

COS Pivot Profile Overview

COS Pivot contains the largest available collection of searchable profiles of full-time faculty. It provides authoritative information about more than 3 million scholars around the world, together with verified affiliation and publication information. The database comprises international faculty at 4-year universities and their departments. It is a unique tool for finding researchers by specific area of study, providing keyword access to the community behind the content. Some highlights include:

- More than 3 million profiles
- International and multidisciplinary in scope
- Editorially controlled
- Regularly reviewed for accuracy and currency
- Ability to update portions of your profile

COS Pivot **Profiles** include key biographical information, research interests, selected publications, and contact information, enabling users to identify and contact relevant scholars based on their research, publishing, and professional credentials.

Profiles are created for faculty members listed on University academic department websites. If department websites are unavailable, or if no faculty members are listed on a department's website, faculty profiles will be created based on the data available.

Profiles are created for part-time and adjunct faculty and in some instances, graduate students as well. COS Pivot takes an inclusive approach to creating profiles.

COS Pivot Profile Homepage

When you click on the **Profiles** tab at the top of your COS Pivot homepage you'll be taken to the main profile page, customized for your institution. Here you can do several things including:

- View how a quick explanation of how COS Pivot profiles are created
- View your institutions profiles, organized by School/College, with the ability to see the profiles for those faculty members.
- Options for searching for profiles in COS Pivot – either by Quick Search, by Faculty Name or by Advanced Search
- Access to Search Tips to enhance your profile searching

How Profile Information is Collected and Maintained

COS Pivot **Profile** information is added in one of two – either harvested by our editorial team or added/updated by the profile owner directly.

Harvested data: The COS Pivot profile editing team uses publicly available information sources to build profiles from Universities around the world. The following information, when available, is harvested when profiles are created:

- Name
- Email Address
- Webpages (homepages, pages that list publications, and CV pages)
- Degree Information (institution, degree type, discipline, year)
- Research Interests
- Current academic departmental affiliations (includes role/position)
- Publication information is also collected and linked to your profile by way of an automated proprietary matching algorithm that attempts to link publications to your profile from the following sources:
 - PubMed citation database
 - ProQuest citation databases
 - CSA citation databases
 - ERIC citation database
 - Agricola citation database.

Together these databases contain over 60 million publications. Only profiles that can be “definitively” linked to your profile will be displayed on your profile page.

In addition, addresses and communities are automatically determined and added to profiles. If any of the above information is not available on the faculty webpages, it will not be harvested when the profile is created.

- **Data added by the profile owner:** Once you have claimed your profile, you can provide additional information to what is already listed. See the **Help** section on **Claiming and Updating your Profile** for details on how to do this. In addition to information our editorial team includes, profile owners can update and provide:
 - A .pdf, .doc, .docx, or .txt file with additional publication information
 - Links to webpages with publications (that COS Pivot will index and make searchable from the Quick and Advanced Search areas)
 - CV Webpages
 - Additional email addresses (current and past)
 - Additional affiliations (current and past)
 - Middle name(s) and initials

Additionally, any profiles created in COS Expertise have been incorporated into COS Pivot **Profiles**.

Suggest a Scholar

If you do not find a particular person in a COS Pivot profile search and believe they should have a profile, you are able to suggest one to our Editorial Team. After running any search, there is a **Suggest a scholar** option on the left side of the results page, directly underneath the **Filter By** list.

To Suggest a scholar:

1. Click the **Suggest A Scholar** link from the lower left-side of any profile search results page. This will direct you to a page where you will enter the name of the faculty member you wish to have added.
2. Once you submit the name information, you will be shown a list of profiles that have already been created that may represent the faculty member you wish to have added.
3. If you find a profile from the list that represents the faculty member you wish to have added, no further steps are required since a profile for that person already exists.
4. If no profiles are returned or none of the profiles from the list represent the faculty member you wish to have added, click the **No Match** button.
5. Clicking the **No Match** button will take you to a page where you will be prompted to enter some basic information about the faculty member you wish to have added. Enter and submit the information.
6. When a profile for the faculty member is created, you will receive a confirmation email from the COS Pivot profile editorial team.

It takes approximately two weeks for a new profile to be added to COS Pivot.

Quick Search

Using the COS Pivot profile **Quick Search** is an easy way to search for profiles yielding broad results.

