

An aerial photograph of a university campus, likely Loyola University Chicago, showing various academic buildings, a central courtyard, and a river in the foreground. The image is overlaid with a semi-transparent blue filter.

Office of Research Services (ORS) Faculty Orientation

- **PIVOT (Finding Funding)**
- **PTAP User Profile**
- **ORS Internal Grants**

**Office of Research Services
6439 N Sheridan Road
Granada Center, Ste. 400
www.luc.edu/ors
773.508.2471**



Introduction to the PIVOT Database

The **PIVOT** database provides access to the most comprehensive global source of funding opportunities and scholarly profiles to match researchers with financial partners and collaborators.

When you create a PIVOT profile, you can:

- Sign up to receive customized funding alerts
- Save and return to previous funding searches
- Share funding opportunities directly from PIVOT
- Track individual funding opportunities

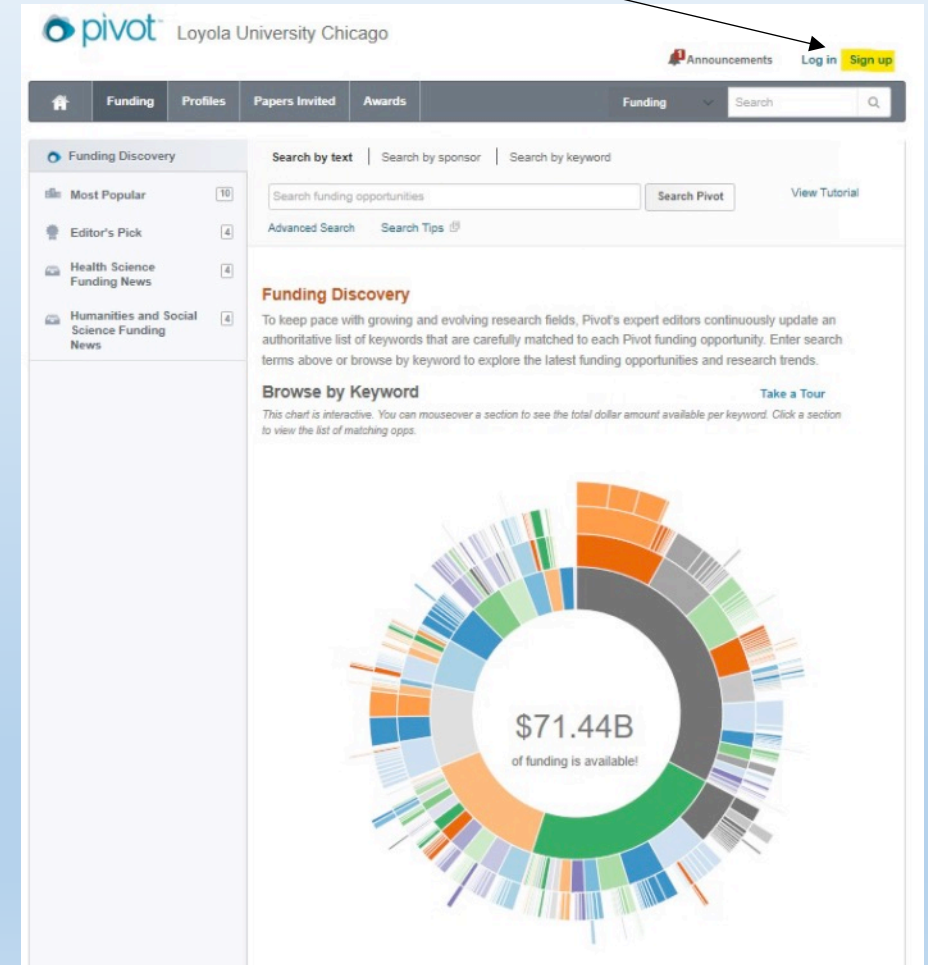


Creating your PIVOT Account

Loyola has a subscription, so it is **FREE** to all LUC personnel.

- <https://pivot.proquest.com/register>.
- Choose the option “**Use Institutional Login Credentials**” when prompted.
- Once you have your account set up, you can create your profile.

