



## **Creating a Pivot Search To Become a Website Link:**

This grant search will stay current, since each time someone clicks on the web link, a new Pivot search will be generated. Search results will change over time as deadlines pass and new opportunities arise.

- Log into Pivot at <https://pivot.cos.com>
- Create a funding search by clicking on the Funding tab on the top gray menu bar and entering your search criteria in the search box.
- Refine your search one step at a time – see ‘refine’ link at top – until you have a customized search that you like, with a suitable number of results.
- Save the search – see ‘save’ link at top – name it whatever you’d like. It will be a Saved Search accessible from your Pivot homepage.
- Go to your homepage (click on the little house icon on the gray menu bar at top), click on Saved Searches on the left, and find the saved search you just created.
- On the far right, click on the Options for that search, and choose SHARE.
- Send the search to your own email. This will allow access to the URL for the search.
- Open the resulting email, and you will find a link for the search. When you click on the link to open it in your web browser, you can then copy the URL at the top of the page, and use that URL to create a link on any other webpage.

Questions? Email [ndsu.researchdev@ndsu.edu](mailto:ndsu.researchdev@ndsu.edu).