Logging In

There are two ways to access COS Funding Opportunities:

• Use an on-campus computer and go directly to http://fundingopps.cos.com/

• Log on to http://www.cos.com with your COS username and password. (If you don’t already have a COS username/password, you can create one from the COS home page.)

You can log in to COS from off-campus to access your COS account and use Funding Opps. You can also log in to COS from on-campus if you wish to view your COS Workbench and/or manage your Funding Alerts.

Need More Help?

Online Tutorial
Tutorials are available online to learn more about COS Funding Opportunities at http://www.cos.com/usertraining.

Webinars
RefWorks-COS now offers complimentary training webinars on COS Funding Opportunities. A complete listing of webinar sessions can be found on www.refworks-cos.com/training. New dates and times are added monthly.

Support

Online
Use the blue “Help Desk” link near the top right of any of the search pages to fill out a form that will be emailed to our help desk staff. Click the blue “Instructions” link to access detailed instructions and Frequently Asked Questions.

E-Mail
Send questions or problems to support@refworks-cos.com.

Phone
Contact Technical Services at +1.775.327.4105.
Searching COS Funding Opportunities

There are four different ways to conduct a search: Simple Search, Advanced Search, Search Wizard, and Pre-Defined Searches.

**Simple Search**

Use the Simple Search feature as a search of all fields. To produce maximum results, all search terms entered are connected by the Boolean connector OR. In addition, searches retrieve embedded terms - a search for “art” retrieves records with “heart,” “part,” etc. The results of a Simple Search are always ranked by relevancy.

1. Enter your search terms into the text box. A
2. Click COS Search.

**Advanced Search**

1. Select to run a search by matching All or Any of the criteria fields you are about to enter by selecting the appropriate radio button at the top of the screen.
2. Click on the drop-down menu to select which field to search (All Fields, Abstract, Title, or Sponsor).
3. Enter your search terms into the boxes. Additional fields are available to enter more search terms. If additional rows are needed, click Add Row. B
4. Click Search.

*Helpful Hint: You can determine which opportunities to exclude by entering search terms in the Exclude Opportunities that match box.*

**Search Wizard**

The Funding Opportunities Search Wizard asks you a series of five questions allowing you to narrow down your funding needs. C Based on your answers to these questions, the database will return the appropriate results for you to view. With each question, you can view the current results on the left side of the page.

**Pre-Defined Searches**

COS Funding Opportunities offers two pre-defined searches that are always available from the Simple Search page. You can search by funding sponsor or search for opportunities that have deadlines within the next six weeks.

1. On the main home page, locate the Pre-Defined Search box underneath the Simple Search box. D
2. Click on Funding Opportunities with Deadlines in the Next 6 Weeks or Funding Opportunities by Sponsor.

*Note: The Sponsor List option lets you search the entire sponsor list using the blank box provided or to browse the sponsor list alphabetically. Many Sponsor names are listed under the name of their larger controlling entity. Example: The National Institutes of Health (NIH) is listed as one of the departments in the United States Department of Health and Human Services, under “U”. The Sponsors included in this list may change over time as records are added and removed from the database, so that only those offering active funding opportunities are shown.*

**Technical Services**

support@refworks-cos.com
Faceted Searching lets you drill down to include more specific criteria without having to go back to your original search.

1. On the search results page, go to the left side of the page where you will find the Faceted Search area. This area will break down your search results into specific categories based upon Top Sponsor Types, Top Funding Types, Top Requirements, and Top Keywords.
2. Click on the specific facet you want to use to narrow down your results. A new search results page will open up.

Refine Your Query

1. From the search results page, click on **Refine Your Query** from the top of the page. This option will take you to the Advanced Search page which will show your previous criteria in the search box.
2. Add or remove criteria to narrow down or broaden your original search.
3. Click **Search**.
Saving, Tagging, and Sharing

COS Funding Opportunities allows you to save search strategies, tag records to save to your Workbench, and/or share searches and records with your colleagues.

Saving a Search
1. From the search results page, click on Save Search at the top of the page. (If you are not logged in, the system will prompt you to log into your COS Workbench at this time.)
2. Enter a name for your saved search in the text box.
3. Choose whether or not to receive a Funding Alert on this search by choosing Yes or No.
4. Click Save This Search.

Tagging a Record

Tagging a record allows you to save the record to your COS Workbench so you can continue to follow it. Tagging is simply a way of categorizing your saved records. Since you are allowed an unlimited number of saved records, we give you a way to group similar records together.

1. From the search results page, select which records to tag.
2. Click Track Records from the top of the page.
3. Select the appropriate records to track by selecting Checked Items or All Items on Page.
4. Enter tag names in the text box.
5. Click Track.

Helpful Hint: You can also tag a record from within the record itself.

Sharing a Search
1. Log onto your COS Workbench or go to the Workbench Home tab at the top of any COS screen.
2. Go to the section labeled “Your Saved Funding Searches”.
3. Select the search strategy to share, and click on Share.
4. Fill out the form with the required information.
5. Click Send.

Note: A unique URL will be generated that you or your colleagues can click to access the results of this search strategy. This URL can then be posted to a website, electronic newsletter, listserv, etc. Your colleagues must belong to a subscribing COS institution, otherwise, he/she will get an error message when trying to view the search results.

Sharing a Record
1. Log onto your COS Workbench or go to the “Workbench Home” tab at the top of any COS screen.
2. Go to the section labeled “Your Tracked Funding Records” located below your saved searches.
3. To share an individual record, open the record and click on Send this Record to a Colleague at the top of the page.
   To share all of your records, scroll down to the bottom of your Tracked Funding Records and click on the Share All Records button.
4. You can also share subsets of your records list by clicking on the Tag name at the top of your list of saved records.
5. Fill out the form with the required information.
6. Click Send.

Note: When you share a record with a colleague from within the record itself, the shared URL is good for 14 days and can be shared with COS members and non-members.