You can conduct a **Quick Search** for profiles from one of two places:

- 1) Click on the **Profiles** tab on your COS Pivot homepage:
 - a. From the free text field halfway down the page, determine if you want to search **By text** (default) or **By faculty name**.
 - b. Choose your preference and enter your term(s) or name into the appropriate field(s). By default you are searching for scholarly profiles within your institution.
 - c. Check the **Search outside your institution** box if you wish to broaden your search to include scholarly profiles from all over the world.
 - d. Click **Go** and you'll see your list of results.

- 2) Click the orange **Search – for funding or scholars** button near the upper right side of any page within COS Pivot:
 - a. Select the option to **Search for faculty** near the top of the grey box
 - b. The view will display a search **By text** (default) or **By name**.
 - c. Choose your preference and enter your term(s) or name into the appropriate field(s). By default you are searching for scholars within your institution.
 - d. Check the **Search outside your institution** box if you wish to broaden your search to include scholars from all over the world.
 - e. Click **Search** and you'll see your list of results.

Regardless of where you go to conduct your **Quick Search**, you will have the option to search by text or by name.

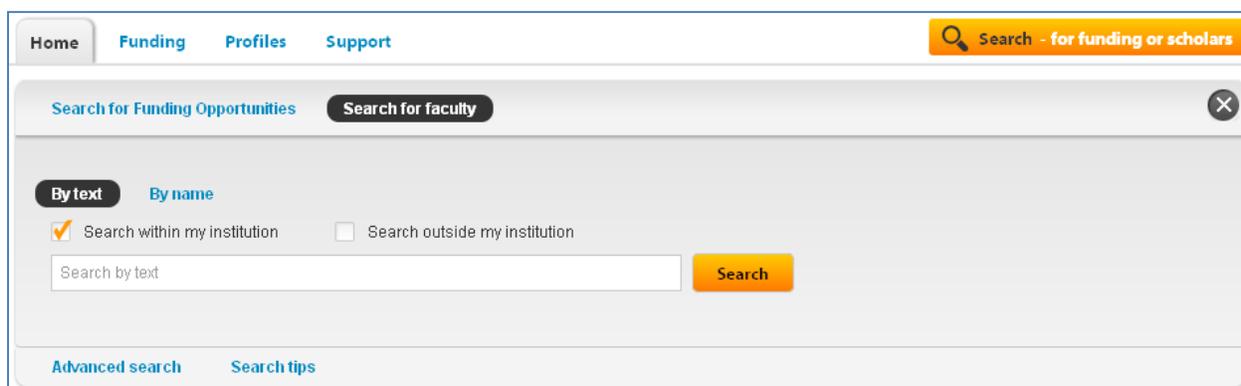
ByText

The By text (free text) option allows you to search for profiles based on a term or a few terms of interest. Your search results will show you profiles that contain the word or phrase you entered in the search box. See **Search Tips** for helpful hints on how to best search by free text.

Search by Faculty Name

The search by name option gives you three boxes in which you can enter first, middle, and last name. If you only know one of the names, you can enter just that name. Remember that the wildcard search operator (*) works for names too.

Search results are displayed by relevance. When searching by a single term, relevance is determined by the number of times the term is present in the profile date. The profile fields in which the search term is found, are also considered. For example, a search term match in the title of a publication is weighted higher than a match in an abstract.



The screenshot shows the Pivot search interface. At the top, there are navigation links: Home, Funding, Profiles, and Support. A search bar in the top right corner contains the text "Search - for funding or scholars". Below this, there is a section titled "Search for Funding Opportunities" with a sub-section "Search for faculty". Under "Search for faculty", there are two tabs: "By text" (selected) and "By name". Below the tabs, there are two checkboxes: "Search within my institution" (checked) and "Search outside my institution" (unchecked). A search input field labeled "Search by text" is present, along with a yellow "Search" button. At the bottom of the search section, there are links for "Advanced search" and "Search tips".

Advanced Search

The COS Pivot **profile Advanced Search** allows you to create a search query based on the various fields of information stored within a COS Pivot profile.

You can conduct an **Advanced Search** from one of two places:

- 1) Click on the **Profiles** tab on your COS Pivot homepage. You'll notice a free text field halfway down the page on the right side with a blue **Advanced search** link right below it. Click the link to display the **Advanced search** page.
- 2) Click the orange **Search – for funding or scholars** button near the upper right side of the page. Click the blue **Advanced search** link beneath the free text field to display the **Advanced search** page.

