TAGGS Advanced Search Video Help Transcription

Video 4: Grant Award Search Options 2:17

This video continues the search demonstration begun in Video 2, Primary Search. Note the search criteria selected in the previous tabs.

As with all Advanced Search tabs, you can access detailed help for this, the Grantee Award Search Options tab, by clicking the Help link in its upper right corner.

The Grant Award Search Options tab has three search criteria. The Grant Sponsoring HHS Agency list box displays the names of OPDIV programs that award grants, as you can see by scrolling down the list. You can select all agencies in the list by clicking the top item in the list, or select one or more using the CTRL or CMD key (Mac) and your mouse. The default selection is to search all OPDIV program offices.

In addition, you can search awards granted by a single OPDIV program office by clicking on the OPDIV name – for example, ACF - ADMINISTRATION FOR CHILDREN AND FAMILIES. And, you can refine your search further - within an individual agency - by selecting one or more program offices within that agency; for example: for ACF - ACF ACYF.

In this example I'm choosing the default, all OPDIV program offices.

The next two search criteria, Grant Award Number and Principal Investigator Name, are text boxes into which you would type information. For the Grant Award Number, type in all or part of the award number, such as "111" but without the quotes. The more characters you enter, the more refined the search result. If you leave this field blank, all award numbers will be included in the search. I'm leaving it blank in this example.

The Principal Investigator typically is the granting institution's designated project leader. However he or she may not necessarily be an employee of the granting institution. Enter all or part of the Principal Investigator's name associated with the award. If you leave this field blank, all Principal Investigators will be included in the search.

Note: If you use both text boxes in your search, avoid entering multiple words in the Principal Investigator Name field. And of course, no special characters are allowed or an error message will be displayed.