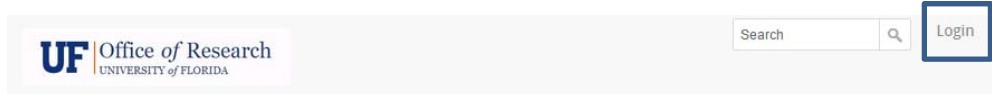
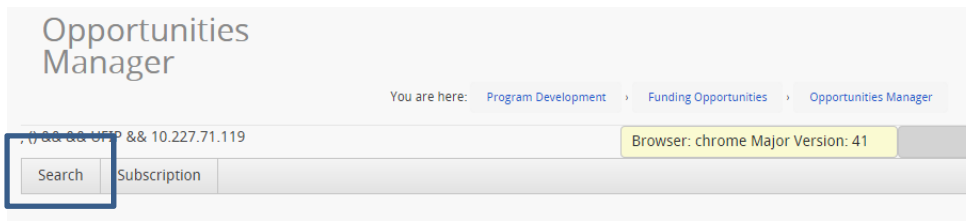


## How to Search the OppMan Database

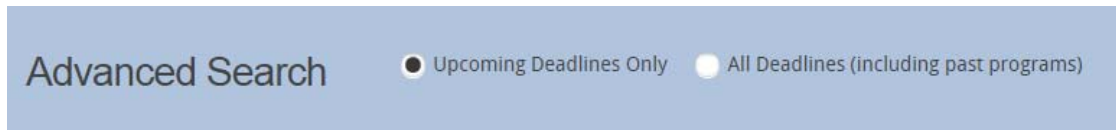
1. Access the database here: [www.research.ufl.edu/funding](http://www.research.ufl.edu/funding).
2. Depending on whether you are on or off campus, you may need to log in with your UFID and password, using the Login option at the top right of the screen:



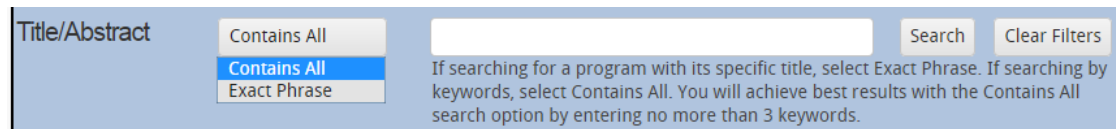
3. Select the Search tab:



4. Select one of the following:
  - Upcoming Deadlines Only – includes all future deadlines
  - All Deadlines (including past programs) – includes all past and future deadlines – useful for seeing recurring programs that are likely to be announced soon



5. *Optional:* Title/Abstract -- Enter subject area search terms. This field will look in both funding opportunity titles, as well as any abstract text included (note that most opportunities do not have abstracts entered). Note the following:
  - If searching for a program with its specific title, select Exact Phrase.
  - If searching by keywords, select Contains All. You will achieve best results with the Contains all search option by entering no more than 3 keywords at a time.



6. *Optional:* Sponsor – Enter Sponsor name. Note the following:
  - If searching for a Sponsor with its specific title, select Exact Phrase.
  - If searching by keywords, select Contains All. You will achieve best results with the Contains all search option by entering no more than 3 keywords at a time.



7. *Optional:* FOA (Funding Opportunity Number issued by the sponsor, if known)

FOA

8. *Optional:* Sponsor Groups – Select from the following options, specific to your research interests:

Sponsor Groups

- All Groups
- Federal
- Foreign
- Foundation
- Other - Corp, University, Individual, non-FL Gov, Misc.
- State - FL Gov, FL Regional Gov, FL SUS
- UF - UFRF, UF, Internal

9. *Optional:* Categories – Select from the following options, specific to your research interests:

Categories

- All Categories
- Special Announcements
- Limited Submission
- Health & Biomedical Science
- Arts, Humanities, Social Sciences & Education
- Science & Engineering
- Energy
- Faculty Prize
- Center Type
- Postdoctoral Funding
- Training Grants
- International
- Small Business Innovation Research/Small Business Technology Transfer

10. *Optional:* Deadline Date – Specify desired deadline date range:

Deadline Date

Please select date from calendar. Click the center of the calendar header to zoom months. Click again to zoom years.

