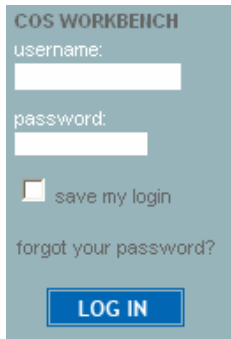


Quick Reference Sheet for use of the COS Funding Database

Office of Research
The University of Toledo



Login URL: www.cos.com

If you forgot your password, you can retrieve it from www.cos.com, beneath the log in box. It will say “*forgot your password?*” Click there. You will enter a new screen asking you for your username. If you have also forgotten your username, Click the words forgot your COS username? and enter your email address for The University of Toledo in the space provided. Your username and password will be emailed to you immediately.

Saving your login will allow you to keep yourself permanently logged in on your personal computer and is not recommended for public or shared computers.

1) To search for funding

Click the tab labeled Search COS Funding Opportunities (below)



For a more in-depth search, select the “main search” button above the search field.



2) To view or create a funding alert

Funding alerts allow the user to create a query that will send a weekly email to the e-mail address set as the main address in your personal profile. (You can only change your email address by updating ‘contact information’ under the ‘edit your profile’ side bar at your Workbench home) Please make sure you are on the tab marked ‘Workbench Home’

If you have alerts, they will show up under the blue bar marked “View Your Funding Alerts” followed by the current week. From here you can create and/or modify alerts.



Search Name	Number of New Results	Results
AIDS Research	3	1.10 Battlefield Environmental Research 1.6 - Atmospheric Effects Modeling and Simulation International Research Collaboration on Drug Addiction - NIDA
European History	1	James Bryant Conant Fellowships in German and European Studies
Higher Education	3	Outstanding Master's Thesis or Doctoral Dissertation Outstanding Published Scholarship USAID/Indonesia Basic Education Program

[Add an Alert](#) [Edit](#) [Archives](#) | [Options](#) | [Help](#)

★ To create an alert, select Add an alert.

You will be taken to a layout similar to the Main Search. The layout only lacks a specification for deadline, since funding alerts will only warn you about up-and-coming grants, automatically updated weekly.

Enter in the desired information in the fields provided. Then, click: Preview this search, (NOTE: it is not uncommon that, when viewing the alert for the first time, no funding opportunities will be found.)

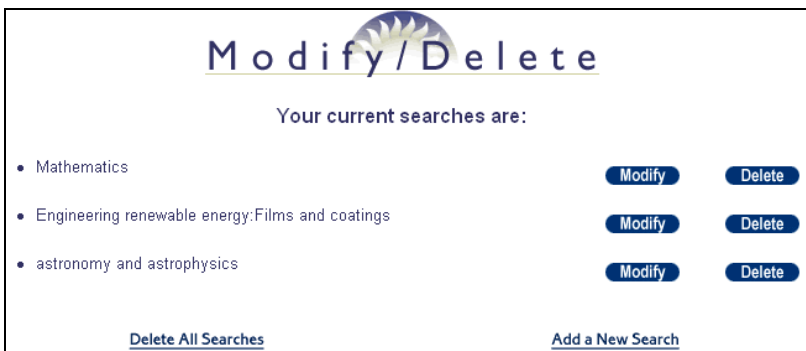
Previewing the search is *mandatory* before you can save the alert!

On the next screen, at the very top, you can name your search in the search field, and then select the “save this search” button.



To modify funding alerts that are already saved in your Workbench Home, you select the tab entitled Edit beneath the list of current alerts.

From here you will be able to modify or delete your funding alerts.



Email alerts can be turned off under the Options button.

Maximum number of funding alerts is five (5)

For Advanced Users:

One feature on the COS database that comes in very handy when searching the main search is the search cache that is saved within the system. It will save all the searches you perform! However, it will only save them until you log out or close your web browser. You may want a list of these searches along with the link to the results saved for the next time you use them, and achieving this is relatively simply.

From the first page you see when you click the Search COS Funding Opportunities tab, on the left hand side is a menu bar with the option to “Save & Track your Searches”. When you click there you will be taken to a page with a simple grey box that will list the Database, the query, and the number of results the search located. If you now click ‘file’ on the top of your web-browser, then click “save as” you can save the page in your files. Then when you open the saved file later, the links to the results will still be active! If you are not at your personal UT computer, save to your H-Drive, and you will be able to access it from any UT computer.