
Pivot-RP Internal Funding

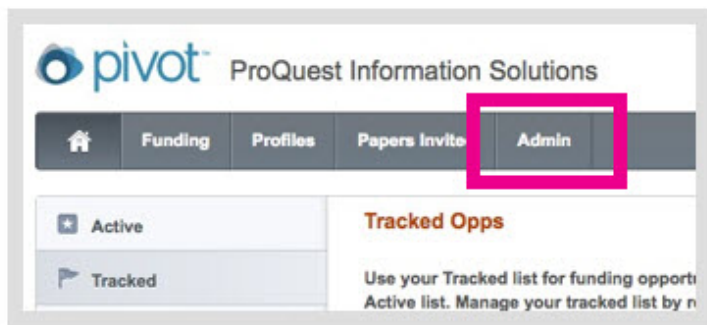
Introduction

Research Administrators now can add their Institution's Internal Funding into Pivot, allowing users to find both Internal funding along with other funding opportunities, all in the same tool.

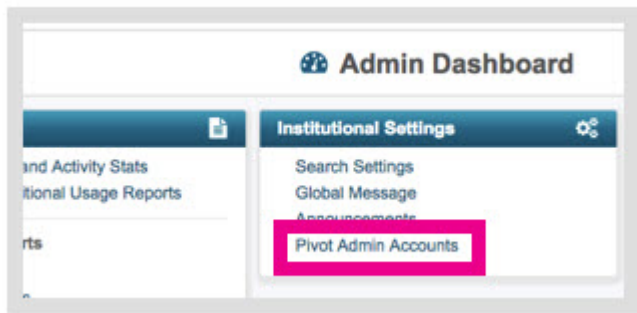
Use the following steps to manage and add your institutional funding opportunities into your Pivot account.

Manage Internal Funding

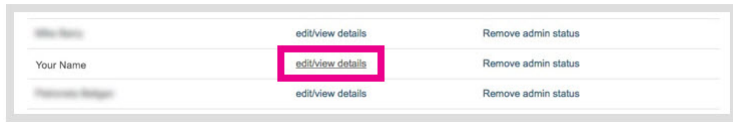
1. **Login** to Pivot
2. Select the **Admin link** in the navigation.



3. Click on **Pivot Admin Accounts** in the institutional settings box.



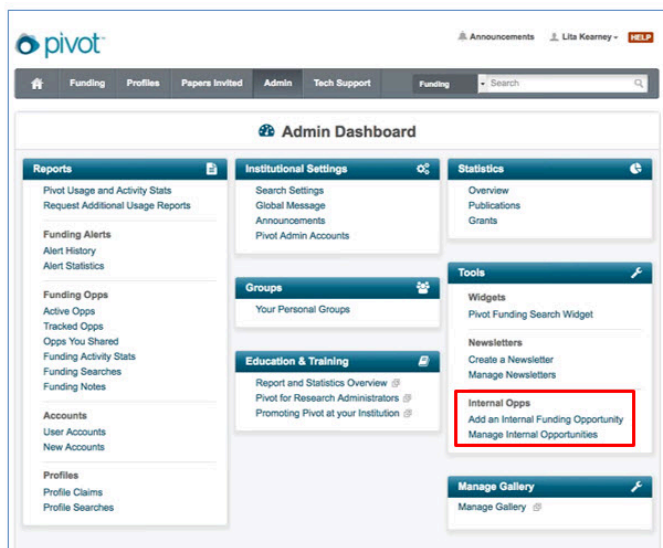
4. Find your name in the list of accounts and select **Edit/View Detail**.



5. Find the **Manage Internal Funding** option and check the box to enable.



Once the **Manage Internal Funding** has been selected, you can access both options; Managing Internal Funding and add an Internal Funding Opportunity from your Admin dashboard.



Add an Internal Funding Opportunity

When you're ready to add an Internal opportunity, select **Add an Internal Funding Opportunity** from your Admin dashboard and fill out the submission form.

