

## Begin at the COS Funding Opportunities Webpage

To begin using the COS Funding Opportunities database, please go to <http://fundingopps.cos.com/> on the Internet. (You can access this database from any Internet connection, anywhere in the world if you have a COS personal workbench.)

You can view all COS Funding Opportunities worldwide or you target your search to find funding from Australian sponsors only.

## View Opportunities From Australian Sponsors

You can easily search COS Funding Opportunities by Australian sponsors. Simply go to <http://fundingopps.cos.com/au>.

Here you will find several pre-set options for easier searching among Australian-sponsored grants:

### **Funding Opportunities with Deadlines in the Next 6 weeks.**

This gives you a list of all opportunities from Australian sponsors that have application deadlines within the next 6 weeks, including continuous deadlines.

### **Funding Opportunities by Sponsor.**

Find a sponsor based in Australia and list all the opportunities it currently offers. To view current opportunities by sponsor, simply click on the sponsor name.

### **Funding Opportunities by Subject Area.**

View opportunities by area of discipline, e.g. you can view all Engineering opportunities by either Australian sponsors or global sponsors.

**Funding Opportunities by Popular Funding Type.** View opportunities by type of funding, e.g. you can view all Postdoctoral Awards opportunities by either Australian sponsors or global sponsors.

**Tip:** When using the pre-set searches, click on the "Refine your Search" option at the top of every results page to search within your results.

## Customising Your Search

Receiving the right results for you is a matter of setting up the right search. Be sure to include some of the following search parameters in your searches. Note that being *too* specific may limit your results.

**All Fields.** This permits full text searching across all the fields mentioned below.

**Sponsor.** This allows search by the Sponsor name, e.g. Enterprise Ireland, MRC, NSF etc.)

**Amount.** To exclude opportunities not worth applying for, consider setting a minimum award amount.

**Tip:** When selecting more than one option, hold down the CTRL key while you click. For Mac users, it's the Apple key.

**Keywords.** Browse through the keyword hierarchy for keywords that specifically describe your particular research expertise or interests. All COS funding records are keyword-indexed and thus keyword searches are very efficient.

**Requirements.** Indicate your qualification for restricted opportunities by selecting one or more position or other applicable descriptor, e.g., "PhD or MD or Other Professional" AND "Academic Institution".

### **Citizenship or Residency Requirement.**

Choose one or more countries to indicate your legal residency status, e.g. choose Australia or UK or both.

**Activity Location.** Indicate where you will conduct the work to be funded. By selecting Australia, this ensures that all the funding results will be grants that are tenable or can be conducted in Australia.

### **Funding Type.**

Search for just the right funding by selecting one or more funding types, e.g. research, travel, fellowship, etc.

**Sponsor type.** Select the type of funding sponsor, e.g. academic institution, commercial organization, etc. If you want to exclude all US federal opportunities, please highlight all sponsor types EXCEPT Federal, US

## Searching Techniques

For advanced searching of the COS Funding Opportunities database, please refer to the following: **Boolean Searching** uses search operators, AND, NOT and OR. For example, searching liquid OR gas in the All Fields will search for the words liquid or gas or both within all fields in all records.

**Phrase Searching** is an easy way to search for an exact phrase by enclosing the phrase in double quotation marks "". For example, searching "old people" in the 'All Fields' will search for all funding records that contain the exact phrase 'old people'.)



# Searching and Using COS Funding Opportunities™

**Truncation Searching** uses an asterisk (\*) after a word to search all records containing words beginning with that root. For example, searching old\* in the 'All Fields' will search for any records containing the words old or older or olds etc

**Proximity Searching** lets you search for words used together but not necessarily limit the search to an exact phrase. Learn more about this advanced technique at <http://fundingopps.cos.com/docs/rules.shtml - proximity>.

## Search Tips

You can make your search as specific or as broad as you like by understanding and using the search parameters available within each field.

**Explode.** When choosing COS keywords, the Explode function allows you to include or not include all of the sub keywords contained within or under your selected keyword. For example, exploding the keyword, "Arts and Humanities" will include all of the sub keyword terms beneath or within the 'Arts and Humanities' such as Arts and Culture, Arts Criticism etc. This will broaden your results range.

If, however, you do not wish to include the sub keyword terms beneath your keyword, simply untick the explode tick box.

**Unrestricted.** To include opportunities from sponsors where your activity location and/or citizenship don't matter, tick the unrestricted box.

*Note:* most of the unrestricted opportunities are from US-based sponsors, so you may wish to consider NOT ticking "unrestricted" if you wish to remove these types of opportunities)

**Unspecified.** These are opportunities that are lacking the indicated information from the sponsor.

## Other Useful Tools

**Previous Searches.** Available at the top of every search results page, Previous Searches (also known as Query Track) lets you save your searches, which can then be run against updated data in the future. This is useful for saving basic search parameters that don't change much (e.g. activity location and citizenship) to open, run and refine each time you use COS Funding Opportunities.

**Download Your Results.** To download and save the results of your search, click on "Download Citations".

- Tagged text function—used to upload opportunity information into spreadsheets or other databases. This may be used for limited sets of data.
- HTML—used to post results as saved HTML pages.
- ASCII—used in word processing files for editing. (Use internet explorer browser for best format)

**E-mail a Record to a Colleague.** Use this tool, found at the top of each individual funding record, to e-mail individual opportunities to a colleague internal or external to your institution.

## Create Links to Recent Funding Opportunities from a Particular Sponsor

1. Find the COS "parent sponsor ID" in a search by sponsor at <http://fundingopps.cos.com/cgi-bin/sponsor/view>. (The numbers are in the URL when you click on any sponsor name)
2. Using the standard link below enter the "parent sponsor ID" number in the both the assigned places marked XX below: <http://fundingopps.cos.com/cgi-bin/result?sponsorId=XX&sponsorParentId=XX&daysAgo=200>

3. It is possible to specify the number of days since the sponsor's opportunities were added to the COS Funding Opportunities database. Simply enter in the number of days after the "days ago" section in the above URL.
4. The example below is a link to all the opportunities added to the database in the past 200 days from the Australian Academy of Science (AAS) - Australia. <http://fundingopps.cos.com/cgi-bin/result?sponsorId=11435&sponsorParentId=11435&daysAgo=200>
5. Post this link on your website and give the link a meaningful title e.g. [Recent Funding from the Australian Academy of Science](#)



For more searching instructions and tips, visit [http://fundingopps.cos.com/docs/help\\_toc.shtml](http://fundingopps.cos.com/docs/help_toc.shtml)