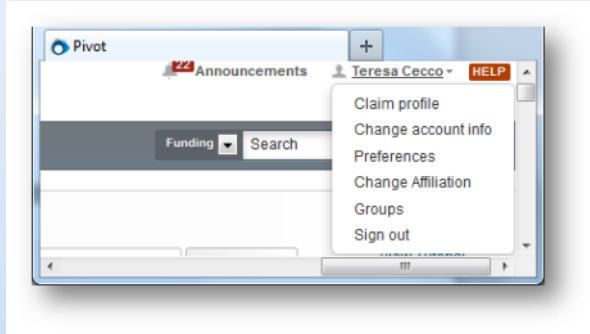
Click “Sign up”



The screenshot shows the PIVOT Loyola University Chicago website. At the top right, there are links for 'Announcements', 'Log in', and 'Sign up'. The 'Sign up' button is highlighted in yellow. Below the navigation bar, there is a search bar and a 'Search Pivot' button. The main content area features a 'Funding Discovery' section with a search bar and a 'Search Pivot' button. Below this, there is a 'Browse by Keyword' section with a donut chart showing the total funding available. The chart is a donut chart with various colored segments representing different keywords. The total funding available is \$71.44B.

\$71.44B
of funding is available!

Claiming your PIVOT Profile

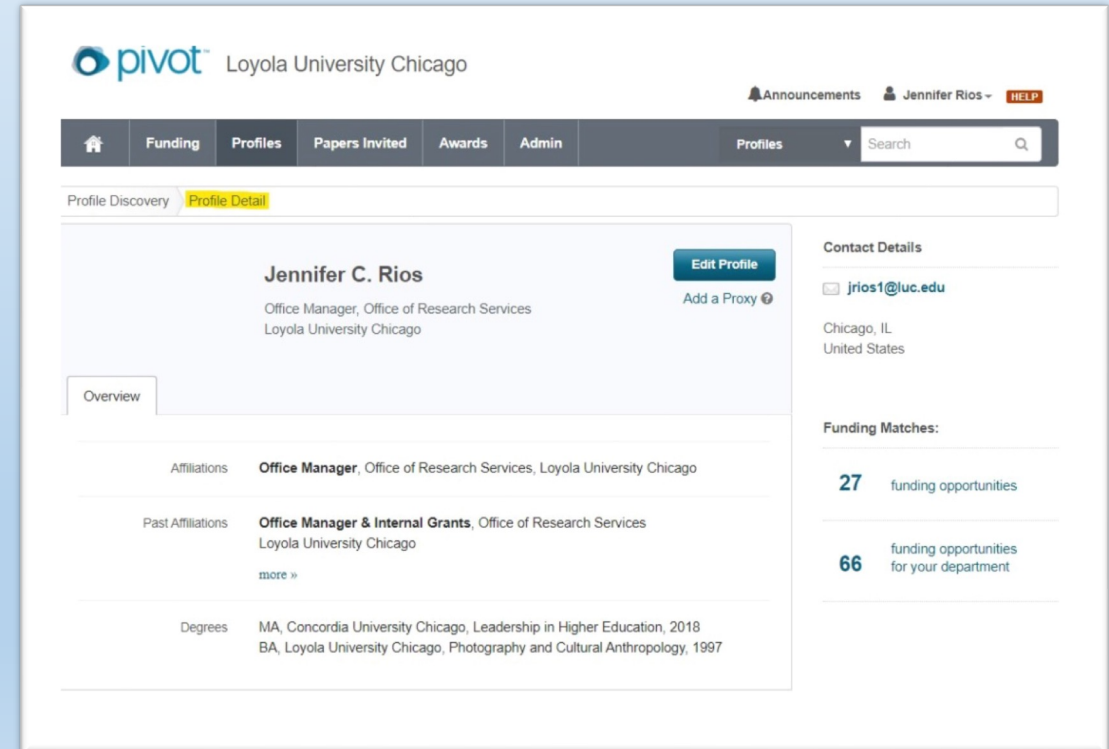


Once you have created an account, click on your name then choose **Claim Profile**.

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 **Create a Profile** link that is located either in the center of the page when there are no results or located to the left of the results list.

