Pivot FAQ

**What is Pivot?** Pivot is a product from the former Community of Science which allows researchers to find funding opportunities as well as collaborators and post their profile for others to view.

**How do I access PIVOT?** Go to pivot.cos.com.

**Do I need to have a log-in and password to access the funding opportunities?** No, not if you access from a Penn State Computer, but you will not be able to use any of the features such as saving or tracking a search or finding collaborators.

**How do I get a log-in and password?** If you had a log-in to Community of Science, that will work for PIVOT. If you do not, click the sign-up button on the top of the screen. NOTE: You must do this from a Penn State Computer (PSU IP) for the first time. After that, you can access it from anywhere with your log-in and password. Complete the fields and click “Create my Account.” You will receive an e-mail telling you the next steps.

**How do I run a search for Funding Opportunities?** Click the funding tab, then enter your keyword, or click advanced to get more options.
How do I claim my profile? Upon logging in for the first time, you will have a “claim profile” option beside your name. Click “claim profile.”

1. A list of potential profile matches (from within your institution) may be displayed. If no matches occur, you can choose to look for potential matches outside your institution by clicking on the appropriate checkbox above the results list. If you locate your profile from the results list, click the This is me button to the right of the profile name. If no results display, click the Suggest a scholar link located to the left of the results list.
2. After clicking on the “This is me” button, a message will be displayed informing you that a new window will be opening to complete the profile claim process.
3. You will then be asked to confirm whether or not you still have access to the email address listed on your Pivot profile.
4. If you confirm that you still have access to the email on your profile, you will receive verification email to that address that will link your profile to your account and will grant you access to update your profile.
5. If you do not have access to any of the above email addresses, select I no longer have access to any of the above email addresses and hit the submit button, and you will be taken to a form to complete to request access to edit your profile. The information submitted is reviewed by our editorial team and once validated, you will receive an email at the new email address submitted which links your profile to your account and grants you access to update your profile.

How do I update my profile? Pivot provides the capability for you to update certain fields or areas of your profile. Updating your profile can increase the quality of the funding matches recommended for you from the Pivot Advisor. You can currently submit updates for the following fields:

- Name
- Email address(es)
- Webpages with publications
- Degrees
- Affiliations (both past and present)
- Other (this is an open text box that allows you to provide additional feedback that you cannot submit through the above fields, such as research interests)
- Upload a CV or publications list in .pdf, .doc., or .txt format. Documents submitted to your profile are indexed and searchable (as are webpages).

Change submissions are editorially reviewed, there is an approximate two week turnaround time for the changes/updates you submitted to be viewable on your profile.

How do I get help? Help is embedded throughout the program. Watch for the icon. You can also go to the Support page and access videos and tutorials on numerous subjects pertaining to PIVOT.