



Researcher Welcome Guide

Welcome to GrantForward!

Researchers can benefit from our complete award-seeking cycle including a comprehensive database of funding opportunities across all disciplines, a worldwide sponsor directory, and additional sources of pre-solicitations and funded awards. You can also take advantage of many advanced utilities such as getting funding alerts, receiving grant recommendations based on your research interests, and matching grants delivered from administrators, etc.

In this Researcher Guide, you will learn:

- ▶ Creating Your Account
- ▶ Trying a Grant Search
- ▶ Managing Search Results
- ▶ Managing Grants
- ▶ Checking Out Pre-solicitations, Awards, and Sponsors
- ▶ Creating Your Researcher Profile
- ▶ Receiving Grant Recommendations
- ▶ Exploring Your Personalized Homepage
- ▶ Finding Support

Creating Your Account

To use the search functionality and basic features on 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, enter your institution's email and the necessary information for your account.

Create an Account on GrantForward

If your institution has already subscribed or had trial access to GrantForward, then you can create an account to use all the features of GrantForward at no extra cost.
Simply input your email and we will check whether your institution has access to GrantForward.

Email *

Name

Password *

Confirm Password *

Institution Name

Unit

User Type Default Student Researcher Staff

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.

GrantForwardTutorial
For Researchers

How Can I Create an Account?

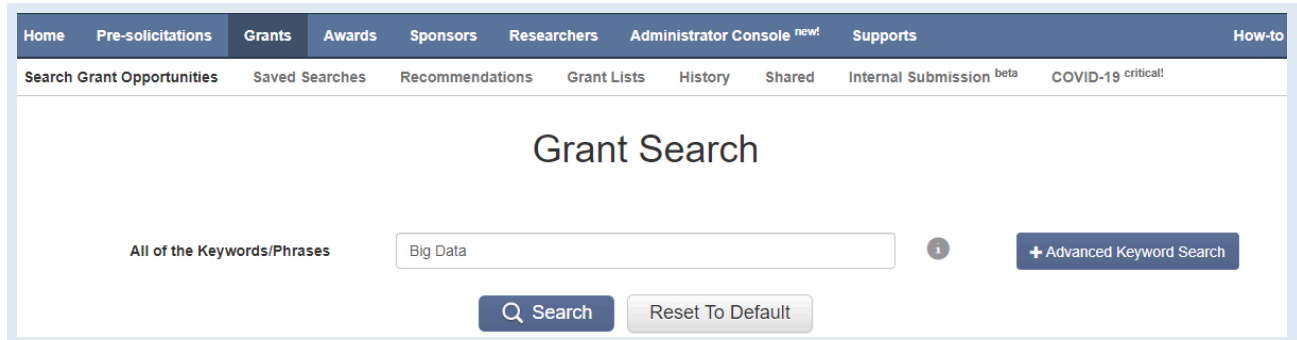
For more guidance, you can view a step by step demo--
[**Tutorial: How Can I Create an Account?**](#)

Trying a Grant Search

Next, you can try out how to search on GrantForward by keywords/phrases and advanced filters to find funding opportunities that match your research topics. Under the **Grants** tab, choose **Search Grant Opportunities**.

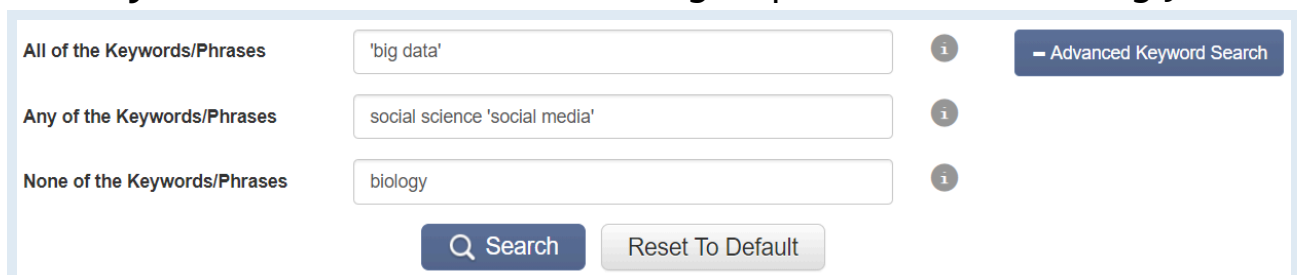
Executing a Search

- 1 In the **All of the Keywords/Phrases** box, enter any words or phrases related to your fields of research (use quotes to match the whole phrase, space, or comma to separate the terms). Press Enter or click on the **Search** button to execute the search.



The screenshot shows the GrantForward website's search interface. The top navigation bar includes 'Home', 'Pre-solicitations', 'Grants', 'Awards', 'Sponsors', 'Researchers', 'Administrator Console', 'Supports', and 'How-to'. Below this, a secondary navigation bar lists 'Search Grant Opportunities', 'Saved Searches', 'Recommendations', 'Grant Lists', 'History', 'Shared', 'Internal Submission', and 'COVID-19'. The main heading is 'Grant Search'. Below the heading, there is a search box labeled 'All of the Keywords/Phrases' containing the text 'Big Data'. To the right of the search box is a blue button labeled '+ Advanced Keyword Search'. Below the search box are two buttons: 'Search' and 'Reset To Default'.

- 2 You will see the results quickly pop up for you to shift through. The results, by default, are sorted by **Relevance** to your keywords.
- 3 You can click on **Advanced Keyword Search** to switch keyword mode then enter keywords/phrases in the input fields of **All**, **Any**, or **None of the Keywords/Phrases** with matching requirements accordingly.



The screenshot shows the 'Advanced Keyword Search' mode. It features three input fields: 'All of the Keywords/Phrases' with the text 'big data', 'Any of the Keywords/Phrases' with the text 'social science 'social media'', and 'None of the Keywords/Phrases' with the text 'biology'. To the right of the input fields is a blue button labeled '- Advanced Keyword Search'. Below the input fields are two buttons: 'Search' and 'Reset To Default'.

GrantForwardTutorial
For Researchers
How Can I Find Grant Opportunities
Using Advanced Keyword Search?

For more guidance, you can view a step-by-step demo--
[***Tutorial: How Can I Find Grant Opportunities Using
Advanced Keyword Search?***](#)

Viewing Search Results

After running a search, you can view and shift 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.

The screenshot shows the top of a search results page. On the left, it says "Found 30 results in 1.54 seconds". In the center, there is a "Sort by" dropdown menu currently set to "Relevance", with a list of options: Relevance, Deadline, Newest, Sponsor, and Title. To the right of the dropdown are buttons for "Export", "Save/Load", and "Url". Below the search bar, there are two filter boxes: "Has keywords: +\"big data\" social science \"social media\" -biology" and "With applicant types: Individual, Organization, including unspecified". At the bottom left is a "« Previous" button, and at the bottom right is a "Next »" button. A "Layout" section with two icons is also visible.

- 2 Each result will list the title, sponsors, deadline, description excerpt of a grant, etc. The matching keywords are highlighted so that you can quickly determine if the grant matches well what you are looking for.

The screenshot shows a grant detail card. On the left is a dark blue box with a large white number "8" and the text "January 2022". To the right of this box is the title "Notice of Special Interest (NOSI): The Application of Big Data Analytics to Drug Abuse Research" with a star icon. Below the title is the text "National Institute on Drug Abuse" and "U.S. Department of Health and Human Services". A description excerpt follows: "capabilities are producing extraordinary capacity and opportunity to integrate and analyze these data, thereby enabling novel research into complex disorders such as drug abuse and addiction that are driven by the dynamic interactions of diverse biological, social ... that are encouraged include, but are not limited to: Applications across the entire range of science...". At the bottom of the card is a table with columns: "Amount", "Deadlines", "Eligibility", and "Submission Info". The "Amount" column contains the text "No Information". At the bottom right of the card is a button that says "Exclude from Your Search".

- 3 Click on the title of a grant to go to the **grant detail page** with more information and links to the opportunity and application pages.

The screenshot shows the grant detail page for the "Notice of Special Interest (NOSI): The Application of Big Data Analytics to Drug Abuse Research". At the top left is the title and a sub-header "Description". Below the title is a note: "This opportunity was added on March 12, 2020 and was last checked on April 25, 2021." There are several action buttons: "Annotate", "Export", "Favorite", "Share", and "Add Tag". On the right side, there are two prominent buttons: "Application URL" and "Opportunity Source". Below these is a section titled "Researchers Matching This Opportunity" which lists "Ge Jiang" with a profile icon. The "Description" section is partially visible, showing "Notice Number: NOT-DA-19-041" and "Purpose".

Adding Search Filters

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

- 1 On the **Search Grant Opportunities** page, you will see all filters listed 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 Types** to include specific types that apply to you.
 - To learn more information about each filter, move your mouse cursor over the icon **i**.
 - After adding any 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.
 - The search results will automatically be updated with added filters.

The screenshot displays the GrantForward search interface. On the left, a sidebar contains filter categories: Sponsors, Categories, Deadline, Status, Amount, and Sponsor Types. The Status filter is expanded, showing 'Open' and 'Continuous' selected. The Amount filter is set to 'Federal / State', and the Sponsor Types filter is also set to 'Federal / State'. The main search area shows a summary of applied filters: 'Has keywords: +big data', 'With current status: Open, Continuous', 'Of sponsor types: Federal/State', 'Of grant types: Research Project', 'Not of grant types: Fellowship/Scholarship/Dissertation', 'With applicant types: Individual, Senior Researcher, Organizatio...', and 'Not with applicant types: Undergraduate, including unspecified gra...'. Below the filters, there are navigation options for 'Previous' and 'Next', and a 'Layout' selector. The search results section features a large blue box with the number '7' and the date 'May 2023'. The main result is a 'Notice of Special Interest (NOSI): Biomarkers and Biotypes of Drug Addiction' from the National Institute on Drug Abuse, U.S. Department of Health and Human Services, with 1 more sponsor. The text of the notice discusses substance use disorder categorization and the use of Big Data analytics.