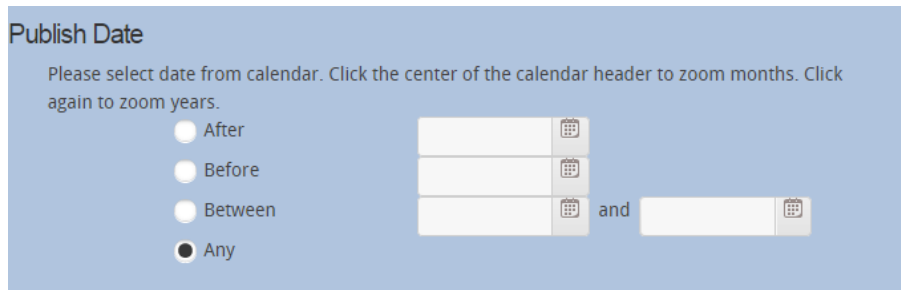
After

Before

Between   and

Any

11. *Optional*: Publish Date – Specify desired publish date range:



**Publish Date**

Please select date from calendar. Click the center of the calendar header to zoom months. Click again to zoom years.

After

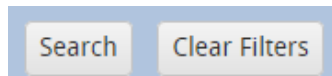
Before

Between

Any

[Date Field] [Calendar Icon] [Date Field] [Calendar Icon] and [Date Field] [Calendar Icon]

12. Click Search to perform the search, or Clear Filters to start over.



Search Clear Filters

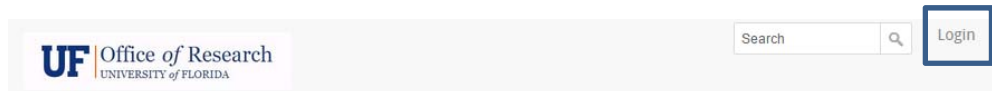
13. Your search results will appear in the tables below, **organized by category and sorted by deadline date**. To re-sort a table by a different parameter, click the column headings.

Note:

- You can use all of the search parameters or none at all. Applying fewer parameters provides a greater number of results, which may not all be relevant to your interests. Applying more parameters will result in fewer, more specific results, but you might not see everything available. So, generally, it is best to start with a broader search, then narrowing by applying additional parameters.

## How to Manage Your Email Subscription to the OppMan Digest

1. Access the database here: [www.research.ufl.edu/funding](http://www.research.ufl.edu/funding).
2. You will need to log in with your UFID and password, using the Login option at the top right of the screen:

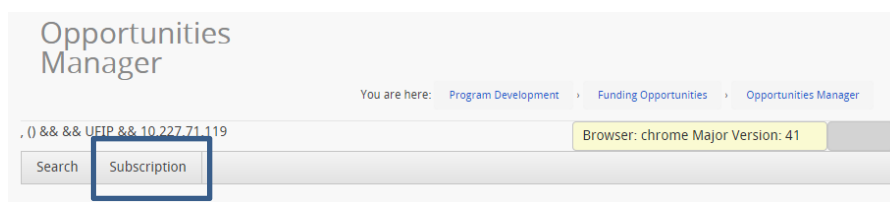


UF Office of Research UNIVERSITY of FLORIDA

Search [Magnifying Glass Icon]

Login

3. Select the Subscription tab:



Opportunities Manager

You are here: Program Development > Funding Opportunities > Opportunities Manager

Search Subscription

Browser: chrome Major Version: 41

4. Under Categories, check the boxes next to your areas of interest (all subscribers receive Special Announcements and Limited Submissions automatically):

Categories (Select/Deselect All)

Categories

- All Categories
- Special Announcements
- Limited Submission
- Health & Biomedical Science
- Arts, Humanities, Social Sciences & Education
- Science & Engineering
- Energy
- Faculty Prize
- Center Type
- Postdoctoral Funding
- Training Grants
- International
- Small Business Innovation Research/Small Business Technology Transfer

5. Under Frequency, select how often you wish to receive email updates. Your subscription default is the Weekly Digest, which is delivered early Friday morning.

Frequency

Weekly Digest

Daily Digest

Weekly Digest

Biweekly Digest

Monthly Digest

Subscribe

6. Subscribe – Use this checkbox to stop delivery of your email digests. You can reactivate this on your own at any time:

Subscribe

Uncheck this box to deactivate your subscription temporarily. You can return to this page later and check the box to start receiving emails again.

7. Save your changes:

Save