Grants Resource Center
User Guide
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Introduction

The Grants Resource Center (GRC) provides personalized and comprehensive research/sponsored programs information designed to make faculty and administrators at member institutions more successful in the pursuit of federal and private funding. Established in 1967 as a not-for-profit premium service of the American Association of State Colleges and Universities (AASCU), GRC membership is open to public and private higher education institutions that offer four-year and graduate degrees.

Every GRC member institution has access to a team of staff liaisons who serve as an extension of the campus’s pre-award research administration staff and as a link to federal program officers and research administration colleagues throughout the country. Access to direct staff support and assistance through GRC partnership arrangements give GRC members a competitive grant-seeking advantage.

GRC provides members with publications on grant announcements, upcoming deadlines, and general information on grant funding. GRC also has a searchable database of funding opportunities. Access to the GRC features is controlled by password and is only available for UNO faculty, staff and students.

This document will explain the procedures for searching the database and describe the other features available with the UNO GRC membership.
Login

Since GRC is a paid subscription (paid by the Office of Research), a password is needed to enter the site. There is one user ID and password for the campus and it is available only for UNO faculty, staff and students; the user ID and password can be found on the Office of Research SharePoint site (link: https://sharepoint.uno.edu/research/default.aspx?PageView=Shared). The web address to log into GRC is http://www.aascu.org/grc/. A link to GRC is also on the Office of Research website under Funding Opportunities and on the SharePoint site with the password.

Click Login.

Enter the username and password and click “Login” to enter the site.

Individuals can log into the system from anywhere; users do not need to be on campus. Since this is a paid subscription, the username and password must not be shared with individuals outside the UNO community.
The GRC funding database is called GrantSearch. The database contains about 2,000 funding opportunities with most having annual competitions. All opportunities cater to national or large regional audiences; therefore, state/local opportunities will not be available. The opportunities are geared more to faculty or postdoctoral investigators, but there are opportunities for undergraduate and graduate students.

Some of the funding opportunities in the database have expired deadlines but are kept in the database because they are cyclical and should have a future deadline. This allows users the opportunity to become aware of future opportunities and to start communication with the sponsor concerning the opportunity.

There are five criteria that the user can mix and match to search for funding opportunities: academic subject, activity, funding sponsor, deadline, and keyword. If values are chosen/entered for more than one criteria field, the funding opportunity must match all of the values to be retrieved in the search.

From the GRC home page, click GrantSearch from the menu.

The GrantSearch database search criteria selection screen will be displayed. Near the top on the left is a link to the GrantSearch user guide; most of the information in the Office of Research user guide is taken from the GrantSearch guide.

The buttons with a question mark on the criteria selection screen will provide a short summary of the section.
Once the desired criteria are chosen, click “Search” at the bottom of the screen. If the user wants to start over, click “Reset Form” at the bottom of the screen to remove all selections made.

The rest of this section will provide general information on searches and search results; please consult the GrantSearch user guide for additional information if needed.

**Academic Category and Subjects**

In order to search by an academic subject, the first step is to select an Academic Category. There are 12 broad categories and one topic area that supports special populations. Multiple categories can be used in one search.

When an academic category is highlighted, the corresponding Academic Subjects become available. For example, Agricultural and Animal Sciences, General is highlighted in the Academic Category box and the Academic Subjects related to that category are available.
Below are the Academic Subjects if the Community/Economic Development is highlighted in Academic Category:

![Select an Academic Category](image)

To choose a particular subject to use as a search criterion, double click the desired subject or highlight the subject and click the Add button:

![Select Academic Subjects](image)

The subject will then be added to the box on the right hand side of the screen:

![Chosen Academic Subjects](image)

Add as many subjects as desired; the subjects can be from different Academic Categories. Each subject is selected individually – holding the control key is not used to select multiple values.
If a subject was added by mistake, it can be removed from the search criteria. Highlight the subject to remove and click the Remove button:

Some academic subjects will include “General” or “Misc” after the subject name; see circled items below:

Subject names with “General” after the name will retrieve all opportunities within the subject. For example, if the Agricultural and Animal Sciences, General subject is selected then all funding opportunities that meet any of the subjects listed will be retrieved in the search. This feature is helpful when the user wants a broad search result. The same would be the case if the user selects Animal Sciences, General except the opportunities will be limited to only Animal Sciences categories (Animal Health, Fish and Wildlife Management and Aquaculture). If “Misc” is included in the subject name, the search will retrieve opportunities in this subject that are not included in any of the other listed subjects. For example, Animal Sciences, Misc will retrieve opportunities that do not fall within the subjects of Animal Health, Fish and Wildlife Management, and Aquaculture.

The user also has the option to select either AND or OR as part of the search criteria to refine their search results; OR is the default value:

“AND” is used when the user wants opportunities that match all of the chosen subjects and “OR” is used when an opportunity only needs to match one of the selected subjects. Only one value can be selected.
**Activity**

Users can select activities that a funding opportunity supports. The GrantSearch User guide provides a definition/description of each of the activities; please consult that guide for definitions.