GrantForwardTutorial
For Researchers

What Advanced Search Filters
Can I Use for Searching Grants?

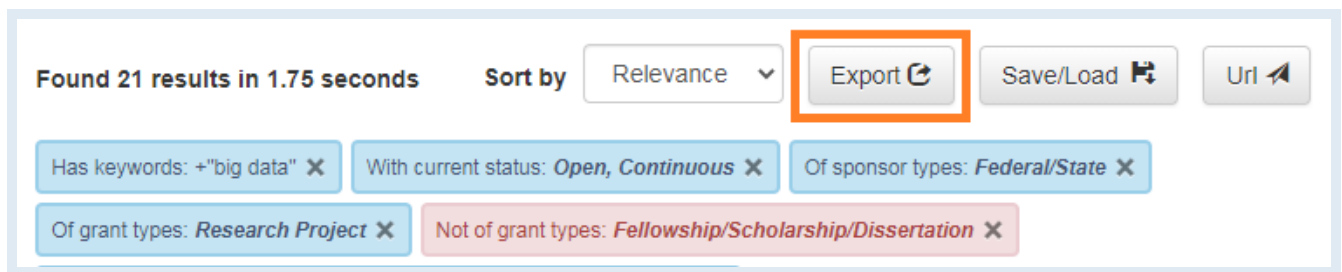
For more guidance, you can view a step by step demo--
[Tutorial: What Advanced Search Filters Can I Use for Searching Grants?](#)

Managing Search Results

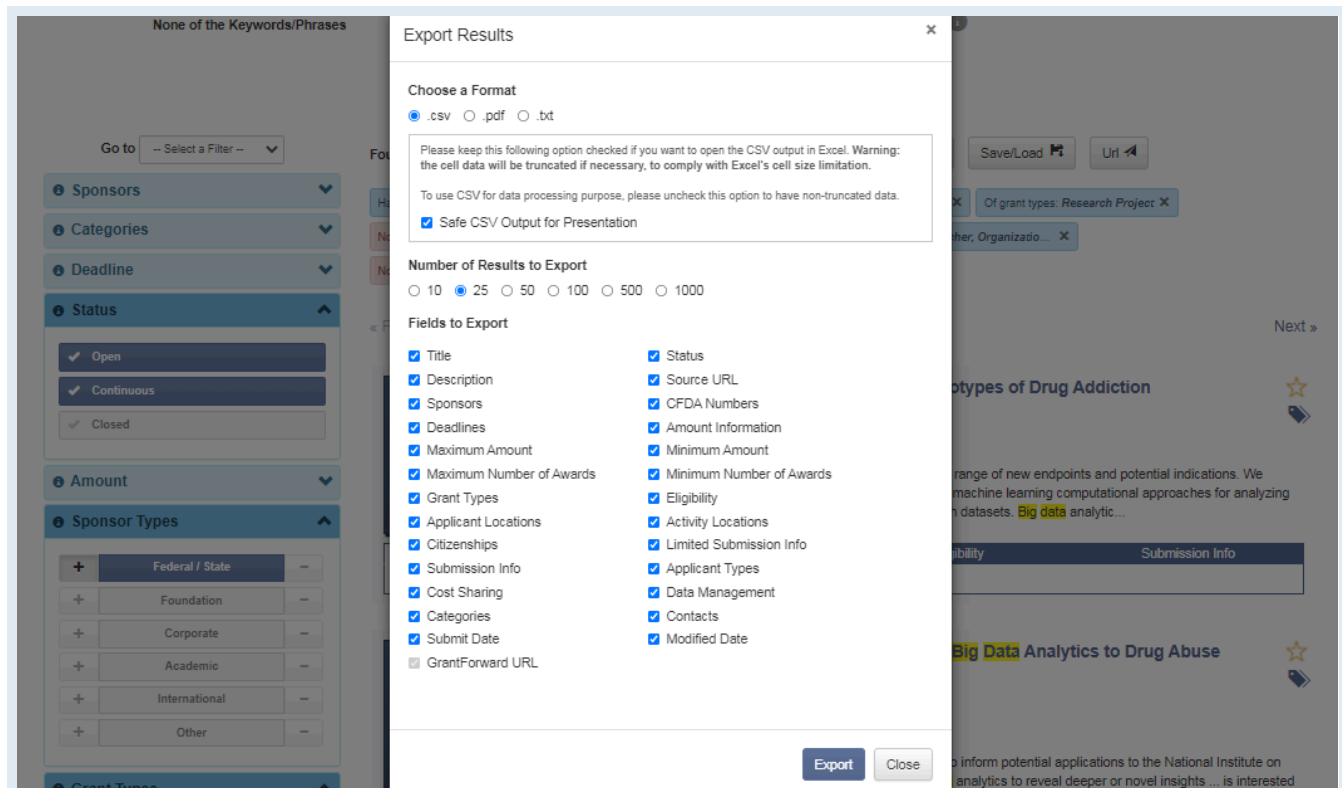
For future reference, sharing, or keeping track of your search results, you can export and share search results or save a search to get grant alerts.

Exporting Search Results

- 1 To export a **list of search results**, after setting your search up by keywords/phrases and other filters, click on the **Export** button above the search results.

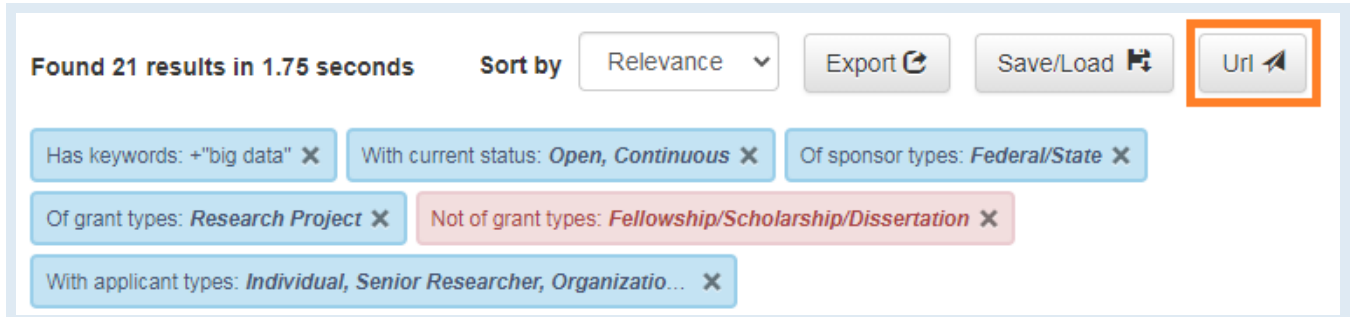


- 2 In the dialog box, you can select the file format, the number of results, and the fields to export. Then, click **Export** to download the file.

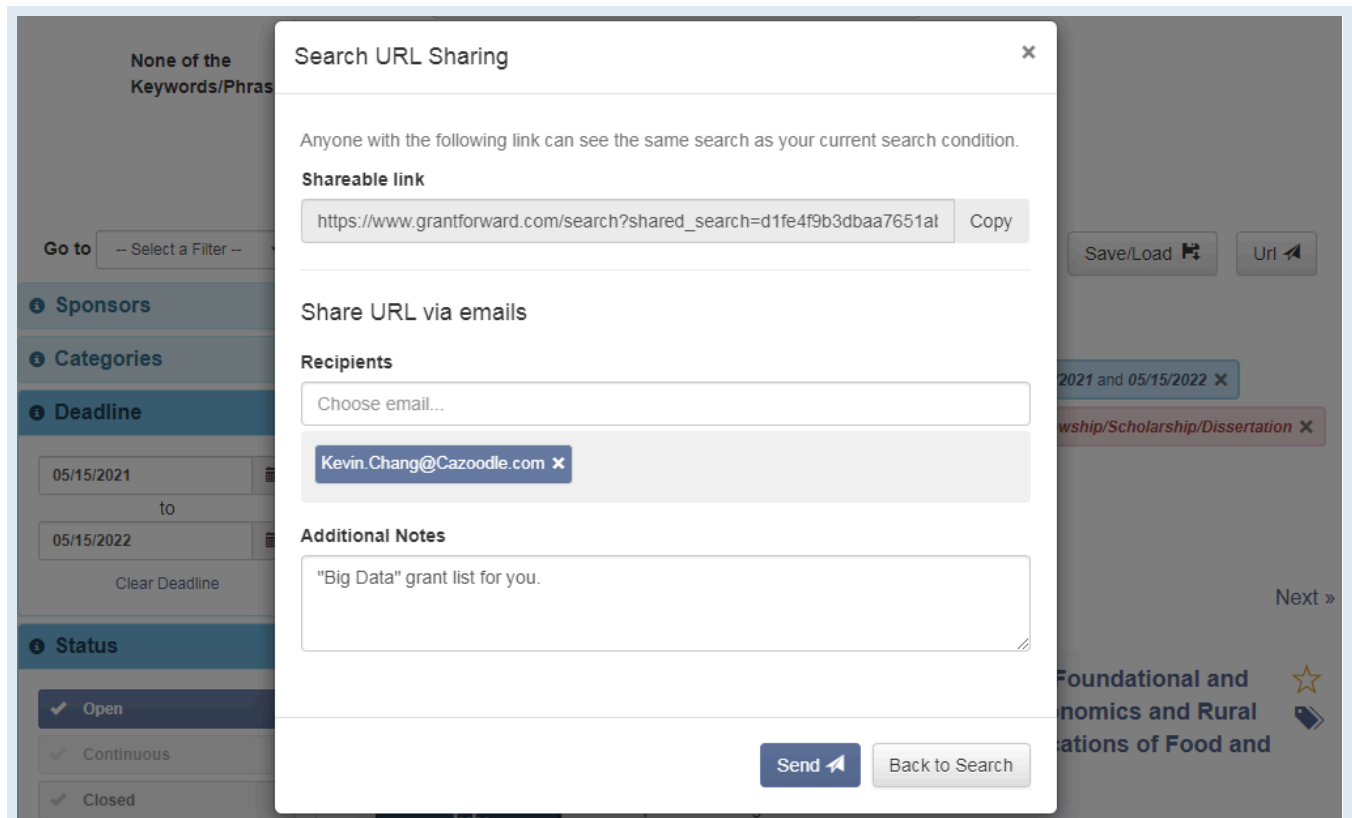


Sharing a Search

- 1 Share your search under URL format with your friends/colleagues by clicking on the URL button above the search results.



