

## Community of Science: Searching for Funding Opportunities

Website: <http://fundingopps.cos.com/>

### *Basic Search:*

On the main funding opportunities page, you can type in any keywords for a basic search. While this option is a good first start, the search wizard and advanced search should provide more refined and useful results.

### *Search Wizard:*

On the initial funding opportunities screen, there is a “search wizard” link on the right side of the search field. The wizard will walk you screen-by-screen through 5 key search fields. If you have a COS account, you can save the search parameters as a funding alert and have it automatically run and emailed to you on a weekly basis.

### *Advanced Search:*

The advanced search has the most search options and should result in funding opportunities that are the most relevant to you. The results of these searches can also be saved as a funding alert (if you have a COS account). Click on the “Advanced Search” link on the right side of the screen.

### Advanced search hints:

- *Search Funding Opps:* At the top of the page, you can type in any specific keyword(s)/term(s)/phrase(s). Items entered here will search through all COS fields. To get the most results, first try searching with the COS keywords only (see below) and then, if needed, refine your search with these fields.
- *Activity Location:* Under the activity location field, select “more locations.” A yellow box will appear on the right side of the screen. Select the “United States” folder and click on “Illinois.” This will search for results in our area and also for opportunities that have no location restrictions.
- *More Search Fields:* There are several selections listed near the bottom of the screen under “More Search Fields.” When you click on a topic, it will appear in the area underneath “search fields.”
  - Click on “keywords.” When it appears, click on “browse.” A yellow box will appear on the right side of the screen. You can either click through the folders to find keywords or search for them in the field at the bottom of the box. As you select keywords, they will appear underneath the keyword field, with a box checked. Close the keyword box when you have selected all relevant keywords.
  - In fields that are populated with lists, such as Funding Type, you can select more than one option by holding down the “ctrl” key when you select them.
- *Search Results:* When you have set up your search, click on “Search,” located on the top, right side of the page. On the results page, roll over the grant title for a quick view of the funding opportunity or click on the title for the full citation. From this page, you can return to refine your query or save your results.
- *Exclusion Fields:* If your search comes back with too many results, try using the exclusion fields to prevent certain results. As with the search fields, click on the topics to activate them on the page.

*Any additional questions about COS funding searches? The COS site has more detailed instructions here: [http://fundingopps.cos.com/docs/help\\_toc.shtml](http://fundingopps.cos.com/docs/help_toc.shtml). Or contact Kelly Christopher at [kfust@luc.edu](mailto:kfust@luc.edu) or x8-8952.*