Selecting an activity is done the same way as selecting an Academic Subject; either double click an activity or highlight the activity and click the Add button. The selected item will appear in the box on the right. More than one activity can be selected; each activity is selected individually. An activity can also be removed by clicking the Remove button.

Activity also allows the use to select between “AND” or “OR”; see the discussion under Academic Subjects for the distinction between the two values.

**Funding Sponsor**

GRC includes over 450 sponsors in their GrantSearch Database. The user can select particular sponsors to narrow their search. Sponsors are listed alphabetically.

To select a sponsor, double click on the name or highlight and click the Add button. The sponsor name will be added in the box to the right. More than one sponsor can be selected; each one is selected individually. A sponsor can be removed by clicking the Remove button.

Funding Sponsor criteria only allows for the “OR” feature if more than one sponsor is selected – a funding opportunity only needs to match one of the sponsors chosen. There is no feature to search for a funding opportunity that is supported by more than one sponsor; the database only allows for one sponsor. However, co-sponsorship relationship, if any, will be mentioned in the program description.
Deadline

The Deadline criterion allows the user to select opportunities that are due for a particular month or months. Users can use this to schedule their workload based on the upcoming deadlines. Keep in mind that the search results may include opportunities in which deadlines have already passed. GRC keeps these opportunities in the database because they are cyclical and should have a new deadline (funding cycles will vary and can be more than every year). Users should not automatically discount an opportunity because the deadline has passed.

Selecting a deadline is done the same way as selecting a value for the other criteria fields; either double click a month or highlight the month and click the Add button. More than one month can be selected; each one is selected individually. A month can also be removed by clicking the Remove button.

The Deadline criteria only allows for the “OR” feature if more than one month is selected – a funding opportunity only needs to match one of the months chosen. If an opportunity has multiple deadlines with different months, it will be included in the search results even if only one of the months is included in the deadline criteria.

Keyword Search

The last criteria box allows the user flexibility in their search. The user can type any word or phrase in the box which is then used to search the title and description fields of opportunities for a match. This option is not used to search for sponsor, deadline or contact information.

Tips for entering data in the text box (as taken from the GrantSearch user guide):

- Consecutive words are treated as a phrase; they must appear in the same order within the program’s text.
- Searches are not case-sensitive; upper and lower case letters may be used.
- Punctuation marks and words on the exception list (including a, an, and, as, and other common words) are ignored during a search.
- If specially treated characters such as &, |, ^, #, @, $, (, ) are used in a search, enclose the text in quotation marks (").
- To search for a word or phrase containing quotation marks, enclose the entire phrase in another set of quotation marks. For example, ""Internet"" searches for "Internet"."
- Wildcard characters (*) and (?) can match words with a given prefix:
  - The (*) character takes the place of any character(s) following the designated prefix. For example, searching for fund* matches terms such as fund, funds, funding, etc.
  - The (?) character can only take the place of one letter or character. For example, searching for fund? matches the terms fund and funds.
- Insert AND, OR, and NOT (Boolean expressions) to specify additional search information:

<table>
<thead>
<tr>
<th>To search for:</th>
<th>Example</th>
<th>Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>Both terms in the same page</td>
<td>private and federal</td>
<td>Pages with both the words private and federal</td>
</tr>
<tr>
<td>Either term in a page</td>
<td>private or federal</td>
<td>Pages with the words private or federal (will also include pages with both words)</td>
</tr>
<tr>
<td>The first term without the second term</td>
<td>private and not federal</td>
<td>Pages with the word private but not federal</td>
</tr>
</tbody>
</table>

- Expressions within parentheses are evaluated before the rest of the search.
- Use double quotes ("") to indicate that an AND, OR, and NOT keyword should be ignored in your search. For example, "William and Mary" will match pages with that exact phrase, not pages that match the Boolean expression (see table above).

**Search Results**

Below is an example of the search result screen (no search criteria were entered on the selection screen). The search results can be sorted by sponsor, program title, GRC number or deadline; the default is sponsor. To view more details on an opportunity, click the program title.
Below is the detail for the funding opportunity. Contact information as well as links to the sponsor’s website and email will be provided if available. GRC also includes when the data was last verified.

If the user would like to view details on multiple opportunities, the user will utilize the “Select” box to the left of the opportunity. By default, the box will be checked for all matches. If the user would like to view the details for all matches, click “View Selected” without making any changes to the screen. If the user would like to select certain opportunities to view, either click the “Select” box for the opportunities not to view (which removes the check mark) or click “Clear All” to remove all checks and then select the particular opportunities to view. Then click “View Selected”.