Pivot will send you a verification email when you have claimed your profile.



Conducting Searches in Pivot

https://pivot.proquest.com/funding_main

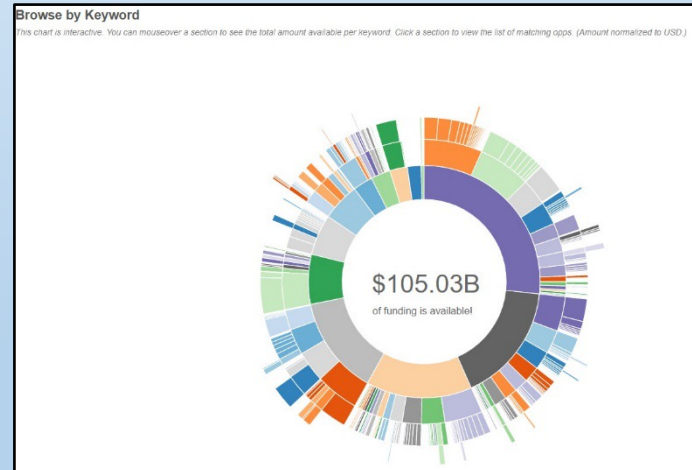
There are many different ways to conduct a search in Pivot:

- Text box search
- Sponsor search
- Keyword
- Advanced search
- Funding Discovery

Search by text | Search by sponsor | Search by keyword

Search funding opportunities [View Tutorial](#)

[Advanced Search](#) [Search Tips](#)



Search U.S. Government Funders

Browse Funders by Type
All Funders A-Z
Non-US National Government

Browse Funder by Name

A	B	C	D	E
F	G	H	I	J
K	L	M	N	O
P	Q	R	S	T
U	V	W	X	Y
Z	other			

Browse by Country of Funder
 United States 94

Browse U.S. Government Funders

- Administrative Office of the United States Courts
- Advisory Council on Historic Preservation
- ▶ Broadcasting Board of Governors
- Central Intelligence Agency (CIA)
- Commission on Fine Arts
- Commodity Futures Trading Commission (CFTC)
- Congressional-Executive Commission on China (CECC)
- Consumer Financial Protection Bureau
- ▶ Corporation for National and Community Service (CNCS)
- Court Services and Offender Supervision Agency (CSOSA)
- Denali Commission
- District of Columbia (DC)

Using Advanced Search Feature

Narrow your search results by:

- Activity location & Citizenship
- Match all or any fields
- Grant funding amount using < or >
- Deadlines (30 days*, 90 days...)
- Limited submission opportunities
- Funding type (Artistic pursuit, travel, prize..)
- By keyword (Pivot predefined)
- Applicant type (Academic Institution, non-profit,...)
- Sponsor type

Funding Advanced Search [View Tutorial](#)

Your query contains Institutional filters. Uncheck them if you wish to remove the filters from your query.

Citizenship/Residency Filter

United States OR Unrestricted

Find Opportunities matching

Match all of the fields Match any of the fields

All Fields or or

and All Fields or or

and All Fields or or

[Add another row](#)

Amount

and Please select Amount/currency

Include: Unspecified

Deadlines

and **Deadline within:** 7 days from today 30 days 90 days 180 days Select from calendar

Please select

Please select

Include: Optional deadlines Continuous or undefined deadlines

[Limited Submission](#)

[Activity Location](#)

[Citizenship or Residency](#)

[Funding Type](#)

[Keyword](#)

[Applicant Type](#)

[Sponsor Type](#)

PTAP

- PROPOSAL
- TRANSMITTAL
- APPROVAL
- PROCESS

The PTAP system is an internal, electronic process that faculty must complete for every external grant proposal.

If you do not have access, you can request it from the home screen

<http://PTAP.luc.edu>

Why do you need to select keywords for your PTAP Profile?

- When you add keywords to your PTAP User Profile, you will periodically receive external funding opportunities via email that correspond with your research interests.
- The keywords listed in PTAP are the same keywords used in PIVOT (Funding opportunities & expertise database).

