

Managing Internal Funding Opportunities

This page is intended only for users who have administrative permissions.

Managing Internal Funding Opportunities

An internal funding opportunity is a funding opportunity local to your institution and added by an administrator. Internal funding opportunities are visible to your institution's users, only.

A user search for funding opportunities also returns internal funding opportunities, and they can be tracked and curated like any other funding opportunity. Users can view internal opportunities using a filter on the home page and/or the Funding Discovery page.

On the Manage Internal Opportunities page ([Admin > Tools > Manage Internal Opportunities](#)), you can add internal funding opportunities into Pivot-RP.

Your Opportunities (1)	Sort	Status	Deadline	Amount	
Another Opportunity		Published	31 Jul 2018 Proposals	\$500 USD	edit delete

Institution Opportunities (4)				
A Test Opp created by: Kearney, Lita (ProQuest Information Solutions)		Expired		\$1,000 USD
Proquest Funding Opportunity created by: Kearney, Lita (ProQuest Information Solutions)		Expired		\$500 USD
STEM Scholarship created by: Kearney, Lita (ProQuest Information Solutions)		Expired		\$1,500 USD
Test created by: Bedell, Austin (ProQuest Information Solutions)		Expired		\$20,000 USD

Manage Internal Opportunities

This page displays internal funding opportunities that you added, as well as all other internal funding opportunities added by others at your institution. You can add internal opportunities, and you can edit or delete internal opportunities that you added. When you add an internal opportunity, you can keep the opportunity in draft status until you publish it.

In addition to adding and managing internal opportunities on this page, you can also submit an opportunity to the Pivot-RP team that you would like to be added to Pivot-RP's general database so that it is visible to all Pivot-RP users at all institutions.

Adding Internal Funding Opportunities

To add an internal funding opportunity that is visible to your institution's users, only:

1. On the Manage Internal Opportunities page, select **Add an Opportunity**. You can also select **Admin > Tools > Internal Opps > Add an Internal Funding Opportunity** in the Admin dashboard. The Add an Internal Funding Opp page appears.

[Reports](#) ▾ [Institutional Settings](#) ▾ [Groups](#) ▾ [Education & Training](#) ▾ [Statistics](#) ▾ [Tools](#) ▾ [Manage Gallery](#) [↗](#)

Add an Internal Funding Opp

Use this form to create an opportunity only available to your institution. [Manage Internal Opps](#)

Is this for your institution only?
 Yes No

Title

Funder

Award Type

Amount Amount Upper Estimated Total ISO Currency

Amount Note

Citizenship

Activity Location
 or more locations [Clear](#)

Eligibility

Applicant Type

Career Stage

Abstract

Keywords

Deadlines
 Recurrence of opportunity Deadline Note

External Id

URL

Co-owners: (1)

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.

Add an Internal Funding Opp

- In the field **Is this for your institution only?**, select **Yes**.

3. Configure the following fields that describe the funding and any requirements to receive it. Follow the on-screen help for information about specific fields.
- Title – Make this descriptive for search results, so that users can tell at a glance whether the opportunity is relevant to them.
 - Sponsor – Generally leave this alone.
 - Funding Type
 - Amount / Amount Upper / Estimated Total / ISO Currency
 - Amount Note
 - Citizenship/Residency – If you do not have citizen requirements, select **Unrestricted** (any) or **Unspecified** (no specific citizenship/residency requirement).
 - Applicant Type
 - Career Stage – Apply career stage targets for funding opps to enable users to receive weekly funding alerts based on their career stage preferences: Early Career and Emerging in Field, Graduate Student or Pre-doc, Mid-Career to Established in Field, and Undergraduate Student, and Not Applicable. For more information about setting user preferences, see [Setting Your Preferences](#).
 - Abstract
 - Keywords – You must add one or more keywords if you would like the opportunity to be included in Advisor alerts.
 - Deadlines – Add one or more deadlines related to the opportunity.
 1. Select the deadline date, or select **Continuous** if there is no firm deadline date.
 2. Select the deadline type, such as abstract submission, letter of intent, or registration. If you select **Other**, you can enter or select a previously entered type for the deadline.
 3. Enter a description.
 4. Select **Add** to add the deadline to your opportunity.
 - Contact – Add one or more contact's details to the opportunity. Select **Add** after entering a contact's details to add the contact to your opportunity.
 - Reference Number
 - URL
 - Co-owners – You can add one or more co-owners to an internal funding opportunity. Select additional owners from a list of colleagues at your institution, who have the administrative rights to manage internal funding opportunities. Co-owners will have the same full editing privileges that you have, including the ability to delete the internal funding opportunity or remove you as an owner.
4. Select whether to publish the opportunity immediately after saving it or whether to save the opportunity in draft status.
5. Select **Publish** or **Save Draft**, depending on what you selected in the previous step.

To publish a draft internal funding opportunity:

Select **edit** in the opportunity's row, select **Make internal funding opp actively published** (at the bottom of the page), and select **Publish**. The opportunity is published.

Editing Internal Funding Opportunities

To edit an internal funding opportunity:

Select **edit** in the opportunity's row, make any required changes, and select **Save Draft** (to return the opportunity to draft status) or **Re-Publish** to republish the opportunity.

Deleting Internal Funding Opportunities

To delete an internal funding opportunity:

Select **delete** in the opportunity's row and select **Yes** in the confirmation dialog box.

Submitting Funding Opportunities For All Pivot-RP Users

To submit a funding opportunity visible to all Pivot-RP users (not only in your institution):

1. On the Manage Internal Opportunities page ([Admin > Tools > Manage Internal Opportunities](#)), select **Add an Opportunity**.
2. In the field **Is this for your institution only?**, select **No** and select **Proceed to Submit an Opp** in the confirmation dialog box. The Submit a Funding Opp to Promote in Pivot-RP page appears.

The screenshot shows a web form titled "Submit a funding opp to promote in Pivot-RP". The form includes a list of funding opportunity types, a note about no charge, and several input fields: "Web page url for this project" (with "http://" pre-filled), "Your name" (split into "First" and "Last" fields), "Email", and "Additional details" (a large text area with a "1000 characters (1000 left)" limit). At the bottom, there is a "I'm not a robot" checkbox, a reCAPTCHA widget, and "Clear all" and "Submit" buttons.

Submit a Funding Opp to Promote in Pivot-RP

3. Fill in the fields and select **Submit** to submit the opportunity for review by the Pivot-RP team. We will respond after

reviewing your submission.