

GrantForward Quick Start Guide



TCAA has subscribed to GrantForward Funding Search and Grant Recommendation Service, making it available to all TCAA members. GrantForward offers a database of grants from over 18,000 sponsors which are updated daily. You can search for grants by keywords/phrases and advanced filters, save your desired searches for new grant alerts, and create a grant list or save your favorite grants to keep track of them. GrantForward also recommends grants to you based on your CVs, past publications, and research interests.

You can access GrantForward at www.grantforward.com.

Find more GrantForward support materials, including those referenced here, as well as Welcome Guides, QuickTips, CaseStudies, and Webinars at GrantForward.com/support.

CREATING AN ACCOUNT

To be able to use full search features and personalized grant recommendations, please request for an account.

1. Visit this link to submit your account request: <https://survey.sogolytics.com/r/GrantAlert>.
2. Once approved, you will receive an email from GrantForward that contains your account login credentials (Please allow up to 24 hours). Please check your spam folder too in case the email was delivered there.
3. After receiving your login credentials, please visit grantforward.com and select "Log In" in the top right corner. You can change your password at the [Account Settings](#) page.

TRYING A GRANT SEARCH

1. Under the **Grants** tab, go to **Search Grant Opportunities**.
2. In the **All of the Keywords/Phrases** box, enter any words or phrases ("in quotes") related to your field of research. Press Enter or click on the **Search** button to execute the search.
3. You will see the results quickly pop up for you to sift through. The results, by default, are sorted by **Relevance** to your keywords.
4. You can select **Advanced Keyword Search** to enter keywords/phrases in the input fields of **All**, **Any**, or **None of the Keywords/Phrases**, which will require them to match accordingly.
5. To further narrow down your search results beyond topical relevance (by keywords/phrases), you can add more search filters -- including Sponsors, Deadline, Amount, Sponsor Types, Grant Types, etc.

MANAGING GRANTS

For future reference, sharing, or keeping track of your selected grants, you can export or favorite them. You can also build a grant list for a specific research topic or save a search to get alerts of new funding opportunities.

1. To export search results, click on the **Export** button. To export an individual grant, visit its detail page, and click on **Export**. In the dialog box, select the file format, the number of results, and the fields to export. Then, click **Export** to download the file.
2. You can mark a grant as your favorite for quick access. Just click on the ☆ button. You can view all your favorite grants at **Grant Lists** under the **Grants** tab.
3. You can build a grant list by clicking on the "tag" button and adding that grant to a list. You can view all grant lists at **Grant Lists** under the **Grants** tab.
4. To save your search, click on the **Save/Load** button above the search results, then choose **Save a Search**. In the pop-up dialog box, select updating a previously saved search or creating a new one. Set the frequency (monthly, weekly, or daily) to receive alerts of new matching grants. You can view and edit your saved searches at **Saved Searches** under the **Grants** tab.