![Search Results: Report](image)
If there is no set deadline or there are multiple deadlines, it will be listed on the search result screen:

And on the detail screen:
If the user wants to start a new search, there is a link on the search result page:

![Search Results:](image)

There are two formats to the detail screen – same information but just presented differently. Below is the formatted report:

![Search Results: Report](image)
The other format is a text report (the links are removed):

![Search Results: Report](image)

To change between the two formats, use the link on the right in the menu bar:
In4Grants

With the subscription to GRC, UNO employees have the ability to utilize In4Grants to work on proposals easier, especially collaborative endeavors. Only three proposals can be worked on with our basic subscription; contact the Office of Research if additional access is necessary.

The In4Grants program utilizes social media technology for communicating with collaborators (either within or outside UNO) and centralized information containers for collaborators to work on documents for the proposal. Collaborators do not need an In4Grants license to work with the UNO employee on the proposal.

In4Grants access is available for any funding opportunity. To start the process, click on “Work on this opportunity in In4Grants” on the funding opportunity’s detail page (formatted report page):

The user will then be asked to enter their name and email address; click submit when done:
An email will be sent to the entered address with information on getting started in In4Grants, especially how to invite collaborators to the project. For a demo on In4Grants, please go to the In4Grants website under videos (http://www.in4grants.com/videos.php) and select “one interface. effortless interaction.”

UNO’s GRC membership does not provide access to the search capability within In4Grants; please use either GRC or Grant Forward to search for funding opportunities.

**Faculty Alerts**

A feature of GRC membership is monthly email alerts on upcoming deadlines. Users can establish an alert based on a defined set of criteria; an individual can create an alert for themselves or for someone else.

There are two options to open the alert page. From the GrantSearch menu, select Faculty Alerts.

[Image: Shows the Faculty Alerts menu option in GRC]

Or from the Funding Resources menu, select Faculty Alerts Registration Form.

[Image: Shows the Faculty Alerts Registration Form]

To create a new alert, click Create New Alert.
Alert criteria are chosen based on the same sections of performing a search except for keyword which is not an option for alerts.

First, an academic subject can be selected, click the “Only the Academic Subjects Below” radio button, which will open the list of subjects.

Select the appropriate category which will then allow for a subject to be chosen.
Once selected from the drop-down list, the Academic Subject appears in the criteria box. Additional subjects can be added from the same category or from a different one. To remove a selected subject, highlight it and click the Delete button on the bottom of the subject selection box.

If desired, select Activities and Sponsors in the same manner. Click the “Only...” radio button to open the drop-down lists to select from.
After making the appropriate selections, enter information for the individual who is to receive the alert (it can be different than the person creating the alert).

The system will provide a number of opportunities that will be included in the alert to be sent out. In the example below, three grants will be included based on the subject selected. Remember, the alerts are based on upcoming deadlines and not all opportunities in the database. If desired, enter a name for the alert and then click Save Alert.

Use the above steps to create additional alerts. More than one alert can be saved for an individual.

After the alert is created, it can be modified if the results are not what the individual wanted. From the alert screen, enter the email address of the individual receiving the alert that needs to be changed or deleted; click Manage My Alerts.
A list of the alerts for the email address is provided. Click the appropriate ID to change or delete.

The alert creation screen is opened with the appropriate criteria selected. Make any necessary changes and then scroll to the bottom of the screen.

Once all changes are done, click Save Alert. If desired, click Delete Alert to stop the monthly email.
Publications

GRC prepares and distributes three publications. Publications are prepared either twice a week, weekly, or monthly based on the publication. GRC posts the publications on their website (users can view current and older publications) and the Office of Research receives emails of the publications. The Office of Research disseminates the information and/or posts it to the Office of Research website.

The three publications are:

- **GRC Bulletin** – twice a week bulletin that summarizes grants announcements relevant to higher education. The Office of Research emails summaries of these bulletins weekly; the summaries are posted on the Funding Opportunities page of the Office of Research website.
- **Deadlines** – monthly publication of opportunities with deadlines in the next three months. Summarized information on the opportunities as well as links to websites is included in the publication. The opportunities are sorted by discipline.
- **GrantWeek** – weekly publication of in-depth articles with editorial commentary on strategies for grant competitiveness, program analysis, regulatory issues, and the impact of legislative initiatives on discretionary funding.

Funding Resources

In addition to the searchable funding database, GRC also has a library of funded proposals and funding guides. There is also a listing of archived funding webinars GRC has conducted. All of the resources listed are available to members.

GRC can also perform a funding search for an individual. The individual as well as ORSP should have searched for potential funding opportunities prior to completing the search request form. Contact ORSP for assistance; the funding search request should come from ORSP.

Meetings

Each year GRC hosts a Funding Competitiveness Conference in Washington DC. Attendees have the opportunity to meet with Program Officers as well as colleagues from other institutions.

In addition to the annual meeting, GRC hosts at least two web conference training sessions a month. The sessions allow the participants to interact with agency representatives and other experts. The main focus of the webinars is proposal development. There is a fee to participate; it is not covered by the ORSP subscription.

Periodically GRC will also host a web conference dealing with administrative topics, such as navigating the website. These conferences are free to GRC members.