From the **Advanced Search** page, you have several options:

- Limit your search to specific fields such as title (of a publication), expertise, keyword, abstract, homepage, CV page, publication page, faculty member name, or affiliation.
- Limit your search to publication title and abstracts published within the past 5 years only.
- Search for profiles using their complete email address if known, or search for a portion of an address (i.e. @unt.edu) to retrieve faculty members with an affiliated e-mail address
- Limit your search based on: degree, role, or country (and state or province as applicable). For each of these filters, you are presented with a drop-down menu from which you can choose one or more search constraints.
- You can choose to limit your search to various communities (and sub-communities) by checking the boxes to the left the **Advanced Search** fields. Click on the blue arrows to expand the community and see sub-communities which you can select. Faculty can be members of more than one community.
- You can also limit by **Affiliation**, which requires a text entry. For example: is you selected **Keyword**, entered 'immigration' in the text search box and limited the search by the affiliation to 'stanford' , you will receive profiles who are relevant to the keyword 'immigration' and affiliated with organizations with the phrase 'stanford' in their affiliation names.

Field Descriptions

There are a number of search fields on the **Advanced Search** page. Here are detailed descriptions of those fields:

- **Scope:** On the search page you can first select the option to search for **Faculty within my institution** or **Faculty from outside my institution** or select both options. By default, **Faculty within my institution** is selected.
- **Search Terms:** Enter a term or terms on which you'd like to base your search. You can use Boolean terms, wildcards (*) and quote marks (") for phrase searching in your searches. See the **Profile Search Tips** area of the **Help** file for more tips.
- **Look in:** This section allows you to tell the system which area of someone's profile to look in for the term or terms you typed in above.
 - a. **Expertise:** The section of a profile that describes the scholar's area of expertise
 - b. **Pub Page:** The section that lists the faculty member's publications
 - c. **Title:** The professional title of the faculty member
 - d. **Name:** Name of the faculty member
 - e. **Homepage:** The indexed webpage created by the faculty member, if located
 - f. **CV Page:**
 - g. **Abstract:**
 - h. **Affiliation:** The institution with which the faculty member is affiliated
- **Name:** There are three fields here in which you can enter a name of someone for whom you're searching (you can use the wildcard operator, *, if you can't remember the entire name).
- **Email:** Enter the email address of a faculty member, if known.
- **Degree:** You can select the degree of a faculty member from the drop down list.
- **Role:** You can also select a role from the drop down list.
- **Association or Society:** Key in the name of a professional society or association in the free text field.

Profile advanced search

Filter by:

- Agriculture
- Allied Health
- Applied Science
- Architecture
- Arts
- Business
- Education
- Engineering
- Environmental Science
- Humanities
- Law
- Mass Communication
- Medicine
- Natural Science
- Social Sciences

[Clear](#)

Use any combination of fields to search

Scope

Faculty within my institution Faculty from outside my institution i

Search terms

Look in:

Expertise Keywords Homepage Pub Page CV Page

Title Abstract Scholar Name Affiliation

Only search the Title and Abstract in publications from the last 5 years.

Name

Profile Search Tips

- COS Pivot supports Boolean searching in the Profile area.

AND - Shows results in which all search terms or phrases occur within the same faculty profile. Example: Entering 'rat AND brainstem' into the search field returns results with both the term 'rat' and the term 'brainstem'. NOTE: Queries with multiple terms assume the presence of an AND operator between terms. For example, the search phrase 'crop insurance' is submitted as 'crop AND insurance' and 'stem cell research' is submitted as 'stem AND cell AND research' and only profiles containing all three terms will be returned.

OR - Shows results in which at least one of the search terms entered occurs within the same faculty profile. Example: Entering 'rat OR mouse' into the search field returns results with either the term 'rat' or the term 'mouse'.

NOT - Excludes results containing a specific keyword or phrase. Example: Entering 'rat NOT brainstem' in the search field returns results containing the term 'rat' but that do not contain the word 'brainstem'.