- 2 You can send the shareable URL directly to your friends/colleagues or send it with additional messages via emails, and the recipients will be able to view your search with full conditions.



GrantForwardTutorial
For Researchers

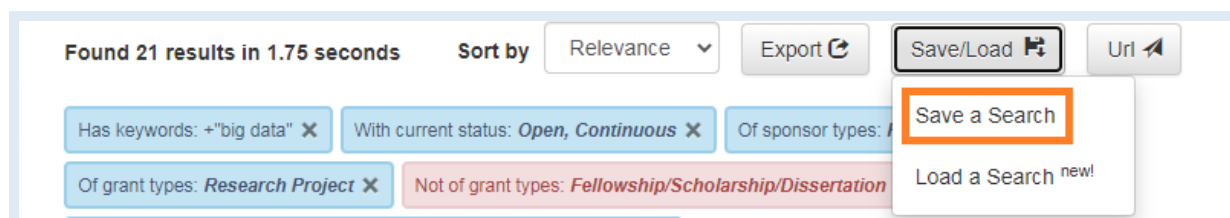
How Can I Share Selected Grants With My Colleagues? →

For more guidance, you can view a step by step demo--
[Tutorial: How Can I Share Selected Grants With My Colleagues?](#)

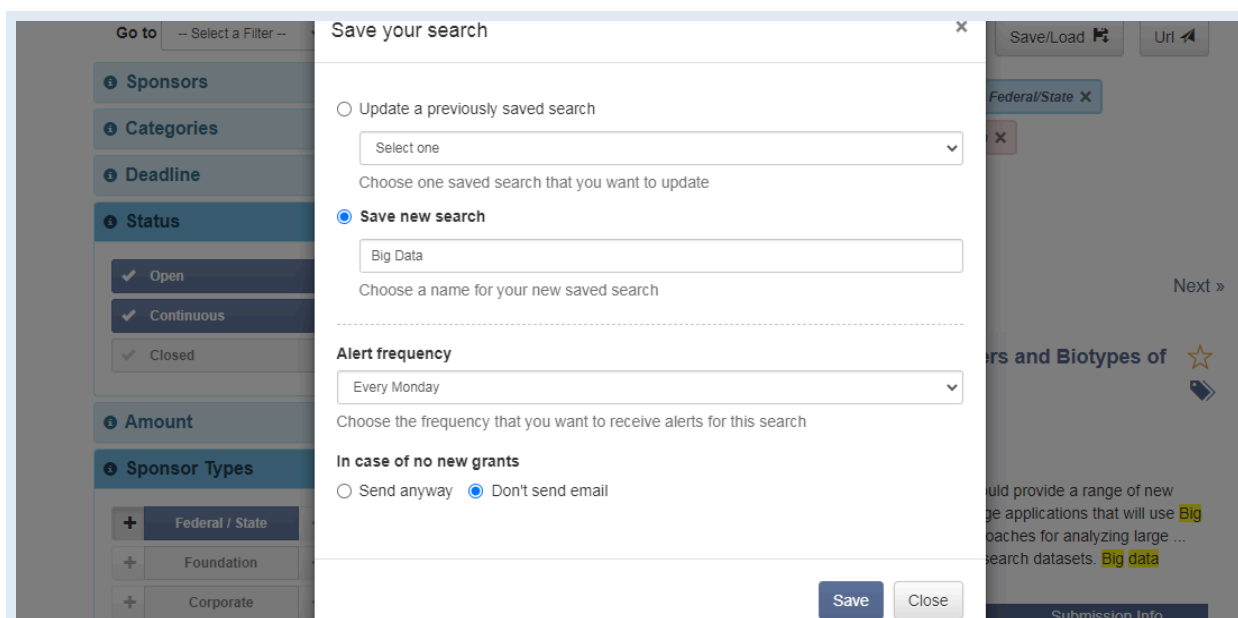
Saving/Loading a Search

After setting up a search, instead of recreating the same search every time you want to see new grant opportunities within the selected search criteria, you can set up a saved search with email alerts to automatically get notifications. Saved searches now can also be loaded directly on the search page, or assigned as a default condition.

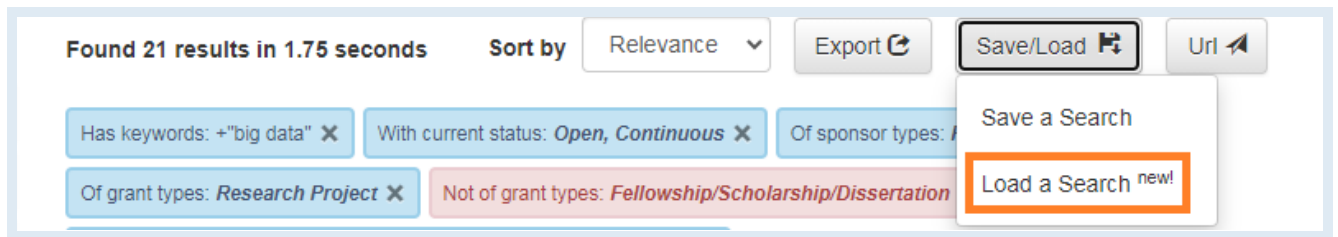
- 1 To **save your search**, after setting your search up by keywords/phrases and other filters, click on the **Save/Load** button above the search results, then choose **Save a Search**.



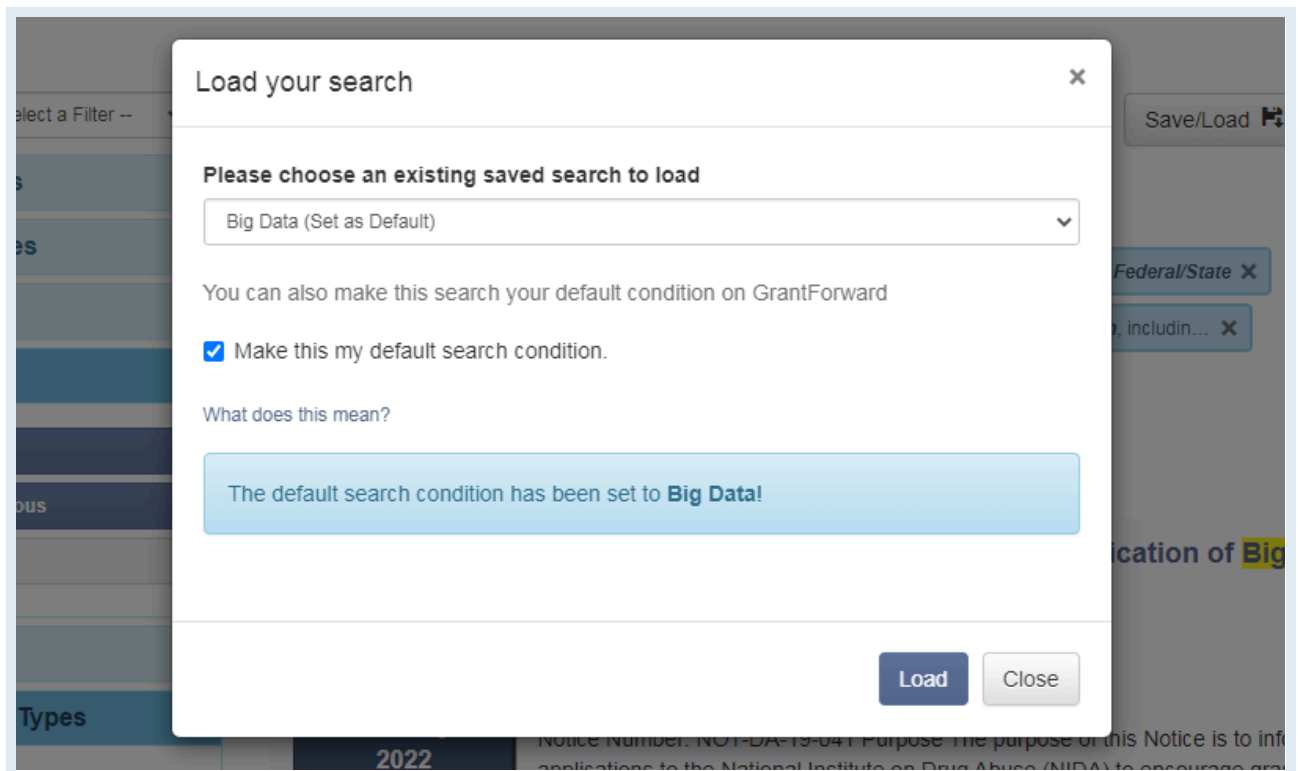
- In the pop-up dialog box, you can choose to update a previously saved search or create a new one. Then set the frequency (daily, weekly, or monthly) for receiving alerts whenever there are new grants updated to the list.
- To view or edit your saved searches, you can find them at the [Saved Searches](#) page under the **Grants** tab.



2 Saved searches now can also be loaded directly on the search page. To load a search, click on the **Save/Load** button, then select **Load a Search**.



