

# Searching COS Funding Opportunities



307 Bynum Hall, CB# 4106

<http://research.unc.edu/grantsource>

919-962-3463 // [gs@unc.edu](mailto:gs@unc.edu)

## About COS

COS is a database of funding opportunities in all disciplines for:

- research
- program development
- training, scholarships, fellowships
- prizes and awards
- postdoctoral awards
- collaborative projects
- meetings, conferences and seminars
- travel
- artistic pursuits
- publishing or editorial costs
- dissertation or thesis
- contract, equipment
- materials acquisition

## Where to Begin

- [http://research.unc.edu/grantsource/funding\\_databases.php#cos](http://research.unc.edu/grantsource/funding_databases.php#cos)
- Select *Search COS Funding Opportunities*.
- 5 Recommended fields to fill in:
  - *Keywords*
  - *Requirements (eligibility)*
  - *Citizenship or Residency*
  - *Activity Location*
  - *Funding Type*

## Selecting Keywords

Keywords are terms that describe the field of research or study. Select all the keywords that apply.

- Click on *add keywords* (in the right-hand column, across from *Keywords*).
- A second keyword window will open.
- Browse for keywords by clicking through the folders on the top half of the screen.
  - When you see an appropriate keyword, click the name. This will add the keyword to the search screen. You will be asked if you want to add this keyword to your search. Choose *OK*. You will not be asked this again.
- OR, type terms that describe your research into the text box in the bottom half of the keyword window and hit *Search*.

- When you see a keyword that matches your interests, click on the name of this keyword to add the term to your search.
- To see related terms, click on the icon next to the word, and this will show you in the top half of the keyword window other similar terms.
- Select broad keywords that apply to your research, such as "History," as well as more specific terms, like "Medieval History."
- Uncheck the *Explode* button, which is located in the keyword row of the search screen. This will ensure that the results will match only the specific terms selected.
- If you cannot find a keyword that describes your interests, use the *All Fields* search category at the top of the search screen to type applicable terms.

## Requirements

This field is for information that describes you. Select all the terms that apply to you. To make multiple selections, hold down the control button while you click on each descriptor.

- If you have already completed a PhD, MD, or other professional degree, select *PhD or MD or Other Professional*.
- Graduate students should select *Graduate Student*.
- If you are a faculty member or staff searching for research money or departmental support, also select *Academic Institution or Government or Nonprofit*.
- Choose other terms that may apply, for example: *Minority, Women, and Person with Disabilities*.

## Citizenship or Residency

- Scroll through the countries listed to choose the country or countries of your citizenship.
- COS automatically checks the boxes *Unrestricted* and *Unspecified* so that the database also searches for awards that do not have, or do not specify, citizenship requirements.

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## Activity Location

Choose terms that describe the geographic location in which you will conduct your research, be in school, or to which you plan to travel.

- Click on *more locations* across from *Activity Location*.
- A second location window will open.
- Type in the text box the geographic location where you plan to be and hit *Search*. Click on the name of the place. Most of the time you will select North Carolina from the browse window.
- After you select a place name, the boxes *Unrestricted*, *Sub-entities* and *Super-entities* will automatically be selected. Keep these checked.
- If you plan to travel outside the United States, click on the drop-down menu in the right-hand column across and select the name of the country in which you will conduct your research, be in school or to which you plan to travel.

## Funding Type

Here you will choose the type of funding you are seeking.

- Scroll through the list of funding types and select terms that describe the activity for which you seek funding.
- You can select multiple types by holding down the control button and clicking the individual terms.

## Search

- Once the fields have been populated, click on *Do the Search*.
- A list of results will come up that match the terms you have specified.
- To view more details about a specific funding opportunity, click the grant title name or *See record*.
- You can sort results by relevance, grant title, sponsor, deadline, or amount by clicking *Grant Title*, *Sponsor*, *Deadline*, or *Amount* on the results page.

## Saving a Search

### If you are already logged in to COS

- Click on *Save Search* at the top of the screen
- Choose a name for your search and indicate whether or not you want to receive a weekly e-mail about this search and click *Save this search*.

### If you are not already logged in to COS

- Click on *Save Search* at the top of the screen
- Follow the steps on the *Getting Started with COS* handout to set up your account
- Click on the *Search COS Funding Opportunities* tab at the top of the screen
- Choose *Save & Track your Searches* from the left menu
- Click on the hyperlinked query name
- Click on *Save Search* at the top of the screen
- Choose a name for your search and indicate whether or not you want to receive a weekly e-mail about this search and click *Save this search*.

## Other Tips

- If you are looking for a minimum or maximum amount of money, enter that dollar amount in the *Amount* field. Use the drop-down menu to select *more than* or *less than*. Make sure you enter the dollar amount without commas. For example, if you need \$15,000, enter *More than 14999*.
- To view awards before or after a certain deadline date, enter that information in the *Deadline* field. Use the drop-down lists to enter dates that are on *or after* or *on or before*.
- Searches are case insensitive. Using upper or lower case letters will yield the same results.
- With the exception of the hyphen, do not use punctuation marks (slashes, commas, etc.).
- Do not use the articles a, an, or the.