- A phrase is a group of two or more terms that you'd like to keep together and in sequence during your search. COS Pivot supports the use of quotation marks to ensure that only results with the exact form of a phrase are returned. For example entering "stem cells" into the Keyword field will return only those Scholar Profiles with the keyword 'stem' immediately preceding the term 'cells'.
- Grouping search terms with parentheses can be used to refine multi-term searches. Example: speech AND (voice OR treatment) will return people with a match to either 'speech AND voice' or 'speech AND treatment'.
- Wildcard Searching within COS Pivot provides the broadest result set for certain types of keywords with variable endings. The COS Pivot wildcard is the asterisk symbol - * - and you can append it to the end of any term to return results containing that word root. Example: Entering 'creativ*' into the search field will return faculty profiles containing the terms 'creative', 'creativity', 'creativity', and 'creatively'. NOTE: While wildcards are an effective means of expanding your results set to include various forms of a term, careful attention must be paid to irrelevant terms that could be introduced based on a wildcard term root. Example: Searching on 'ped*' for expertise in 'pediatrics' would also return results for 'pedals' or 'pedantic'. More relevant would be to use 'pediatr*' to also view results with 'pediatrician' or 'pediatrics'.

- Use the community **Filter by** option located at left of the search results to view matching faculty within a single or multiple communities. To view results within a single community, either click on the linked community name or click in the check box preceding a community name and rerun your search. To select more than one community, click the check boxes beside selected community names. Communities can be expanded whenever you see a  before the community name. This will allow you to view all the sub-communities that are organized hierarchically and select those of interest.

Navigating Your Search Results

After conducting your **Profile** search in COS Pivot you will see a list of the total number of faculty profiles that match your search criteria. If you chose the option to only **Search for faculty within your institution**, this is the set of results you will see. Likewise, if you selected to **Search for faculty outside your institution**, you will see the number of matches from other institutions as well. If you have selected both search options (within or outside your institution), you have the ability to modify the search results to show either set of results. Click the check next to the **Faculty within my institution** option to de-select that option and only the **Faculty outside your institution** will display, and vice versa.

Regardless of which institution option you've selected for your search, COS Pivot will always display the number of results at the top of the page for each set of faculty from which you can modify your results to display both, one or the other option. From your search results list your search query will be displayed underneath the **Refine Your Query** link. You also have the option to **Hide your query** and to create a **New search**. On the left side of the screen you will have the option of **Searching within your list** of results or **Filtering by communities**.

For each profile listed in your search results, the faculty member's name is hyperlinked and will take you to his/her full profile in COS Pivot. You will also see that names of institutions and schools/departments/programs are hyperlinked as well. Clicking on a name of an institution (i.e. "University of Texas M.D. Anderson Cancer Center") will take you to a page showing its institutional structure. You can then click through the institution's hierarchical components to view Scholars who are currently associated with that particular school/department/division/program. Clicking on the school/department/program directly to the right of the scholar name in the results list will take you directly to that school/department/program page in COS Pivot and will also show you how many members that group contains, with full links to scholar profiles.

Sorting Search Results

By default your search results are sorted by Relevance. Relevance is determined by a scoring algorithm that weights the fields in which the search terms are found as well as the frequency. For example, matches in a publication title receive a higher score than in the abstract. To re-sort the list alphabetically you can click on the **Alphabetical** link directly above the search results and the list will then be sorted in alphabetical order.

Refining your Search

At any point after running **Profile** search in COS Pivot you may choose to refine your search. Clicking on the **Refine your query** link will take you to the **Advanced Search** page that will be pre-populated with the search criteria you previously entered. Add or remove search criteria on this page and click **Search** run your refined query.

Filter by Community

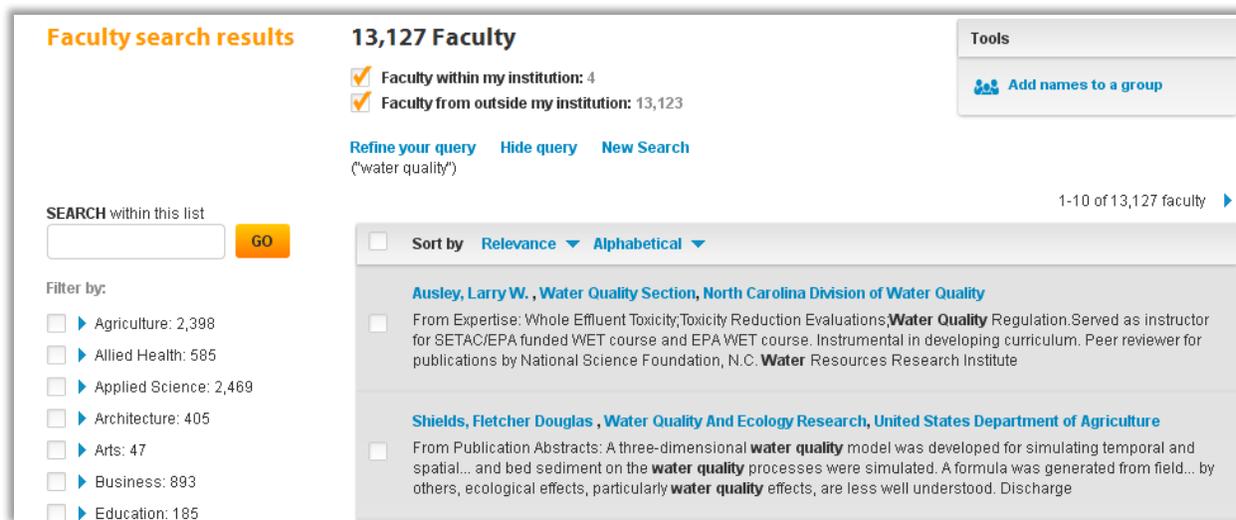
You can also use the filters on the left side of the screen to refine your search results. These filters will display the distribution of faculty profiles returned in the results list across all of the communities modeled in the filter list. (After you conduct a search, numbers will appear in parentheses beside each community or sub-community, indicating the number of faculty listed in your results list that are associated with each community.)

