling Quality
- ☒ Process State
- ☒ Learning Adaptive Control
- ☒ Cooperative Control
- ☒ Computational Modeling, Computational Model, Computational Models, Computer Modeling
- ☒ Guaranteed Performance

Specify Extra Keywords

The keywords specified here will certainly appear in your profile.

Toggle to indicate the importance of the keywords

Other Interests: Molecular Biology

Low High

+ Add more interests...

Add more keywords here

1. Basic Information 2. Research Interests 3. Extra Info & Profile Options

Current Source of Publications

Interest Source: Specify a publication webpage

Publication Page: https://scholar.google.com/citations?hl=en&user=sugWZ6MAAAAJ&view_op=list_works&authuser=1

This URL is from... personal or institution

Google scholar PubMed ORCID bepress

If you often update your own publication page and want GrantForward Profile to be updated as well, you can select how frequent we should automatically check and update your profile.

If you use a publication webpage as your Interest Source, you can set a frequency (e.g. every 6 months) for GrantForward to monitor and keep your profile in sync with your publications

Update Frequency: Every 6 Months

☐ Update GrantForward Profile with my newly updated publication page now!

4

Receive automatic recommendation emails

After all the setup and editions, you will receive recommendation emails including new grants with research interest keywords highlighted

Grant Recommendations from GrantForward

Dear Lucy Nguyen,

Thanks for using GrantForward. We are recommending you the grants we thought are relevant to your research interests. You can view all the recommended grants to you on GrantForward at [your recommendation page](#). We recommend grants based on the information in [your researcher profile](#). You can always [improve your profile](#) to reflect your research interests better, and therefore receive more related recommended grants.

1. New Recommendations

5 new grants that match your interests were added during this period. We recommend the following grants to you:

Bernard & Audre Rapoport Foundation Grant

Sponsored by Bernard and Audre Rapoport Foundation . Deadline: Apr 15, 2023

that broaden citizen awareness of public policy issues and alternatives, build skills necessary for political leadership, and provide opportunities for community service. **Mission** ***Our mission is to meet basic human needs while building individual and social ...

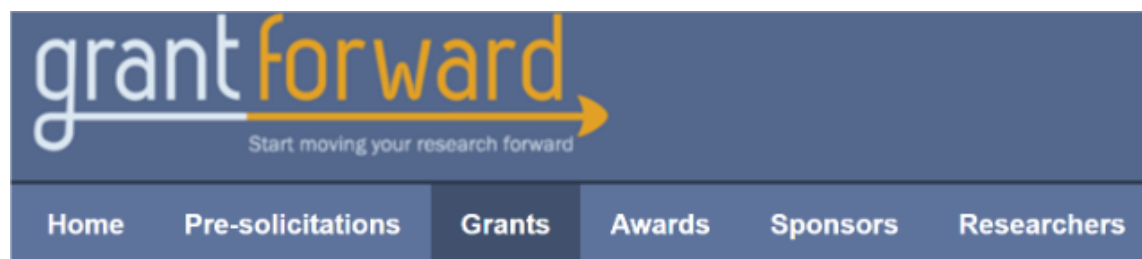
DEMOCRACY & CIVIC PARTICIPATION The Foundation supports efforts both to make government more responsive and to encourage citizens to take an active interest and role in political life. The Foundation promotes intergovernmental cooperation as well as initiatives ... [Read More](#)

Keyword Highlight

GET PRE-AWARD INFORMATION

Learn strategic information

How to find upcoming grants? Relevant sponsors? Experts/collaborators? Proposal ideas/sample awards? What my peer researchers are getting awarded?



1

Visit [Pre-solicitations](#) to see notices from funding agencies/sponsors of upcoming grants

2

Go to [Awards](#) page to check funded projects and get ideas for your proposal

3

Look up the [Sponsor Directory](#) to view detailed information and grants of over 20,000 worldwide sponsors

4

Search [Researchers](#) to find potential collaborators for your projects who share the same research interests

MORE SUPPORT

Where to find additional support
while using GrantForward?

1

Contact us directly at
support@grantforward.com for any difficulties

2

Visit the [Contact Us](#) page to submit your
technical questions or feedback

3

Go to the [Support Home](#) page to access
different types of support materials