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

**In this Welcome Guide, you will learn:**

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

In order to use all of the features of GrantForward, you must create your account first. To make your account, just follow these steps:

1. Click on Sign Up on the upper right side of the GrantForward homepage.

2. On the Create an Account page, if you will use GrantForward through your institution’s subscription, select Institutional Account and enter your institution email. Otherwise, select Individual Account and use your personal email. Enter a password for your account.

   ![Create an Account on GrantForward](image)

   By clicking on "Create My Account", you acknowledge that you have read and agree to the Terms of Use.

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

For more guidance, you can view a step by step demo--

**QuickTip: Creating an Account**
Trying a Keyword Search

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

1. Under the **Grants** tab, go to **Search Grants**.

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

3. You will see the results quickly pop up for you to sift through. The results, by default, are sorted by **Relevance** to your keywords.

4. You can refine your search by selecting **Advanced Search** to enter keywords/phrases in the input fields of **All**, **Any**, or **None of the keywords/phrases**, which will require them to match accordingly.

For more guidance, you can view a step by step demo--

**QuickTip: Trying a Keyword Search**
After running a search, you can view and sift through the results.

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

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

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

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

1. On the Search Grants page, you will see filters on the left side.

2. Set the filters to add additional criteria for matching your desired grants. E.g., you can set Deadline to focus on a certain period and Grant Type to exclude certain types that are not applicable to you.
   - To learn more information about each filter, move your mouse cursor over the info icon "i".
   - As you add filters, the current search conditions will be summarized and displayed above the search results. You can remove a condition by clicking on its “x” in the search summary.
   - As you add filters, the search results will automatically update.

For more guidance, you can view detailed instructions--

CaseStudy: How Can I Search for Grants Using Advanced Search Filters?
For future reference, sharing, or keeping track of your selected grants, you can export or favorite them.

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

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

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

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**QuickTip: Exporting Grants**

For more guidance, you can view a step by step demo--

For more guidance, you can view detailed instructions--
Saving Your Search for Grant Alerts

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

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

   ![Saved search example](image1.png)

   - Found 6 results in 0.22 seconds
   - Sort by: Relevance
   - Has keywords: *big data data-medicine*
   - Deadline is between 09/01/2016 and 10/31/2016
   - With current status: Open
   - Of sponsor types: Federal/State
   - Of grant types: Research

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

   ![Save your search dialog box](image2.png)

   - Alert frequency: *Every Monday*

   ![Save your search](image3.png)

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

   ![Saved searches](image4.png)

For more guidance, you can view a step by step demo--

**QuickTip: Saving Your Search**
Creating Your Researcher Profile

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

1. Under the **Researchers** tab, click on **Create Profiles**.

2. Select the **Begin building** button under **Build your profile**.

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

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

   - If you have an existing research or publication web page, enter the URL into the **Publication Page** box.
• You can also upload your CV PDF (which contains publications).

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

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

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**The third page** asks about **Extra Info & Profile Options**. You can enrich your profile with more info, a photo, and links to your homepages.
Lastly, you can adjust your **Profile Options**: Privacy setting, what you wish to display on your profile, and—most importantly—the frequency (e.g., weekly) of receiving grant recommendations.

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

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

For more guidance, you can view detailed instructions—**CaseStudy: How Can I Create a Good Researcher Profile?**
Getting to Know Your Profile

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

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

![Profile components](image1)

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

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

![URL](image2)
Receiving Grant Recommendations

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

1. Go to **Recommendations** under the **Grants** tab, which lists the grants recommended to you based on your research interests keywords.

2. You can add filters to further tailor the recommendations: e.g., if you are a researcher, you may want to exclude some student-oriented grants.

3. You can set the frequency grant recommendation emails.

   You will receive emails with recommendations, where each grant will have your interest keywords highlighted.

For more guidance, you can view detailed instructions--

**CaseStudy: How Can I Tailor My Grant Recommendations?**