The default search setting is to search across all communities in COS Pivot. You can expand individual communities by clicking on the blue arrows to see the specific sub-communities in which faculty were found in connection to your search query. Faculty can be members of more than one community, which is why the numbers displayed in the **Filter list** on the results page may not match the overall results number exactly

You can limit your results to one or more community or sub-community by clicking in the box to the left of a community name. You may click on multiple categories. The results list will update automatically after you click on the checkbox.

Search In Results:

On the upper left hand side of any results page you will see an option to **Search within this list**. This option allows you search within your results list for a particular term or terms. For example, if your initial search was on the word “History” and you add the word “American” in the “Search within this list” box, your search query will be updated to “History and American.”



Faculty search results **13,127 Faculty**

Faculty within my institution: 4
 Faculty from outside my institution: 13,123

[Refine your query](#) [Hide query](#) [New Search](#)
 ("water quality")

[GO](#)

SEARCH within this list

Filter by:
 Agriculture: 2,398
 Allied Health: 585
 Applied Science: 2,469
 Architecture: 405
 Arts: 47
 Business: 893
 Education: 185

Tools
[Add names to a group](#)

1-10 of 13,127 faculty ▶

Sort by [Relevance](#) [Alphabetical](#)

Ausley, Larry W. , Water Quality Section, North Carolina Division of Water Quality
 From Expertise: Whole Effluent Toxicity, Toxicity Reduction Evaluations, **Water Quality** Regulation. Served as instructor for SETAC/EPA funded WET course and EPA WET course. Instrumental in developing curriculum. Peer reviewer for publications by National Science Foundation, N.C. **Water** Resources Research Institute

Shields, Fletcher Douglas , Water Quality And Ecology Research, United States Department of Agriculture
 From Publication Abstracts: A three-dimensional **water quality** model was developed for simulating temporal and spatial... and bed sediment on the **water quality** processes were simulated. A formula was generated from field... by others, ecological effects, particularly **water quality** effects, are less well understood. Discharge

Adding Names To Groups

From your profile search results, you can create a new group or add names to an existing group. A Group is a pre-defined list of email addresses that you can use when sharing funding opps or saved searches in COS Pivot

To add names to an existing group from the **Profiles** area:

- Click Profiles.
- Conduct your search.
- Mark the checkbox next to the names you wish to add to your group.
- Click the **Add names to group** link in the Tools box.
- If you want to add the names to an existing group, click the button located next to the group name.
- If their Pivot profile has an email address, they will be added. If their profile does not have an email address or if they do not have a Pivot profile, type the email address and click the “tab” key after entering each email address.
- To remove any names, click the “x” next to the name.
- If you want to create a new group, click the **To a new group** link and enter a group name in the text box.
- When you have finished entering names and/or email addresses, click **Submit**.

Navigating a Faculty Profile

A faculty profile in COS Pivot contains extensive information about any given faculty member including:

- Name
- Affiliation
- Links to web pages
- Statement of Expertise
- Summary of Publications, Grants, Patents, Honors/ Awards, Web info, Co-Author information, Colleagues, Association memberships, and Previous Affiliations
- Communities they are listed under (used in the **Filtering** of search results)
- Keywords
- Languages
- Degrees
- Funding Matches
- Contact Information

Note: Not every profile will contain all of the information described above.

