

#### **Funding Opportunity Search**

This screen allows researchers to find information on grant opportunities.

The Maestro database of funding opportunities is updated nightly with all funding opportunities from the federal Grants. Gov funding opportunity database.

#### Using the Search Panel

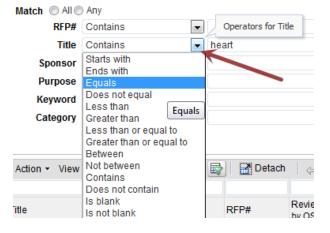
There are several methods available for locating funding opportunities.

Enter your search criteria in any of the fields below. Match all or any.



Each searchable field has a drop-down list next to the default operator condition where you can change the operator condition from the default supplied value.

For example, to change the default value of searching for opportunities where the Title *contains* the word 'heart' to searching for opportunities where the Title *equals* the word 'heart', select the icon located next to the Title field and select *equals* from the list of available operators.



You can combine searches by entering values in two or more fields.

 Note that when combining searches, they are combined with the AND operator.

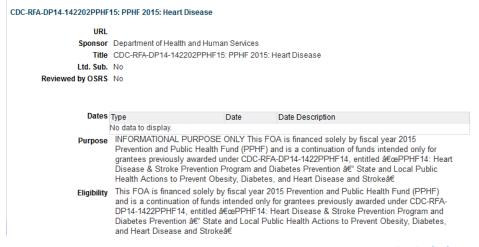
Once you have entered/selected your search criteria, click the Search button to perform the search.

To display detailed information for an opportunity result returned, click the request for proposal number hyperlink in the RFP# column.



This will open the funding opportunity detail screen which contains additional detailed information from the Sponsor for the funding opportunity.

Funding Opportunity Detail

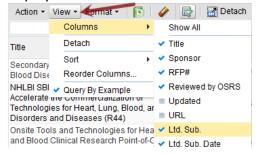


Version 5.0 Updated: 7/14/15



## Customizing the Query Results Display

Select View from the Action/Icon Toolbar to display additional columns, remove columns from the display, or reorder the columns displayed.



Hover your mouse over a column header label and select the Sort Ascending or Sort Descending indicators that appear to sort the results accordingly.

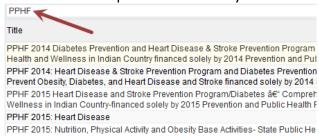


Columns may be resized by hovering your mouse between column header labels. The mouse pointer will change to a plus \*||\*. Press the left mouse button and resize the column heading while still depressing the mouse button, and then release.

# Filtering Results with Query By Example

You can filter the results displayed in the results panel by typing your filter criteria directly in the Query by Example field located above each column.

For example, to display only the results where the Title begins with 'PPHF', type 'PPHF' in the Query by Example field located above the Title column and press the enter key.



To clear your filter criteria, click the eraser on the Action/Icon Toolbar.

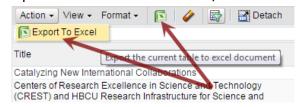
To enter partial values, you must use a Wildcard placeholder. Use "%" in place of one or more unknown characters, to indicate that there may be any number of characters before or after the text.

For example, to display results where Title contains the word 'catalyst', type "%catalyst" in the Query by Example field located above the Title column and press the enter key.



### **Exporting Search Results**

To export the results of the search to an Excel file, select Action> Export To Excel from the Action/Icon Toolbar or click on the Excel icon.



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