- In the pop-up dialog box, you can choose an existing saved search, then the previous search results with full search conditions will be loaded. You can also make this search your default search condition so that it will be displayed whenever you visit the Grant Search page.



GrantForward UseCase
For Researchers

Monitor New Grants from
Your Favorite Sponsors



For more guidance, you can view a step by step demo--
UseCase: Monitor and get Alerts for New Grant Opportunities

Managing Grants

We support many advanced features to help users get better grant management. You can build your lists including the best fit grants and then keep track of them.

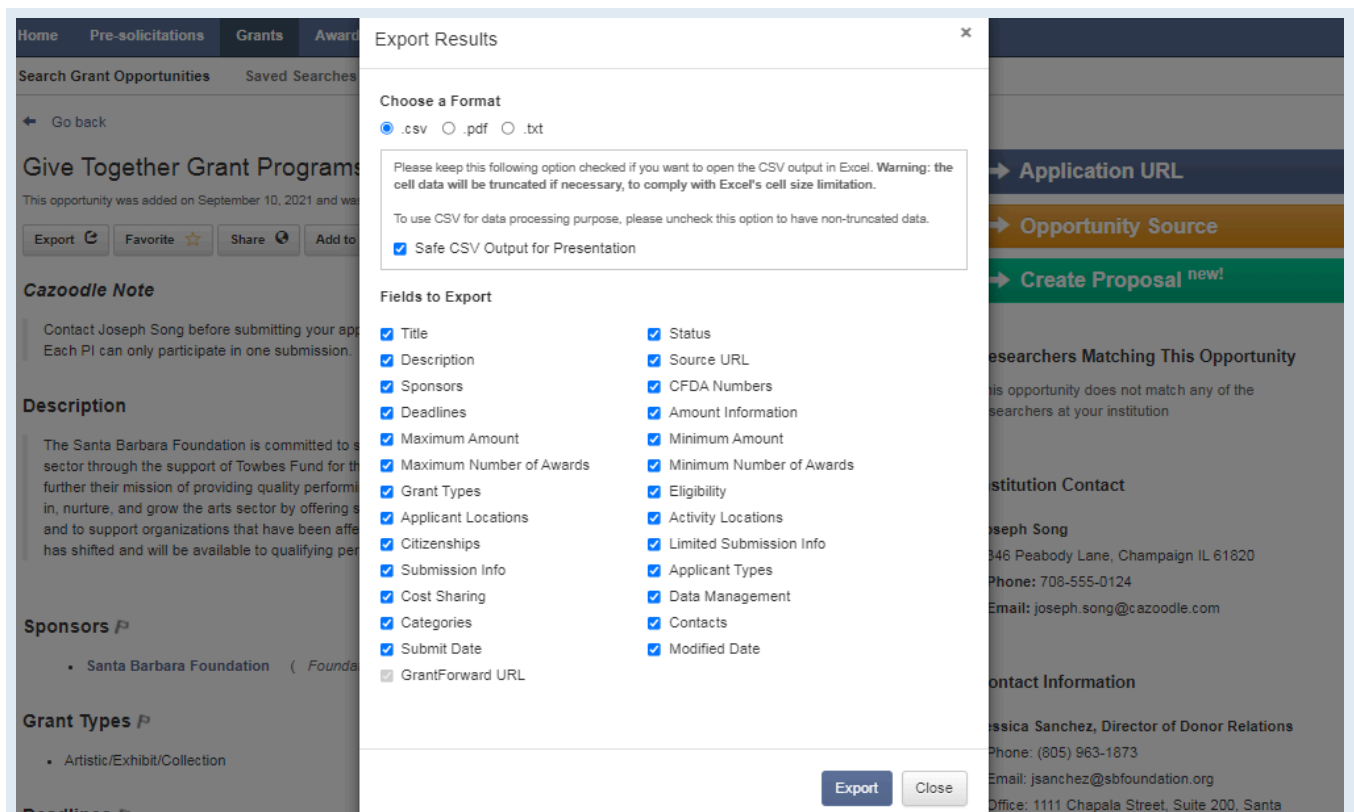
Exporting a Grant

- 1 You can export an individual grant by clicking on the title of the desired grant to view the grant detail page.
- 2 Click on the **Export** button under the grant title.



The screenshot shows a grant detail page for "Give Together Grant Programs: Towbes Fund for the Performing Arts". The page includes a title, a date added (September 10, 2021), and a date last checked (September 10, 2021). Below the title are four buttons: "Export" (highlighted with a red box), "Favorite", "Share", and "Add to List". To the right of the main content are three buttons: "Application URL", "Opportunity Source", and "Create Proposal new!".

- 3 In the pop-up dialog box, you can choose the file format and the fields to export. Then, click on **Export** to download the grant.



The screenshot shows the "Export Results" dialog box. It has a title bar with a close button (X). The dialog is divided into several sections:

- Choose a Format:** Radio buttons for ".csv" (selected), ".pdf", and ".txt".
- Warning:** "Please keep this following option checked if you want to open the CSV output in Excel. Warning: the cell data will be truncated if necessary, to comply with Excel's cell size limitation. To use CSV for data processing purpose, please uncheck this option to have non-truncated data." A checkbox for "Safe CSV Output for Presentation" is checked.
- Fields to Export:** A list of fields with checkboxes. The following fields are checked: Title, Description, Sponsors, Deadlines, Maximum Amount, Maximum Number of Awards, Grant Types, Applicant Locations, Citizenships, Submission Info, Cost Sharing, Categories, Submit Date, Status, Source URL, CFDA Numbers, Amount Information, Minimum Amount, Minimum Number of Awards, Eligibility, Activity Locations, Limited Submission Info, Applicant Types, Data Management, Contacts, and Modified Date. The "GrantForward URL" checkbox is unchecked.
- Buttons:** "Export" and "Close" buttons at the bottom right.

Adding a Grant to Favorites

1 There are two ways allowing you to mark a grant as your favorite to view it later quickly without having to set up the search and find it again.

- You can click on the ☆ button displayed on the right side of the grant title when this grant is shown in the search results.

The screenshot shows a grant card with a dark blue header containing the number '8' and the date 'September 2023'. The main title is 'Notice of Special Interest (NOSI): Mentored Career Development Award in Large-Scale Clinical Study Development and Analysis'. Below the title, it lists the sponsor as 'National Institute on Drug Abuse' and 'U.S. Department of Health and Human Services', with '1 more sponsor'. A snippet of the description reads: 'will need training in "Big Data" techniques in addition to traditional experimental/analytical'. On the right side of the card, there is a star icon (☆) with a red arrow pointing to it and a text box that says 'Click on the star button to add this grant to Favorites.'

- You can view a grant detail page and then click on the **Favorite** button to mark it as your favorite.


The screenshot shows a grant detail page with the title 'Give Together Grant Programs: Towbes Fund for the Performing Arts'. Below the title, it states 'This opportunity was added on September 10, 2021 and was last checked on September 10, 2021.' At the bottom of the page, there are several buttons: 'Export', 'Favorite' (highlighted with a red box), 'Share', and 'Add to List'. On the right side, there are three large buttons: '→ Application', '→ Opportunity', and '→ Create P'.

2 You will be able to view all your favorite grants on the [Grant Lists](#) page under the **Grants** tab and export that favorite list.

The screenshot shows the 'Grant List Management' page. At the top, it says 'Grant List Management' and 'Found 8 results'. There are two buttons: 'Manage Grant Lists' and 'Export'. On the left side, there is a sidebar with a star icon and the word 'Favorite'. Below it, there are four colored boxes representing different categories: 'Big Data (1)' (blue), 'Environment (1)' (green), 'Art (1)' (red), and 'musical (2)' (red). The main content area shows a grant card for 'P-12 Schools - Green & Clean Energy Solutions (PON 4157)'. The card includes the following information: 'New York State', 'New York State Energy Research and Development Authority', and a description: 'NYSERDA's P-12 Schools Initiative promotes clean energy efforts by educating, guiding, and assisting school staff with clean energy projects and encouraging sustainability principles at facilities and in classrooms. As part of the P-12 Schools Initiative, this Program provides cost-sharing for energy studies to assist schools with analyzing energy load reduction measures and conversion to...'. Below the card, there is a table with columns: 'Amount', 'Deadline', 'Eligibility', and 'Submission Info'. The 'Amount' column shows '\$4,000,000 Available'.

Building a Grant List

1 You are able to build a list from individual grants in a specific research topic in two ways:

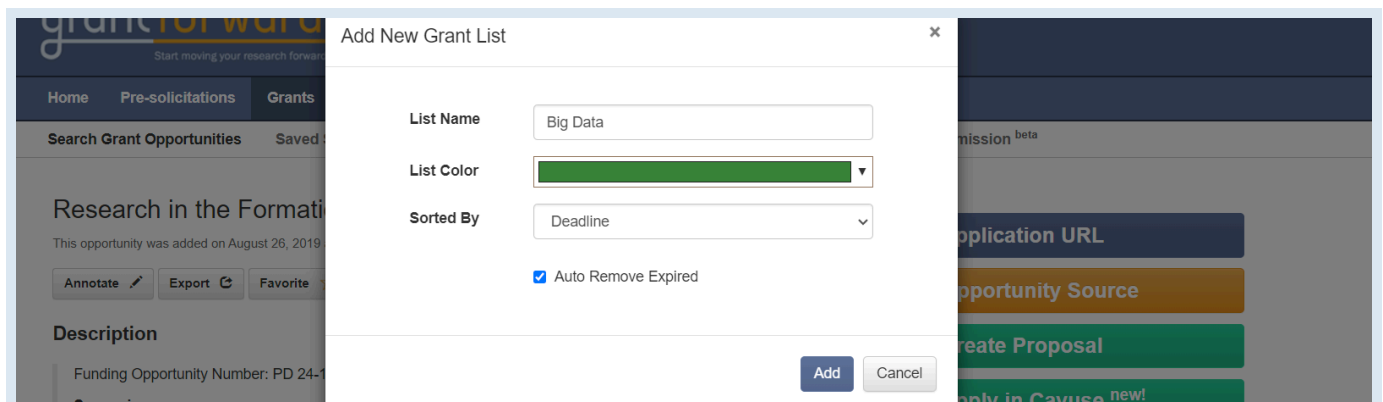
- Click on the  button displayed on the right side of the grant title when it is shown in the search results.



