



GrantScoop is easy to use but here are some FAQs to help you get the most out of our site....

How do I **update personal information** and **reset my password**?

- This can all be done from the *My Profile* page

How much information do I need to search for a grant?

- Not much at all! You can put in as little information as you like, hit search. You can filter your results at any time, even after you're results are displayed.

Where can I find the **website link** for the grant?

- This one's easy! At the bottom of the grant description, click '**Detailed Grant Info**', you'll find the answers to these questions and some other important stuff too!

How can I **email a grant** to someone?

- It's with all that other important stuff! '**Detailed Grant Info**'

Can I **email or download multiple grants** at once?

- Absolutely. At the top of each grant that you want to download, check the 'Export' box. Once you have chosen all the grants that you want to download, go to the top of the page and click 'Download PDF' or 'Download Excel'. All of these grants will quickly be downloaded for you to save, email and use however you like.

Why do some grants only have an **Anticipated Deadline**?

- Using historical data, we predict that this grant will be due soon but deadline is not firm yet. You can save this grant so when the date is released, you'll be ready to apply.
- OK, so how do I save a grant to watch?
 - Next to the grant title, click 'Save'. Again, easy enough?

So, where is that grant that I just saved?

- *My Profile* → **Grants to Watch**

Do I have to manually put in my search criteria EVERY time I want to search?! NOPE!!!

- If you want to save your search settings, Go to Advanced Search
 - Input your search criteria
 - Click 'Save Settings' under 'Quick Search Settings'
- Where did I save my Quick Search to?
 - Go to *My Profile* → Click **Quick Search** (You will be able to run your search from here.)

How do I redo a past search?

- *Search Grants* → **My searches**
- Here you can rerun any past search with the click of a button – 'Run Search'