To get started, first you must answer this question.

- If you select **yes**, proceed in filling out the form.
- If you select **no**, you will need to select either Cancel or Proceed to Submit an Opportunity that is outside your institution.

If you select **Yes**, you will need to fill out the Internal Funding Opportunity form

- Add the **Title** of the opportunity.
- The **Sponsor** defaults to your institution's, but you can update as needed.
- Select the **Funding Type** using the drop-down arrow.
- Select **Application Type** using the drop-down arrow.

Title
Stem Scholarships

Sponsor
Auburn University

Funding Type
Select Funding type

- Artistic Pursuit
- Collaboration or Cooperative Agreement
- Contract or Tender
- Dissertation or Thesis**
- Equipment or Materials Acquisition or Facility Use
- Facility Construction or Operation
- Meeting or Conference or Seminar

Applicant Type
Select Applicant Type

- Fill in the amounts and update the **currency** (default to your GO).
- Add text to the **Abstract** box (optional).
- To publish an opportunity, you must add at least one **Keyword**. To do so either type in a word and select options that appear or use the drop-down arrow to select keywords from our hierarchy.

Keywords

Keywords

- Add a **Deadline Date**
- Select a **Deadline Type** using the drop-down arrow and select Add. You can always add additional deadlines by selected the add deadline button.

Deadlines

Date 08/31/2017

Type Select Deadline Type

Description/Note

Add Cancel

Contact
Add Contact

Reference Number

- Select Deadline Type
- Abstract Submission
- Application
- Concept Paper/Proposal
- Expression of Interest
- Full Proposal
- Inquiry/Grant Inquiry/Preliminary Inquiry
- Letter of Inquiry
- Letter of Intent
- Nomination
- Notice of Intent**
- Other
- Pre-Application
- Pre-Registration
- Preliminary Proposal
- Proposal Abstract
- Proposals
- Questionnaire
- Registration Deadline
- Request for Funding

Deadlines

[Add Deadline](#)

Date	Type	Description/Note
 08/31/2017	Application	A deadline note 

- Select **Add a Contact** and fill out all sections that apply.
- Add a **Reference Number** if your institution has an internal ID for this opportunity (optional).
- After creating an internal funding opportunity, there is an option to either publish or save the opportunity. **Publishing** an opportunity will make it public to your users or you can just **save** it as a draft to access later.

Make internal funding opp actively published
 Save internal funding opp as a draft only (unpublish)
This internal funding opp will not be viewable until you choose to publish it.

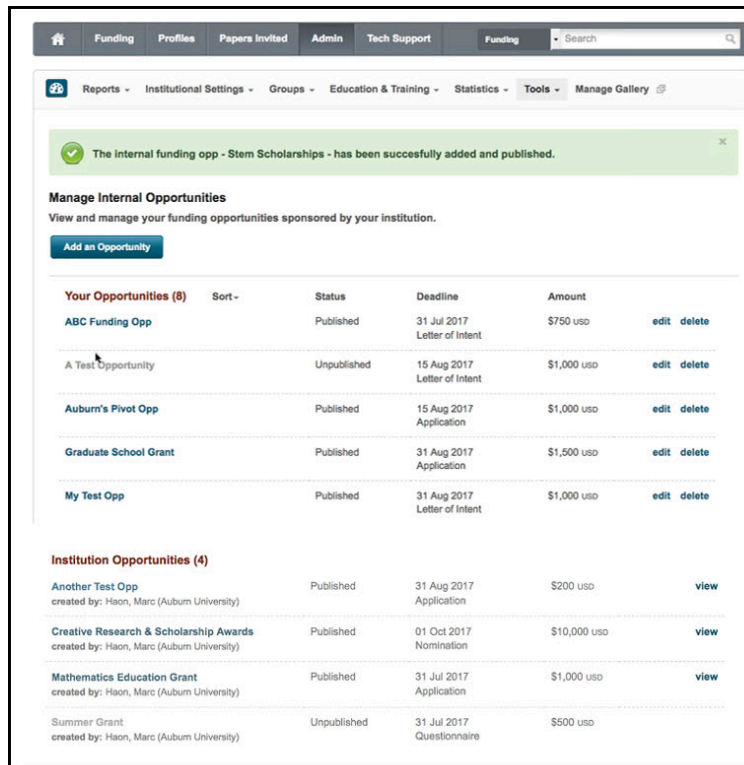
Publishing an Internal Funding Opportunity