- Or when viewing a grant detail page, you can click on the **Add to List** button.



2 In the dialog box, you can choose the name and color for the list. You can also sort a grant list by Title, Submit Date, or Deadline to view and manage it more easily. Click **Auto Remove Expired** to let the system automatically remove grants with overdue deadline.



You can add a grant to available lists that you build before when the grant list is shown. One grant can belong to several lists and the list tags will be displayed along with that grant for easier recognition. A tag can be easily removed from a grant when you click on its “x”.

3 Click on **Manage Grant Lists...** to perform some actions such as changing list color or list name, removing a list, or adding a new list.

List Name	List Color	Sorted By	Number of Grants	Auto Remove Expired	Actions
Specific Humanities Opps		Deadline ▾	3	<input checked="" type="checkbox"/>	Rename Remove
Big Data 1		Deadline ▾	3	<input checked="" type="checkbox"/>	Rename Remove

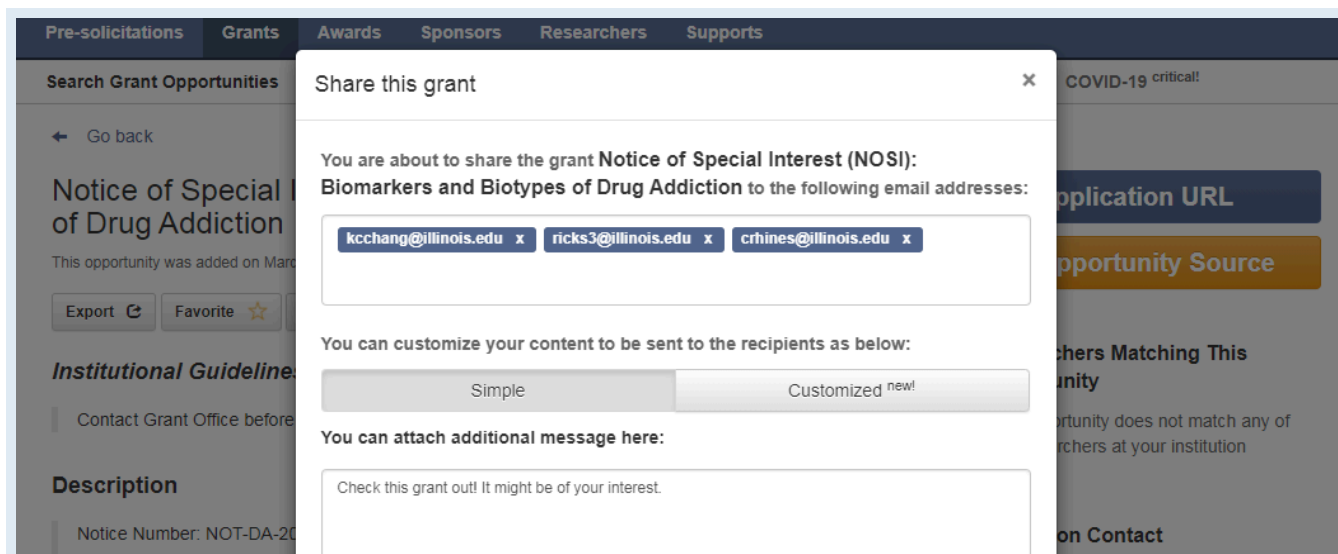
4 You will be able to view all your grant lists on the [Grant Lists](#) page under the **Grants** tab, as well as export and share those lists using a URL.

Sharing a Grant

- 1 You can share an individual grant with your friends/colleagues via emails by visiting a grant detail page and clicking on the **Share** button.



- 2 In the dialog box, enter the email address of the recipients that you intend to send to. The content can be customized on your own to have additional messages along with the grant.



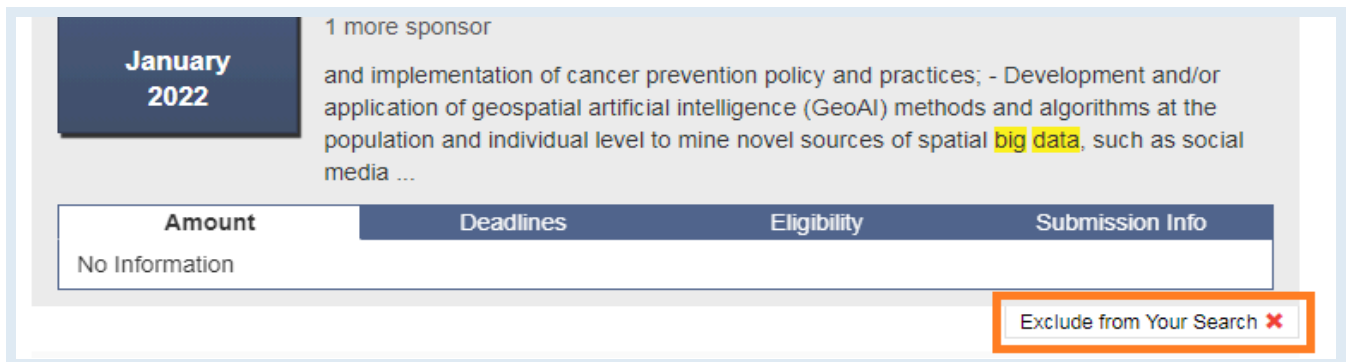
- 3 You can view all the grants that you have shared on the [Shared](#) page under the **Grants** tab.

The screenshot shows the "Shared Grants" page. The title is "Shared Grants". Below the title, there is a subtitle: "You can review all the opportunities you have shared with your colleagues / fellow researchers / etc...". There is a navigation bar with "← previous 1 next →". Below this is a table with the following columns: "Shared Date", "Shared Grant Title", "Recipients", and "Status".

Shared Date	Shared Grant Title	Recipients	Status
May 6th 2021, 3:13:44 pm	Notice of Special Interest (NOSI): The Application of Big Data Analytics to Drug Abuse Research	kcchang@cs.uiuc.edu	Active (expire on May 20th 2021, 3:13:44 pm)
May 6th 2021, 3:13:07 pm	Notice of Special Interest (NOSI): Biomarkers and Biotypes of Drug Addiction	kcchang@illinois.edu	Active (expire on May 20th 2021, 3:13:07 pm)

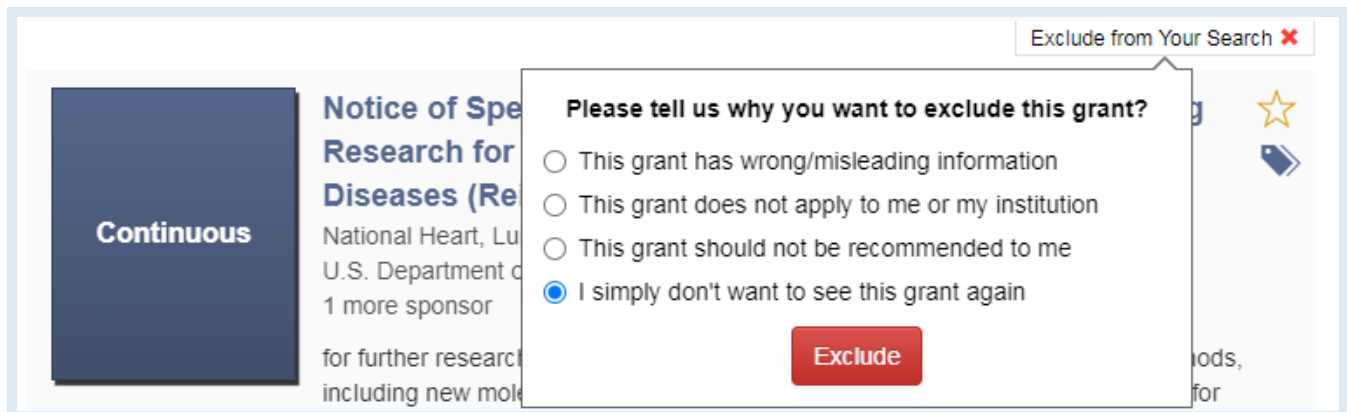
Excluding a Grant

- 1 When there are some grants from the search results which do not suit your research needs well, you will have the ability to exclude them from the search. To no longer see a grant, you can move your mouse cursor to a grant area to show the exclusion function.



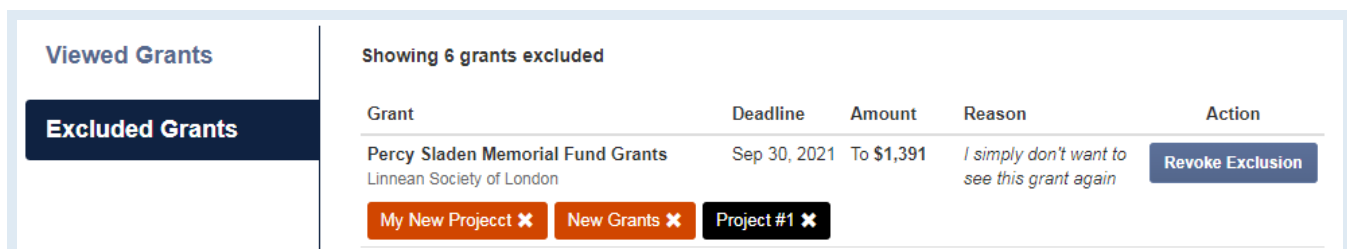
The screenshot shows a grant card with a dark blue header containing the text "January 2022". Below the header, there is a description of the grant: "1 more sponsor and implementation of cancer prevention policy and practices; - Development and/or application of geospatial artificial intelligence (GeoAI) methods and algorithms at the population and individual level to mine novel sources of spatial big data, such as social media ...". Below the description is a table with four columns: "Amount", "Deadlines", "Eligibility", and "Submission Info". The "Amount" column contains the text "No Information". At the bottom right of the card, there is a button labeled "Exclude from Your Search" with a red 'x' icon, which is highlighted with an orange border.

