

Community of Science Help Sheet

Ways to Search:

Search Wizard – This search options yields broad results by asking five questions. It is a good option to start with if you are not comfortable with using computers.

Simple Search – This search option is similar to a Google search. It will yield a variety of options—some appropriate, some not—you will need to “refine the search” to get more specific information.

Main Search – This allow you to be more specific in your search. You will be presented with the following fields. The information you put into these fields will determine what options are selected for your review.

- *All fields* – if you put a word or phrase in this field, COS will search for that word/phrase in every field. This will yield results similar to a simple search.
- *Sponsor* – if you know the name of the organization providing funding, this field will help you track down a specific funding program offered by that organization.
- *Title* – if you know the specific name of the funding program, COS will locate the program for you.
- *Abstract* – words or phrases put into this field will generate only funding options that use these descriptors in the program abstract.
- *Deadline* – this field can be used to look for a specific frame of time (use before/after dates as bookends), or for generalized time before or after a date. You can use this field to locate funding options coming up in the future.
- *Internal Coordination* – This field is used for programs which allow only a limited number of applications or require USF to rank applications submitted.
- *Amount* – Use this field to select programs providing a specific amount of funds. The “more than” and “less than” signs can be used to narrow the field.
- *Keywords* – COS provides approximately 4,000 key words based on the descriptions provided by the funding agency. Use key words to find specific options. Use the “Explode” function to include all keywords in a subject hierarchy in your search
- *Activity location* – This field restricts your search to specific locations where the funded project will take place.
- *Requirements* – This field limits the search to programs that “fit” a certain type of individual, e.g., student. Click on ‘Requirements’ for specific descriptions.
- *Citizenship* – This field yields programs that require a specific citizenship to apply.
- *Funding Type* – This field provides information on specific types of funded activities, e.g., research. Click on ‘Funding Type’ for descriptions.
- *Sponsor Type* – This field allows you to select the type of funding agency you want to apply to, e.g., federal. Click on ‘Sponsor Type’ for descriptions.

A Few Tips for Searching:

- To search for a specific phrase, use quotes. Example: “apple juice” for the phrase apple juice.
- To search for all words starting with a specific set of letters, use an asterisk. Example: Geo* for all words starting with “geo,” such as geology, geography, etc.
- To select multiple items on a list, hold the control (ctrl) button and click on the desired options
- When restricting your search to programs providing a specific amount of funds, always enter funding amounts in the “Amount “ field without commas or dollar signs.

If you want to list the funding options displayed by different criteria, for example, “by sponsor” instead of “by deadline” simply click on the name of whatever field you’d like to sort by, and COS will reorganize the funding options.

Query Menu:

Refine Your Query – Use this option after you have done a search and want to narrow the options.

Previous Searches – This option only contains those searches done in the same browser window. Once the window is exited, previous searches are lost.

Download Citations – creates one page displaying all selected funding opportunities. Can view as HTML but to actually save the search ASCII must be selected and viewed in web browser.

Save Search – Use this option to save a search. You can then choose to receive a weekly e-mail notice with updates related to the saved search. You can save up to 40 searches. You will receive one e-mail listing all saved searches so you can view the results online.

Individual Opportunity Menu:

Send to a Colleague – Use this option to e-mail a link to the specific funding opportunity to someone else at USF. Note: People outside of USF will not be able to read the option unless they are affiliated with a group that also subscribes to COS.

Track this Record – This allows you to keep track of a particular opportunity instead of the whole search. You will be able to receive e-mails when the specific opportunity is updated, and you will be able to view it online.

Track This Record Menu:

Tag Name – This option is used to sort tracked records by personal categories. Here are some tips:

- Use staggered caps, not spaces. Example: OrangeJuice instead of Orange Juice
- List under multiple tags using spaces, not commas. Example: Orange Juice for tags Orange and Juice, not Orange, Juice
- Click on tags you already made to attach them to the record

Saved Searches:

Click on ‘Workbench Home’ top tab to see saved searches

The maximum of saved searches is 40.

Use these commands:

- Run – runs the search
- Edit – refines or alter a search; takes you to Main Search page (must resave search)
- Share – sends a link to a colleague, where they can save the search as well. If they choose not to, the link provided to them will change when you change your search

Tracking Records:

Click on ‘Workbench Home’ top tab to see tracking records

The maximum number of tracked records is 200.

Use these commands:

- Edit – modify tags
- Share all records – sends links to all tracked records to a colleague
Click on a tag name at the top to display only records attached to that tag
Share a tag group by clicking on the ‘Share’ button

Remember!

Most field titles are linked to explanations of how the COS system works. Click on these titles if you need additional information.