- ORS sends out funding opportunities weekly to those with research interests listed in their PTAP User Profiles.

If you have no keywords listed in your profile, you may be missing out on potential funding opportunities...Oh No!!



B. Scholarly/Research Interest

The purpose of the ORS Faculty Research/Scholarship Interests Database is to match you to potential funding opportunities based on keywords you have chosen for subareas under your general research interests. Once you have established a profile, funding notices that contain any of your keywords will be sent to you automatically. Keywords are the same as those used by the Pivot database.

Please choose up to 5 areas of interest and check the relevant keywords under each or check **Select All**:

Education - Education or Instructional Programs

- Agriculture Education Alcohol Education Allied Health Education Arts Education Basic Skills Education Behavioral Science Education Business Education Career Education and Planning Computer Education or Literacy Consumer Education or Information Curriculum Development Dance Education Dental Health Education Driver Education Drug Education Earth Sciences Education Economics Education Educational or Cultural Exchange Programs Engineering Education English as a Second Language English Education Environmental Education Foreign Language Education Geography Education Health and Safety Education History Education Home Economics Education Humanities or Liberal Art Education Industrial Arts Education International Education or Training International Studies Education Language Arts Education Legal Education Mathematics Education Medical Education Metric Education Music Education Nursing Education Nutrition Education Parent Education Pharmacy Education Physical Education Reading Education Religious Education Science Education Sex Education Social Science Education Social Welfare or Public Affairs Education Sociology Education Speech or Communication Education Teacher Education Values or Moral Education Vocational or Technical Education Writing or Composition Education Early Childhood or Pre-School Education STEM Education K-12 STEM Education - Undergraduate STEM Education - Graduate Ethics Education STEM Education Interactive Learning Women's Education Interdisciplinary Subjects Minority Education Early Childhood Education Recreation and Leisure Studies Education Service-Learning Curriculum computer Assisted Instruction-CAI Civics or Civics Education Law Education

Select All

Natural and Physical Sciences, Mathematics and Technology - Biological Sciences

- Anatomy Andrology Animal Genome Animal Taxonomy Antimicrobial Resistance Bioclimatology Biodegradation Biodiversity Biofilms Biogeochemistry Biogeography Biohydrology Bioinstrumentation Biological Adaptation Biological Modeling Biological Polymers Bioluminescence Biometry Biomimetics Bioprocessing Biosensors Biosphere Biostatistics Biotic Systems Blood Coagulation Botany Paleobotany Phytochemistry Plant Diseases or Pathology Plant Nutrition Plant

- Log into www.ptap.luc.edu
- Click on “Update Your Profile”
- In section B-Scholarly/Research Interest, click “edit”
- You may choose up to 5 areas of interest and check the relevant keywords under each area (or select all).
- When finished, click “Update”

Internal Grants Administered by the Office of Research Services

Funding programs administered from ORS are intended to increase the Lake Shore faculty in securing external funding for their research and/or other scholarly activities.

- ❖ Research Support Grant
- ❖ Manuscript Publication Assistance
- ❖ Book Subvention

<http://IPRS.luc.edu>

ORS Internal Grants Defined

Manuscript Publication Assistance (MPA): MPA assists faculty with fees associated with the preparation of scholarly manuscripts or creative artwork for publication or presentation. ORS will cover **50%** of the total cost **up to \$1,000**. (Department Cost Share)

Research Support Grant (RSG): Similar to seed grants. RSG's help faculty with securing preliminary data in order to apply for larger external funding. RSG's are awarded **up to \$5,000**.

Book Subvention: Aids faculty in the costs of publishing scholarly books. Book Subvention grants will cover **up to \$2,000**.

Eligibility and How to Apply for Internal Grants

All full time faculty from the Water Tower and Lakeshore Campuses are eligible to apply for ORS Internal Grants.

- Login to IPRS (Internal Proposal Review System) at <https://iprs.luc.edu>
- Click “Initiate a New Proposal”
- Choose the internal grant you want to apply for from the drop down list.
- Follow the prompts to apply.

