Office of Research and Sponsored Programs
Quinn Administration Building, Floor 2,
100 Morrissey Boulevard, Boston, MA 02125
Ph: 617.287.5370, Fax: 617.287.5396
E-mail: orsp@umb.edu
Hours: Monday through Friday, 8:30 am to 5:00 pm
http://www.umb.edu/research/orsp/orsp

COMMUNITY OF SCIENCE (COS™) BASIC TUTORIAL

You can set up a Community of Science (COS) account and begin searching for funding opportunities in just a few minutes.

Follow these steps:

REGISTER A USERNAME AND PASSWORD

1. Click the COS registration link http://registration.cos.com/cgi-bin/register.

2. Enter your registration information on the Create Your Account page.

    -   Provide the REQUIRED requested contact information (E-mail, First name, Last name, Country, Organization (UMass Boston is automatically entered on UMass Boston computers, School, Department). Choose and enter a Username and Password. (You may complete the other fields if you wish, but only those with an asterisk are required.)

    -   Click the **Create my Account** button.

    -   The appearance of the **Thank you for registering with COS** page means your COS registration is successful!

    -   Click the **COS Profile link** and check your contact information on the **Update Contact Information** page.

GO TO THE SEARCH COS FUNDING OPPORTUNITIES SECTION

1. Go to the third tab at the top of the page, **Search COS Funding Opportunities**.

2. Under **Search COS Funding Opportunities**, click on the second tab (middle of the page): **Main Search**.

CREATE YOUR COS FUNDING SEARCH

1. Complete the COS Funding Opportunities Main Search Page to create a general search.

    The general search needs to be broad enough to capture maximum funding sources. Initial fields are left blank.

    - All Fields: Leave blank
    - Sponsor: Leave blank
    - Title: Leave blank
    - Abstract: Leave blank
    - Deadline: Leave blank
    - Internal Coordination: Leave blank
    - Amount: Leave blank

    Key fields restrict funding criteria.

    - Keywords - Choose keywords that describe your project by clicking on **Browse** and then on the **+** sign next to each category to reveal hierarchy. Click on the keyword to include it in the field.
    - Activity Location - Choose locations as applicable.
    - Requirements - Hold the control key to choose multiple terms.
    - Citizenship or Residency - Hold the control key to choose multiple terms.
    - Funding Type - Hold the control key to choose multiple terms.

    The search needs to capture maximum funding sources.

    - Sponsor Type - Leave blank to select all sponsor types.

2. When you **Run the Search**, all of the funding opportunities that match the criteria you have entered will be displayed. An ideal comprehensive search for most users should locate between 30-200 records. The most common way to broaden or narrow your search is by generalizing or narrowing the disciplinary area keywords used in your search. You may modify your search at any time. Once you are happy with the criteria you have entered, click on **Save this Search** at the top of the page.

SIGN UP FOR THE E-MAIL ALERT

1. When you save your search, you will be asked whether you wish to receive email about the search. We suggest that you do sign up for the email alert. Once a week, you will receive all the new and revised funding opportunities that match your criteria. You can have up to 20 saved searches.

2. You will also be provided with two columns, allowing you to choose whether or not to include these keywords in your Expertise Profile, which is provided for each COS user so researchers can find out information about one another. Leaving these boxes checked will

make your keywords public to all COS subscribers. Click Save These Changes to save your search.

COMMON QUESTIONS & TROUBLESHOOTING

Q: What is the website address that will take me to my completed funding search?

A: http://workbench.cos.com

Q: How do I get to my search results from my COS Workbench?

A: Under Access Your Funding Alerts, choose Modify Alerts and then select Preview This Search.

Q: Why am I not getting any results?

A: Carefully check how you filled out your search form. Make sure that you:

1. did not change any of the automated "check off" boxes included at the bottom of some fields;

2. double-check that you filled in the eight - twelfth fields (Keywords - Funding Type);

3. did not fill in any of the first four fields (for a general search.)

ORSP CONTACT INFORMATION

If you have any further questions and/or suggestions, please send an e-mail message to Jim Mortenson at james.mortenson@umb.edu.