

## **TAGGS Advanced Search Video Help Transcription**

### **Video 3: Grantee Information 2:50**

This video continues the search demonstration that began in Video 2, Primary Search. Note the search criteria used in that presentation.

The Grantee Information Search Options tab contains search criteria related to the Grantee, which is the organization or individual that received the grant. As with all tabs on the Advanced Search page, you can include one, multiple, or all criteria in this tab, or skip these choices altogether when creating your search.

Grantee Institution is a text field for the name of the grantee. You can type in a single word from the Grantee name, multiple words, or the entire name. In this case I'm entering "University". Remember - no special characters are allowed.

Grantee State and other criteria in this tab are list boxes. The selection "All States", at the top of the Grantee State list box, is the default choice and will be included if you do not select an individual or multiple states. For this example I'm picking "California."

Grantee Country allows you to include a country (or countries) where the Grantee performs its work. When you select a state or states from the Grantee State list box, you must select United States of America in Grantee Country or no records will be found. The selection "All Countries", at the top of the list box, is the default choice and will be included if you do not select an individual or multiple countries. In this example I'm scrolling down to "United States of America".

The Grantee Type is a specific kind of business entity that received the grant. You can select one or more types from the list, or search through all by selecting the default "All Recipient Types". The choice "All Other (Including Individuals)" will include individuals and other grantees that were not classified in any of the other types shown in the list. In this example

I'm using the CTRL (or CMD on Mac) key to choose two types, "Junior College, College & University" and "Other Educational".

The last list box in this tab, Grantee Class, shows all of the 16 formal designations, called Recipient Classes, that HHS uses to define a grantee. Examples are "Individual," "Federal Government," and "Private Profit". As with all list boxes in this tab, you can include one, multiple, or all items. The default choice is "All Recipient Classes". For this example I'm choosing the default.

I'm happy with the choices I've made for the Grantee Information Search tab, so I'm going to close it. My selections will remain there in case I want to check them, or change them, before submitting my search.