- 2 Click on the **Exclude from Your Search** button and choose a reason for the exclusion. We're always willing to hear users' feedback to improve our service quality better.



The screenshot shows a grant card with a dark blue header containing the text "Continuous". Below the header, there is a description of the grant: "Notice of Special Research for Diseases (Research for Diseases) National Heart, Lung and Blood Institute U.S. Department of Health and Human Services 1 more sponsor for further research including new molecular entities, drugs, biologics, and medical devices". At the top right of the card, there is a button labeled "Exclude from Your Search" with a red 'x' icon. A dialog box is open over the card, titled "Please tell us why you want to exclude this grant?". The dialog box contains four radio button options: "This grant has wrong/misleading information", "This grant does not apply to me or my institution", "This grant should not be recommended to me", and "I simply don't want to see this grant again". The "I simply don't want to see this grant again" option is selected. Below the options is a red button labeled "Exclude".

- 3 You can view all excluded grants at the [History](#) page under the **Grants** tab and revoke exclusion at any time. All grants that you have viewed are also displayed there.



The screenshot shows a page titled "Viewed Grants" with a sub-tab "Excluded Grants". The page displays a table of excluded grants. The table has five columns: "Grant", "Deadline", "Amount", "Reason", and "Action". The first row shows a grant from the "Percy Sladen Memorial Fund Grants" by the "Linnean Society of London" with a deadline of "Sep 30, 2021" and an amount of "To \$1,391". The reason for exclusion is "I simply don't want to see this grant again". The action is "Revoke Exclusion". Below the table, there are three buttons: "My New Project" with a red 'x' icon, "New Grants" with a red 'x' icon, and "Project #1" with a red 'x' icon.

Grant	Deadline	Amount	Reason	Action
Percy Sladen Memorial Fund Grants Linnean Society of London	Sep 30, 2021	To \$1,391	I simply don't want to see this grant again	Revoke Exclusion

Internal Grant and Submissions

- 1 You can view all funding opportunities having institution-specific annotation provided by your administrators such as internal submission instructions or internal deadlines as well as internal grants within your institution. You can select the potentially eligible grants to submit an application for the internal competition at the [Internal Submission](#) page under the **Grants** tab.
- 2 You can use advanced filters to find the best-fit grants and click on the grant title or submit button for more detailed information.

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 also 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!

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

With applicant types: Individual, Organization, including unspecifi...

« Previous Layout: Next »

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...

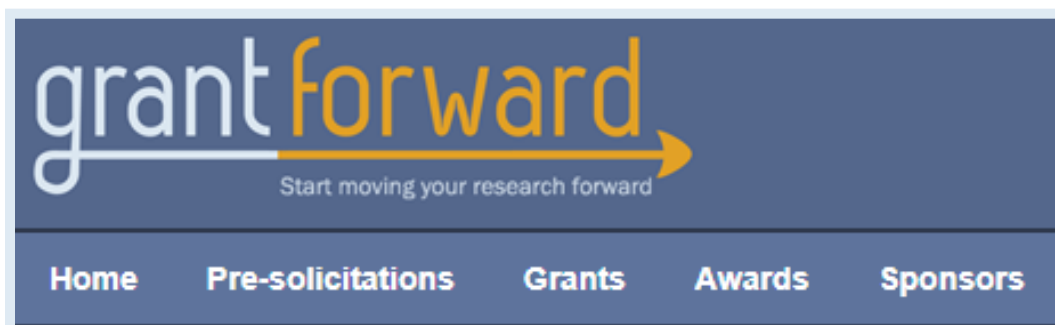
Amount	Deadline	Eligibility	Submission Info
To \$500			

Limited Submissions

Checking Out Pre-solicitations, Awards, and Sponsors

Not only grants but we also provide a comprehensive database of sponsors, pre-solicitations, and awards to create a complete award-seeking cycle to help you get insights into the grant cycle, so you will never miss any grants.

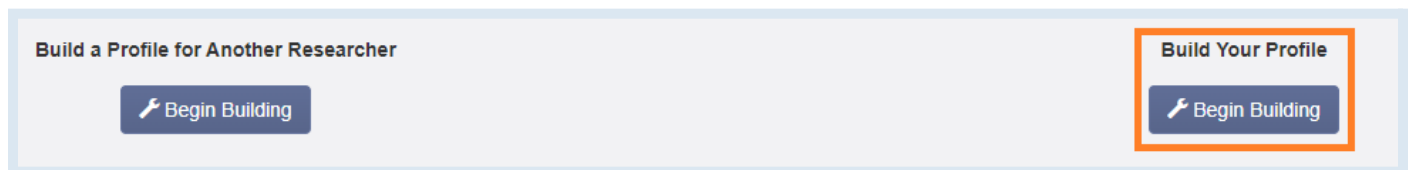
- The [Pre-solicitations](#) page offers a database of the notices from sponsors which provide a heads-up that solicitation will be released and solicit capability responses from responsible vendors so that you will have sufficient time to prepare better for submitting applications later. You can find to-be-announced grants by keywords/phrases and available filters, as well as receive email notifications for the newest pre-solicitations that match your search setup.
- On the [Awards](#) page, you can find who/what institutions were winning grants and what research topics have been funded by using keywords/phrases and adding various filters. You can also set up email alerts for any new awards that match your search criteria.
- The [Sponsor Directory](#) will show you over 20,000 sponsors worldwide on our system which can be searched by name or sponsor type. You can click on any sponsors to see detailed information and their grants on GrantForward.



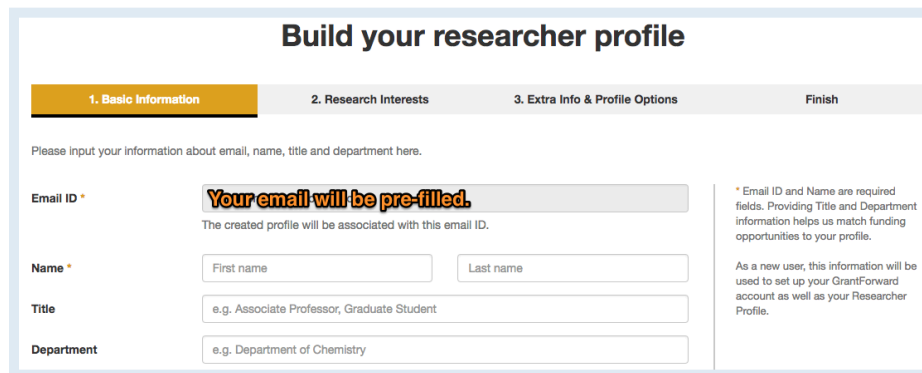
Creating Your Researcher Profile

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 are tailored to your research interests.

- 1 Under the **Researchers** tab, click on **Create Profiles**.
- 2 Select the **Begin Building** button under **Build Your Profile**.

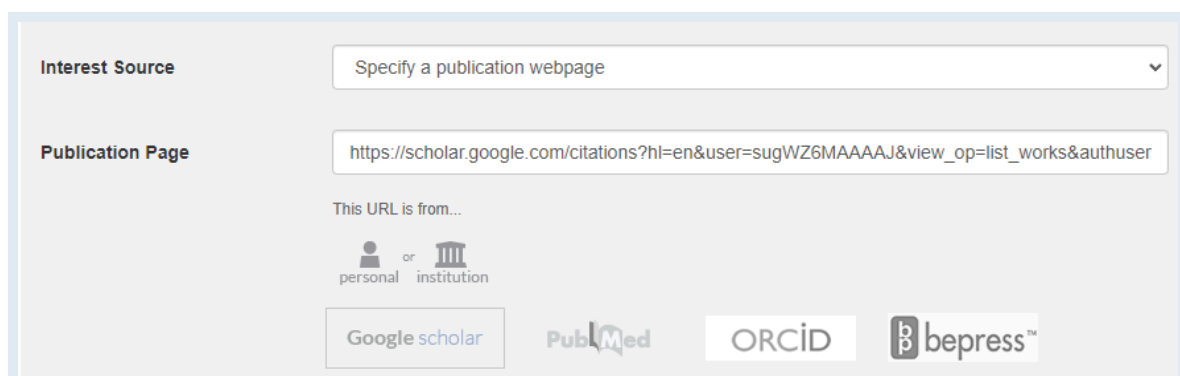


- 3 **The first page** asks about your **Basic Information**.



- 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 webpage, 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.

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

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

- 7** Lastly, you can adjust your **Profile Options**-- including profile viewability,

what you wish to display on your profile, and-- most importantly-- the frequency (daily, weekly, monthly) of receiving recommendation emails.

Profile Options

Set Profile as Public	<input type="checkbox"/>	The profile is private and is only visible to the members of the same institution.
Display Basic Information	<input checked="" type="checkbox"/>	
Display Research Interest	<input checked="" type="checkbox"/>	
Display Publications	<input checked="" type="checkbox"/>	
Display Colleagues	<input checked="" type="checkbox"/>	
Display Co-Authors	<input checked="" type="checkbox"/>	
Display Also Viewed Profiles	<input checked="" type="checkbox"/>	
Display Recommendations	<input checked="" type="checkbox"/>	
Receive Recommendation Emails		Monthly

8

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


Profile submission completed successfully!

