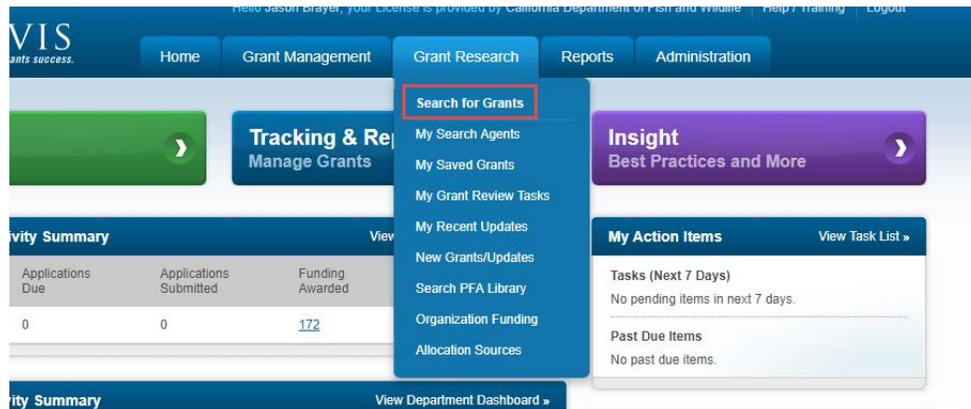


**Research and Pursuance  
How to Search for a Grant in eCivis  
User Guide**

Research and pursuance user guide is intended to help users become familiar with the ins and outs of searching for grants within eCivis. And assist your organization in pursuing grant opportunities in a much more simple and automated way. Topics will include:

- Customizing alert settings
- Searching using keywords, categories, Boolean operators, and additional filters
- Saving grants
- Routing grants
- Creating Search agents

To begin searching for grants, click on the Grant Research tab and then click on Search for Grants:

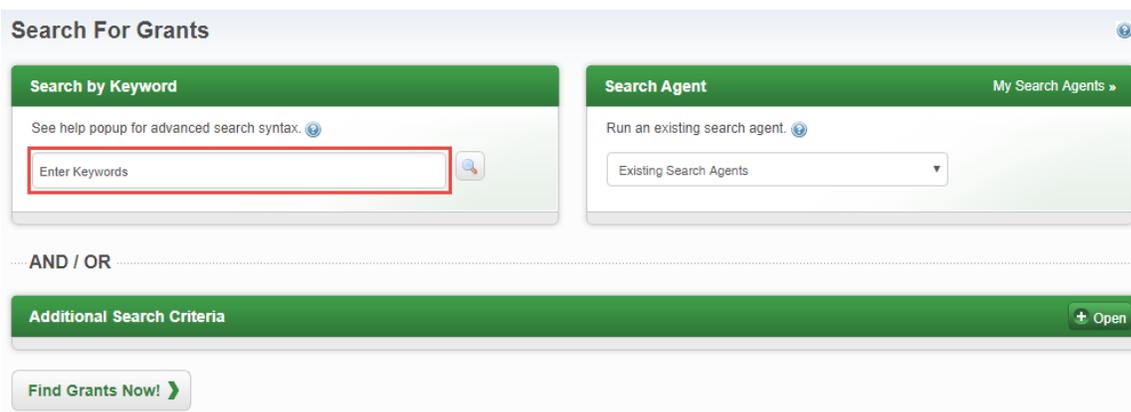


In the Keywords field, enter in at least one keyword specific to the grant you want to find. It is recommended to use no more than three keywords. Keywords can include words that might appear in the title. For example: if you know the title was previously Hazard Mitigation Grant Program, search HMGP or “Hazard Mitigation.”

Other identifiers you can use as keywords are the CFDA number, Federal Opportunity Number, locations, or state grant ID.

There are also ways to limit or join a set of words and related phrases. You can find this set of tips by clicking on the question mark within the Search by Keyword box.

For additional tips for using the search tools, click on the question mark in the top right corner of the page to activate an instructional video.



You can also use the “Additional Search Criteria” to specify the grant type, eligibility of applicants, due dates, and matching requirements. Click on the “+Open” button to view the Additional Search Criteria features:

Once you click “search,” your search results will populate:

Score	GN Code	Grant Title	Agency	Actual Funds	Due Date
100.00	FD3886	<a href="#">KaBOOM! Creative Play Grants: Imagination Playground - FY 2018</a>	FD Foundation	Unspecified	Rolling
99.79	FD11593	<a href="#">GameTime Playground Grants - FY 2018</a>	FD	Unspecified	11/21/2018

You can sort the search results by clicking on the column headers. You can also modify your search results when adding filters, located on the left side of the page. If you plan to use the same keywords and search criteria in the future, you can save your search as a Search Agent by clicking on the + icon in the Search Agent box.

Once saving your keywords as a Search Agent, it will prompt you to check box if you would like an email sent to you when those specific grants become available. This is an easy way to create an automated grant pursuance search for your organization.