LOYOLA UNIVERSITY CHICAGO
OFFICE OF RESEARCH SERVICES
Internal Proposal Review System (IPRS) v1.3

Main Useful Links Help Logout

Welcome Jennifer! Monday, September 27, 2021

Administrator Module PI Module Reviewer Module Proposal# Search

Initiate a New Proposal
Request No-Cost Extension
Update Your Profile

Saved for Editing Complete & Pending Awarded & Funded Not Funded Deferred

0 Row(s)

There are no proposals at this time.

LOYOLA UNIVERSITY CHICAGO
OFFICE OF RESEARCH SERVICES
Internal Proposal Review System (IPRS) v1.3

Main Useful Links

Welcome Jennifer!

Administrator Module

Initiate a New Proposal
Request No-Cost Extension
Update Your Profile

Saved for Editing Complete & Pending Awarded & Funded Not Funded

There are no proposals at this time.

Initiate a New Proposal
* Required field(s)
* Program Type: [Dropdown]
Cancel Submit

Internal Grant Deadlines and ORS Contacts

- Manuscript Publication Assistance (MPA) and Book Subvention Grants have a rolling deadline.
- Research Support Grants (RSG) deadlines are August 1st, November 1st, February 1st, and May 1st, unless otherwise noted.

ORS Contact Information:
Office of Research Services
(ORS)

6439 N. Sheridan Road

Granada Center, Ste. 400

Phone: 773-508-2471

Email: ors@luc.edu

www.luc.edu/ors

NIH ,NSF, US Dept Ed, Spencer, US Dept of Energy, Illinois Board of Higher Edu, IL Dept of Human Services, American Lung Association, Chicago Community Trust, Polk Brothers Foundation, Ford Foundation, American Heart Association, Russell Sage Foundation, Dr. Scholl Foundation, Illinois State Board of Edu, Illinois Department of Public Health, US Environmental Protection Agency, National Endowment for the Arts, US Dept of Justice, Alfred P Sloan Foundation

Seeking External Funding

US Fish and Wildlife Service, NASA, US Dept of Transportation, US Dept of Housing and Urban Development, US Dept of Commerce, Carnegie Corporation, Bill and Melinda Gates Foundation, Greenwall Foundation, American Psychological Association, Robert R McCormick Foundation, Howard Hughes Medical Institute, Resources for the Future, Templeton Foundation, Rockefeller Foundation

Hmmm, I'm thinking of
submitting a proposal.
Where do I start?



PROPOSAL & BUDGET PREPARATION

Contact ORS
ORS@luc.edu

INTERNAL GRANT REVIEW PROCESS

VPR OFFICE

Background

In an effort to help faculty submit highly competitive grant applications to extramural funding agencies (e.g., NIH, AHA, DoD, NSF, etc.), the VPR offers a mechanism to have the grant “pre-reviewed”

The Process

The PI must submit their request to the office of the Vice Provost for Research via [InfoReady](#) at least **35 days prior** to the sponsor’s deadline to allow proper time for the assigned reviewers. VPR office will plan to have the review completed and critiques returned to the PIs at least 7 days prior to the submission date.

Key to a Successful Submission:

Early contact and coordination with your Research Administrator

[\(RA Department Listing\)](#)