You have created profile for researcher Kevin Chang in your institution. Later on he/she can claim this profile and use it to explore GrantForward's funding options.

The rebuilding process will take a while, depending on whether you have updated interest information or not. In the mean time you can try:

- [Build a profile for another researcher](#)
- [Search for funding opportunities](#)

Building profile for Kevin Chang



The process can take anywhere from 5 to 20 minutes and continue even if you leave this page

9

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

GrantForwardTutorial
For Researchers

How Can I Create a
Good Researcher Profile?

For more guidance, you can view a step by step demo--
[**Tutorial: How Can I Create a Good Researcher Profile?**](#)

Getting to Know Your Profile

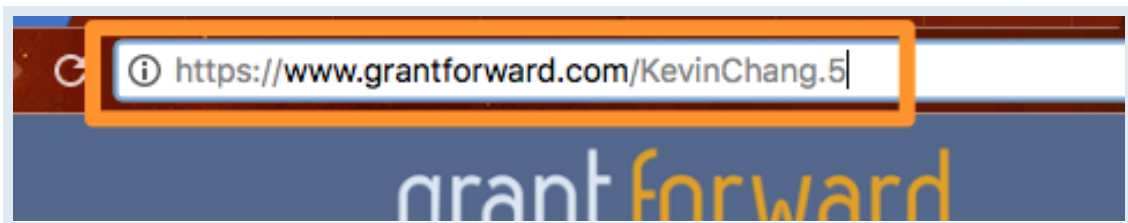
Now that you have a Researcher Profile, you can explore your profile. To start using your profile:

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

The screenshot displays a researcher profile for Kevin Chang. The profile includes contact information, a list of colleagues, and a detailed view of research interests. The 'Research Interest Cloud' and 'Timeline' are interactive elements that allow users to explore the researcher's work over time. The 'Publications' section provides a list of the researcher's academic contributions.

- 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:



Receiving Grant Recommendations

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

- 1 Go to the **Recommendations** page under the **Grants** tab, which lists the recommended grants for 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 of grant recommendation emails (upper right).
- 4 You will receive emails with recommendations, where each grant will have your interest keywords highlighted.

The screenshot shows the user interface for Kevin Chang's GrantForward profile. At the top right, there is a 'Recommendation email' dropdown menu set to 'Monthly'. Below this is a section titled 'Recommendation Email Frequency' with a sub-header 'Your recommendation grants are based on your following profile information'. It lists 'Your publication website at http://www.forwarddatalab.org/kevinchang/publications' and 'Your specified keywords of interest. (view your specified keywords)'. There are buttons for 'No Automatic Updates' and 'Updates Profile Now'. Below this is a section titled 'Research Interest Keywords from Your Profile' with tabs for 'Social Media', 'Big Data', 'Community Detection', and 'Communicative Profile, Community Profiling'. It shows 'Life Sciences, Life Science' and 'and 21 more ...'. The main content area is titled 'Recommended Grants' and shows 'Found 229 results in 0.36s'. There is a 'Filters' sidebar on the left with options for Sponsors, Categories, Deadline, and Status. The main list of grants includes 'C-STARS Life and Medical Sciences Database Research Participant' and 'Harnessing Big Data to Halt HIV (R01)'. A 'Keyword Highlights' section is visible on the right side of the grant list.

The screenshot shows an email titled 'Grant Recommendations from GrantForward' addressed to Kevin Chang. The email body says: 'Thanks for using GrantForward. We are recommending you the grants we thought are relevant to your research interest. 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.' Below this is a section titled '1. New Recommendations' with a sub-header '648 opportunities were added to GrantForward since September 26, 2016. Among them, we recommend the following grants to you.' The first grant listed is 'Designing Materials to Revolutionize and Engineer our Future' by the National Science Foundation, with a deadline of Jan 17, 2017. A 'Keyword Highlights' section is visible on the right side of the email content.

GrantForward Tutorial:
For Researchers
How Can I Tailor
My Grant
Recommendations?

After creating a Researcher Profile, you can make sure that the grant recommendations you are receiving are matching your research needs by tailoring your recommendation settings. You can edit your research interests and add filters to find the grants recommended to you will further match your research needs.

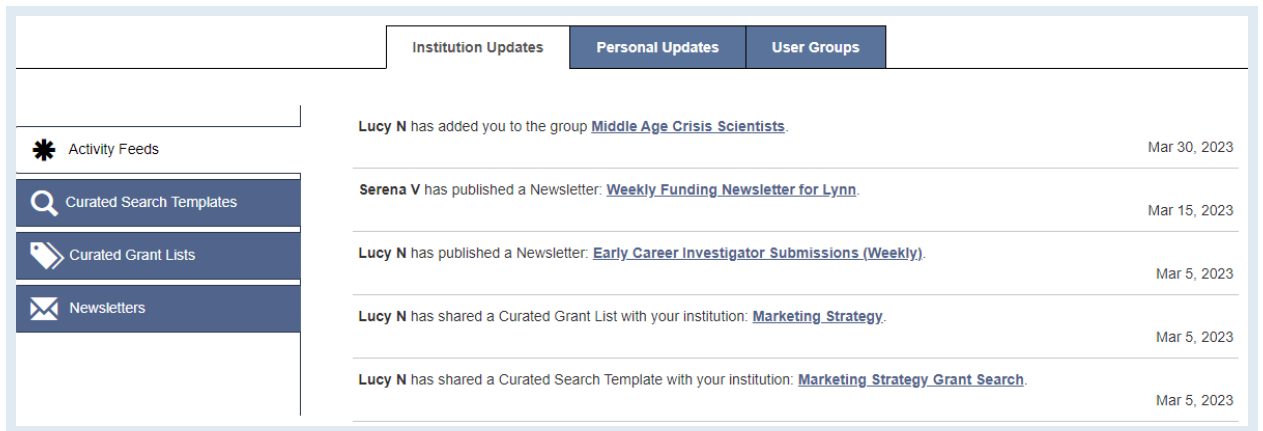
For more guidance, you can view detailed instructions--
Tutorial: How Can I Tailor My Grant Recommendations?

Exploring Your Personalized Homepage

GrantForward provides a personalized homepage to help you quickly see institution updates, personal updates, user groups as well as view GrantForward database updates and connect with potential researchers.

1 The Personalized Dashboard will keep your information up to date.

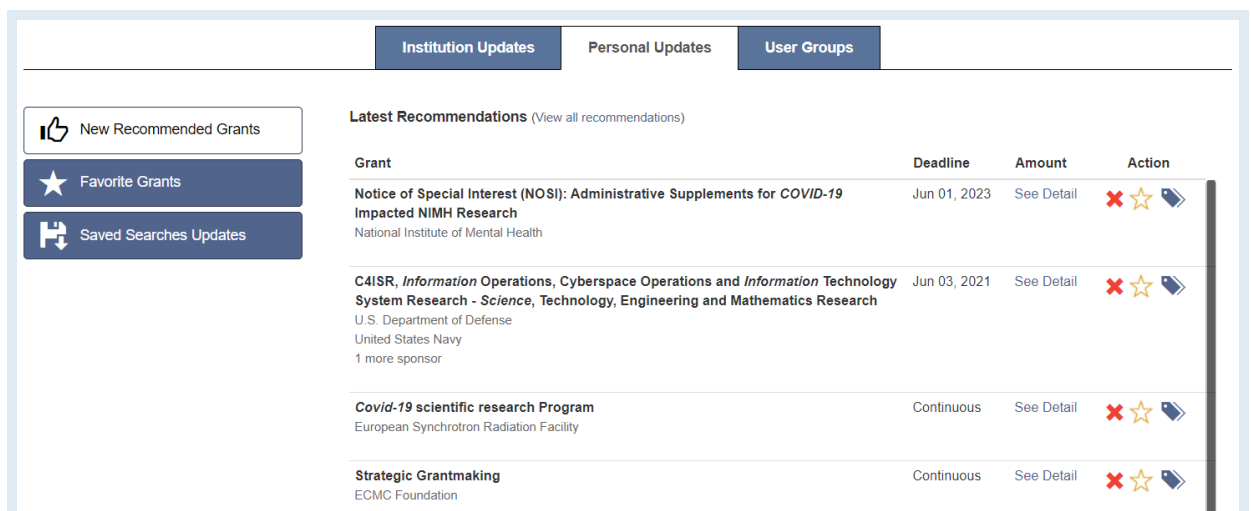
- **Institution Updates** tab shows notifications of what administrators performed such as changing your unit or permission, adding you to a group, or sharing a search template, a curated grant list, or a newsletter with you. You can also view those lists in this tab.