To publish your Internal Funding Opportunity — be sure to follow the steps in Adding an Internal Funding Opportunity section of this article and select **make Internal Funding opp actively published** when you complete the form.

Pivot will automatically process the new submission and will display a confirmation in green at the top of the Manage Internal opportunities page.

This page is broken into two parts:

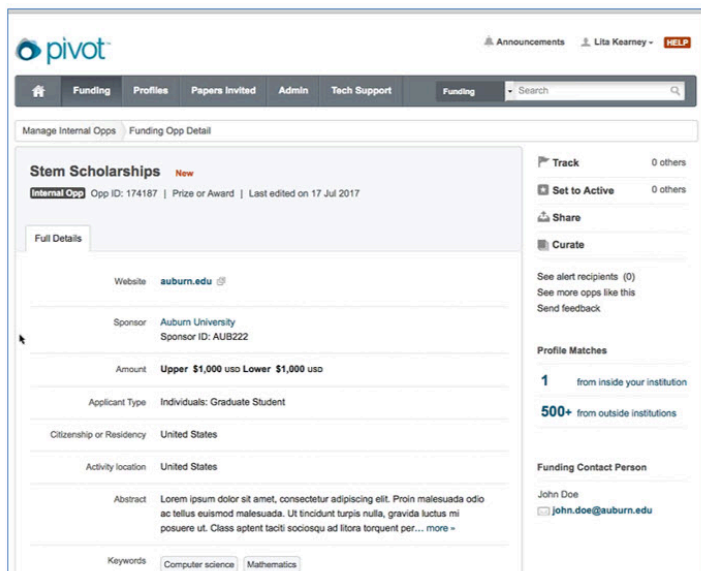
1. **Your Opportunities:** At the top of the page all the internal funding opportunities you have submitted are listed.
2. **Institutional Opportunities:** At the bottom of this page the internal funding opportunities the institution have submitted will be listed.



Editing an Internal Funding Opportunities

You can edit the Internal Funding opportunity your created in several locations.

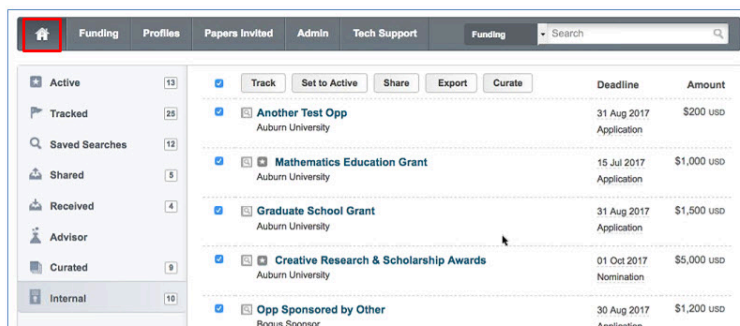
- On the page display page featured above.
- On the opportunity page, itself, by clicking on the title of the opportunity you created.



Finding Internal Funding Opportunities

There are many locations within Pivot where a user can find Internal Funding Opportunities.

1. **On the Funding tab:** Internal opportunities are found in the left navigation list. Clicking on this option displays all internal funding opportunities for your institution.
2. **On the Homepage.**



3. **Within Funding lists and deadlines:** When users search for funding any results that return that are internal to your institution are shown.



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