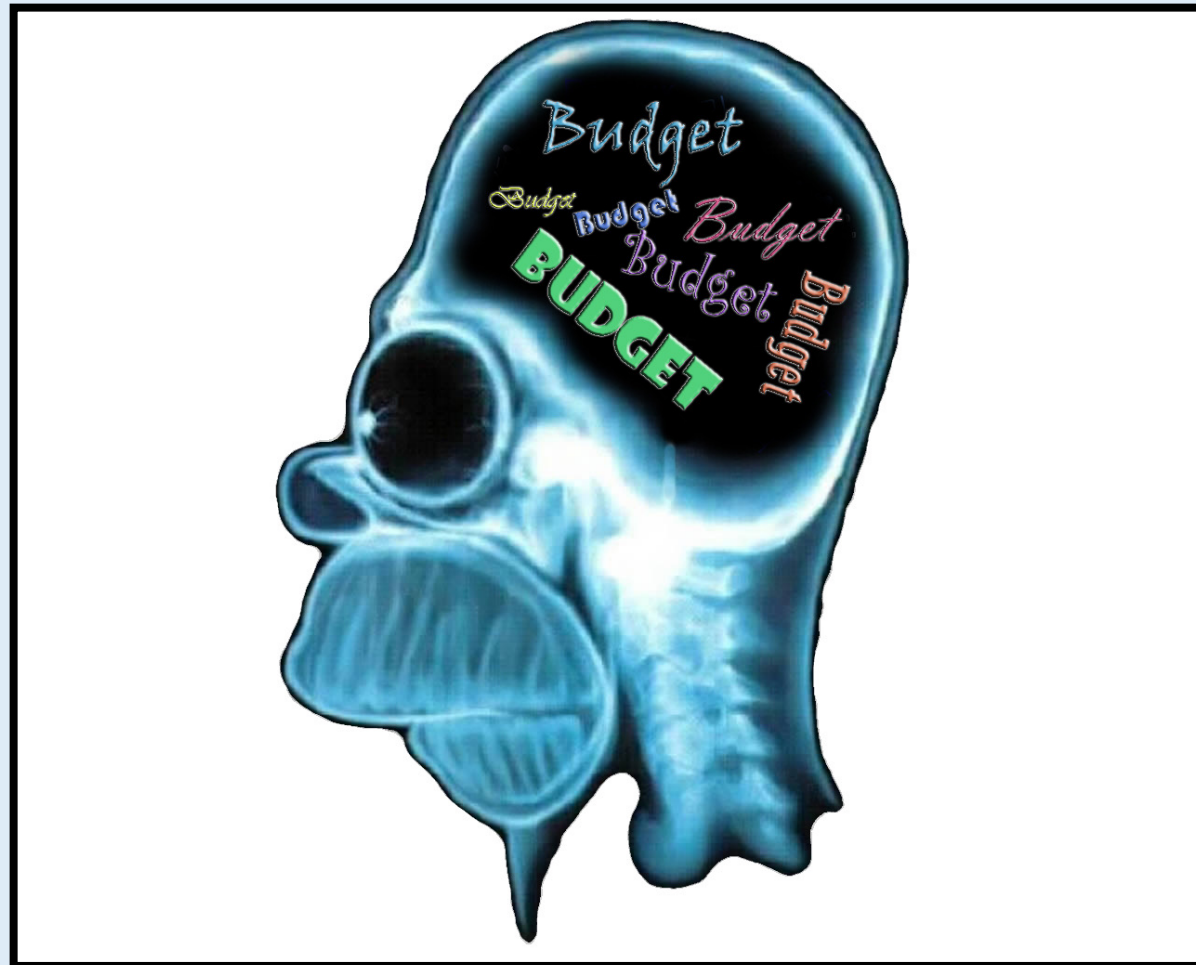
ORS will need:

RFP –Request for proposal-Sponsor Guidelines

***Do's**

***Don'ts**

What's on your mind??



WHAT MAKES AN ADEQUATE BUDGET?



Reflects goals



Clear (Narrative)



Realistic



Adheres to guidelines & policies

TWO SIMPLE RULES TO FOLLOW



Develop a
Realistic
Budget!



Justify Your
Needs

What Should I Include in the Budget?

Direct Costs

- *Personnel: PI, CO-Pi, Staff, Student, LUC collaborators
- *Fringe Benefits-are expenses directly related to an employee's salaries and wages.
- *Travel
- *Equipment > \$5,000
- *Supplies
- *Consultants
- *Subawards,
- *Other

Indirect Costs

Costs of doing business are not easily identified but are necessary for the general operation of the University. Also known as Overhead, Faculties and Administration

What is PTAP?

Proposal Transmittal and Approval Process

<https://ptap.luc.edu>

- *PI completes and submits to ORS-
- *Complete and final version **..3 (Three) days prior to deadline**
- *Institutional Approval
- *Houses the story of your Project
- *From Sunrise to Sunset of your project
- *Programmatic Reporting
- *University Officials access to view your submissions

Key Take Away



Contact Early-Contact Often

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QUESTIONS?

COMMENTS?

CONCERNS?