COS Pivot uses a combination of publicly available information and user-entered information to create its faculty profiles. Some profiles will have more information than others. See the **Help section on Claiming and Updating Your Profile** for information on how to update a profile.

The **Name** of the faculty member will be in orange in the upper left corner of the profile. If we have a picture of the faculty member you will see their headshot on the right side of the profile.

At the top of the profile you will see the faculty member's current **Affiliation** and a statement of **Expertise** describing his or her work and research interests.

In the middle of the profile you will see a summary list containing **Publications, Grants, Patents, Honors/Awards, Co-Authors, Colleagues, Webpages, Associations, and Previous Affiliations** of the faculty member. If you click on the hyperlinked item you will be taken to the full list of each summarized item. for that person.

You will also see **Communities** that the faculty member belongs to, **Keywords, Languages** spoken by the faculty member, and any **Degrees** that the faculty member holds. You will also see the total number of **Funding Matches** for the faculty member, and the faculty member's **Contact information**.

The bottom of the profile provides in-depth information about the summarized items listed in the profile.

Clicking on the **Publications** button will display a listing of the faculty member's published articles. An abstract for each publication is listed as well as co-authors of that publication (with links to profiles in COS Pivot, if applicable). You can also narrow the list of publications by those published in the last 5 years or those published in the last 10 years. The publication list is also broken down by publication type. You may also choose to use the **Search within this list** search box to search all of the publications on a specific search term. **Note:** by default the publication list is sorted by relevance, but you may re-sort the list by publication date.

Clicking on **Grants, Patents, or Honors** will provide information, including co-authors where appropriate, for each of those portions of the faculty member's profile.

Clicking on **Co-Authors** reveals a list (sorted by relevancy by default, which can be changed to be sorted alphabetically) of any individuals with whom a faculty member has co-authored an article. Click on the hyperlinked faculty member name to see the COS Pivot profile of any co-author or click on their hyperlinked institutional affiliation to see expanded information about their institution.

Clicking on **Colleagues** will show you a list of other faculty in the same unit as the faculty member whose profile you are viewing. For example, if you are looking at the profile of Dr. Bast in the Breast Center at University of Texas MD Anderson Cancer Center the **Colleague** link will show the 53 other people with COS Pivot **Profiles** that also work in the Breast Center.

The **Web** link will show any web pages that belong to the faculty member. Web pages are indexed within COS Pivot so when you search for Profiles, you are also extending your search to faculty webpages.

Associations list any professional societies with which the faculty member is affiliated, and **Previous Affiliations** will show where the faculty member has worked in the past.

Funding Matches

COS Pivot **Profiles** will also contain **Funding Matches** for every profile. The **Funding Match** feature analyzes information in a profile and, based on an algorithm that looks at various areas in a profile against various areas within our funding opportunities and matches the faculty member to specific opps. These matches would be a good match for this particular faculty member, or perhaps anyone interested in similar research subjects. Clicking on the orange button with the number of funding matches listed to see the full list of matched opps (the name of the opp and the next deadline are displayed). You can view each full funding opp record by clicking on the title of the opp.

From the list of matched opps, you can **Share** opps with with others (or yourself).

To **Share** Opps from the **Funding Match** list:

- 1) Select the opp(s) you wish to share.
- 2) Scroll to the bottom of the **Funding Match** page (or page through to select more opps).
- 3) By default, the name of the faculty member who's profile you were viewing is displayed as the recipient of your share. You can change this later.
- 4) Click **Confirm & add message**.

The screen will change and there are four items to fill out on this page:

- 1) **Recipients:** Enter in the name of the first person with whom you'd like to share the Funding opp(s). You can delete the default recipient and enter any name you wish. As you type, Pivot will attempt to find a name match at your institution. If the match appears, just click on the name. If no match appears, simply type in the email address. To add another name or email, press the Tab key and type in the new name/email address.
- 2) **Customized message:** Use the text box below the email fields to type in a personalized message that your recipients will see.
- 3) **Copy:** You can also choose to receive a copy of these shared Opps by clicking the **Send myself a copy** button.
- 4) **Privacy:** Click the box labeled, **If sharing this opp with multiple people, let each recipient see who else received this from you** if you want to display for each recipient who the other recipients are.

Click the **Share** button at the bottom of the box and a confirmation screen will appear to let you know the selected opps have been shared.

Faculty Matches are also what the faculty member (whose profile the **Faculty Matches** are linked from) sees in their COS Pivot Homepage **Advisor** recommendations.