

## **Grant Forward: Quick Guide.**

<https://www.grantforward.com>

You can use Grant Forward without signing in while browsing from within Cornell University's network; the system will automatically identify you. You can also use Grant Forward from home using your Cornell email address.

Creating a user account will allow you to save favorites and set alerts. Saving a search will save the filters and keywords used to trigger the search. Alerts may also be set to notify you periodically when new results match your query.

### **User Accounts**

**New Users:** From the Grant Forward homepage, click Signup in the upper right. Fill out the form using your @cornell email address and click on "Get Institutional Account" at the bottom of the page. You will receive an email with a link to access your account.

### **Funding Searches**

#### **Keywords/Phrases:**

Entering words or phrases in the "Keywords/Phrases" box will return opportunities where that word/phrase is included in the grant title, sponsor name, descriptive text, sponsor typed, etc.

**Filters:** After refining the search using keywords, you may further refine your search by choosing options from the different filters on the left or by using the Advanced Search feature.

**Saving Searches:** In order to save a search, click on the "Save search/alert" button in the near the top right of the page. This will save all the search conditions (keywords, categories, etc.) that have been specified. To see all your saved searches, click "Saved Searches" in the top navigation bar.

In order to save a funding opportunity, click on the Star icon next to the opportunity in the search page or the "Favorite" button on the page with the details of the opportunity. To see all the opportunities you have saved, click on the "Favorites" option in the top navigation bar.

**Viewing Saved Information:** Upon logging in, the top of each page will show your name. Clicking on this link will show a list of account settings:

- Basic account information
- Subscription Status
- Notification Settings
- Invitations
- Sign Out: sign out of your current session (if on a public computer)

**Other support can be found on the Grant Forward Website [here.](#)**