The screenshot shows the 'Institution Updates' tab selected. On the left is a sidebar with navigation options: Activity Feeds, Curated Search Templates, Curated Grant Lists, and Newsletters. The main content area displays a list of updates:

- Lucy N has added you to the group [Middle Age Crisis Scientists](#). Mar 30, 2023
- Serena V has published a Newsletter: [Weekly Funding Newsletter for Lynn](#). Mar 15, 2023
- Lucy N has published a Newsletter: [Early Career Investigator Submissions \(Weekly\)](#). Mar 5, 2023
- Lucy N has shared a Curated Grant List with your institution: [Marketing Strategy](#). Mar 5, 2023
- Lucy N has shared a Curated Search Template with your institution: [Marketing Strategy Grant Search](#). Mar 5, 2023

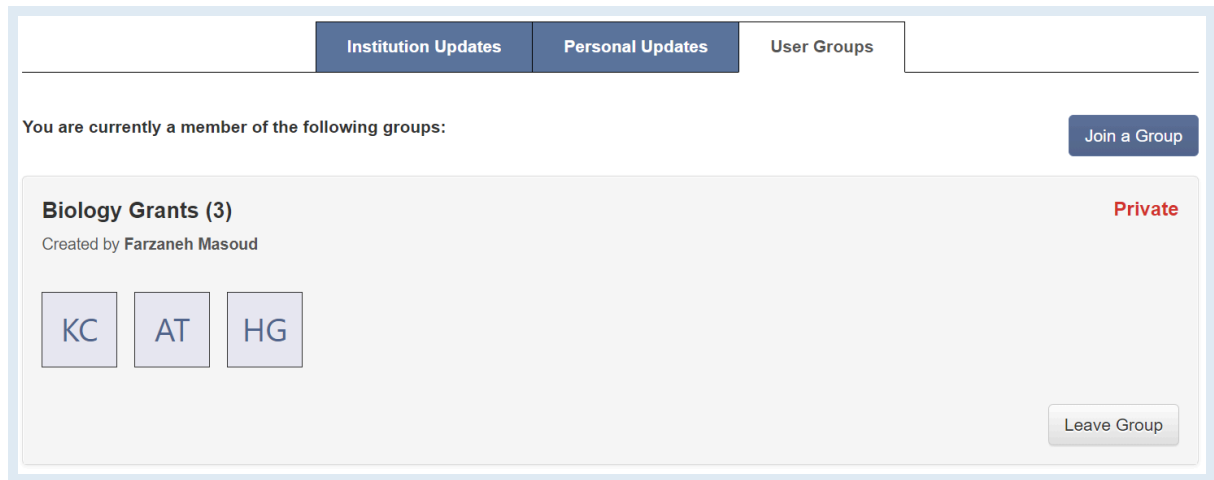
- **Personal Updates** tab displays the latest grant recommendations matching your research interests, updates from your favorite grant list, and new grants added to your saved searches.



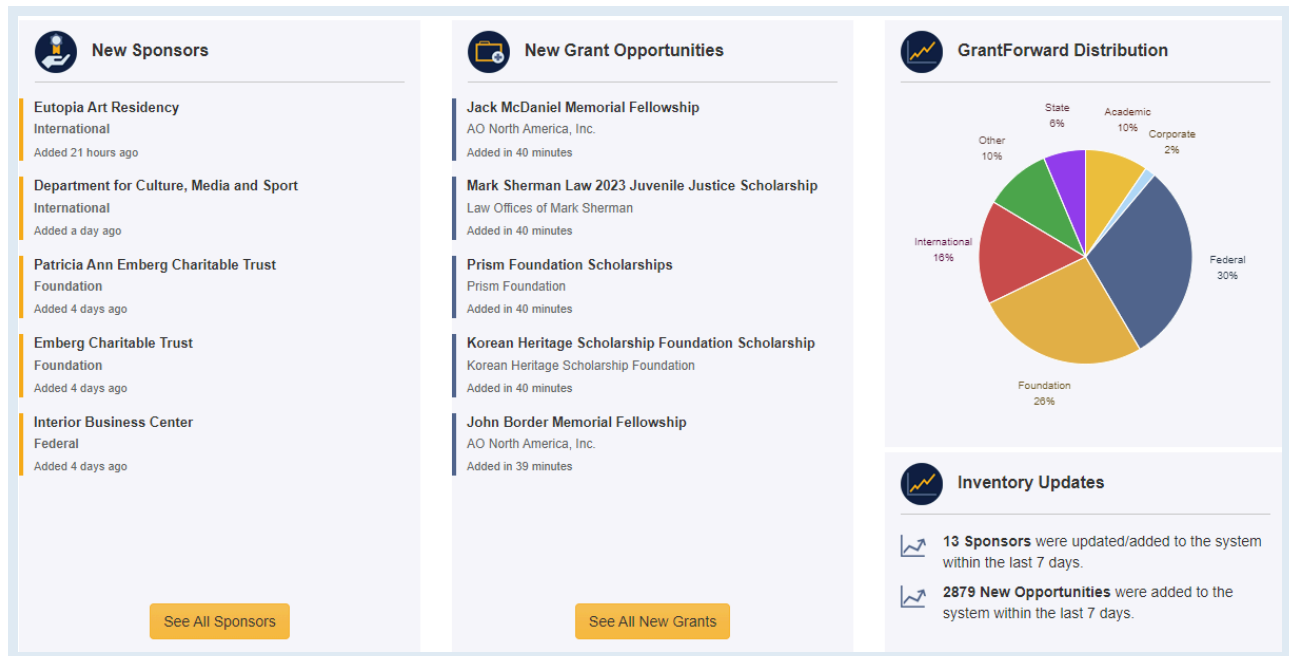
The screenshot shows the 'Personal Updates' tab selected. On the left is a sidebar with navigation options: New Recommended Grants, Favorite Grants, and Saved Searches Updates. The main content area displays 'Latest Recommendations' with a table of grant listings:

Grant	Deadline	Amount	Action
Notice of Special Interest (NOSI): Administrative Supplements for COVID-19 Impacted NIMH Research National Institute of Mental Health	Jun 01, 2023	See Detail	X ☆ 📄
C4ISR, Information Operations, Cyberspace Operations and Information Technology System Research - Science, Technology, Engineering and Mathematics Research U.S. Department of Defense United States Navy 1 more sponsor	Jun 03, 2021	See Detail	X ☆ 📄
Covid-19 scientific research Program European Synchrotron Radiation Facility	Continuous	See Detail	X ☆ 📄
Strategic Grantmaking ECMC Foundation	Continuous	See Detail	X ☆ 📄

- **Users Groups** tab shows all groups that you joined or were added by other administrators. You can also proactively join other groups you are interested in or leave any current groups.



- 2 GrantForward Database Updates allows you to view new sponsors, grant opportunities as well as the distribution of grants from different sponsor types, and the number of newly added sponsors and grants.

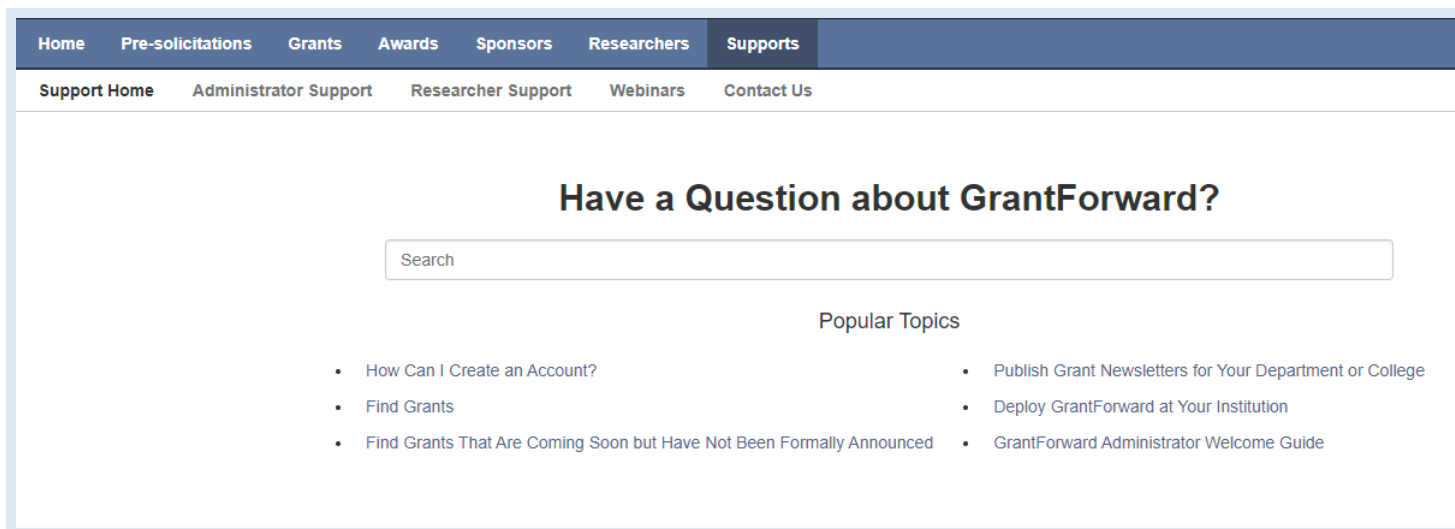


- 3 GrantForward displays researchers within your institution and across all institutions so that you can find potential researchers for collaborations. You can also check the status of your profile-creating process and take a survey to give feedback on how we can improve our service.

Finding Support

If you want to find any product resources and materials to help you utilize the platform better, or you want to send questions or feedback directly to the GrantForward team, you can go to the **Supports** page.

- 1 On the **Support Home** page, you can insert keywords in the search box to find support materials on any specific topics or find the most popular features and related documentation to use the platform effectively.
- 2 The **Administrator Support** tab contains materials on administrative functions and marketing tools to promote GrantForward.
- 3 The **Researcher Support** tab includes materials to help regular users with matters about account setup, search function, and other basic features.
- 4 You can watch recorded training webinars for GrantForward users on various topics on the **Webinars** tab.
- 5 On the **Contact** page, you can find our contact information, ask any questions, or share feedback with us at any time.



The screenshot displays the GrantForward Support page. At the top, there is a navigation bar with tabs for Home, Pre-solicitations, Grants, Awards, Sponsors, Researchers, and Supports. Below this, a secondary navigation bar includes Support Home, Administrator Support, Researcher Support, Webinars, and Contact Us. The main content area features a heading "Have a Question about GrantForward?" followed by a search input field with the placeholder text "Search". Below the search field, there is a section titled "Popular Topics" which lists five items:

- How Can I Create an Account?
- Find Grants
- Find Grants That Are Coming Soon but Have Not Been Formally Announced
- Publish Grant Newsletters for Your Department or College
- Deploy GrantForward at Your Institution
- GrantForward Administrator Welcome Guide