

TAGGS Advanced Search Video Help Transcription

Video 6: Award Abstract Search, Select Columns For Report, and Search 3.28

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

You should use the Award Abstracts tab to search through TAGGS Award Abstracts. An Award Abstract is a detailed summary of the grant's purpose, findings, or work activity. The TAGGS database contains about 85,000 abstracts, which means that most, but not all, awards will have an abstract. To search through them, enter a keyword into the Award Abstract Keyword text box.

This text box, like other text boxes in the Advanced Search, will not accept special characters and will display an error message if special characters are entered.

In order to access the Abstract in your search result, you'll have to select it in the Select Columns for Report tab before submitting your search criteria. If you don't do this, records containing the keyword you entered will display, but you will not be able to see the abstract. If you do include the Award Abstract Text selection, you'll see a link to the abstract in the result. Just click on that link, and the abstract for that award will display.

Note: If you include this Abstract keyword option with other search criteria, it may reduce the number of awards returned.

The Select Columns For Report tab is the last tab that you'll need to use before submitting your search. It contains a list of checkboxes; each checkbox represents a column that can be displayed in your search result. By default, four columns – Grantee Institution, Fiscal Year, Operating Division, and Grant Title – are selected. To choose a column, simply click the appropriate checkbox. Remove a check in a box by clicking on the check.

Your report will display every column that you've checked in this tab, even if there is no data for that column.

For this example, I'm choosing 17 columns. This will display many of the criteria I've selected and other information, such as Budget Year, associated with the records in my result.

We're just about ready to submit our search.

Once you chosen all the search criteria you want to include, you have two options. You can search for Recovery Act Awards only by clicking the Recovery Act Awards Only checkbox, and you can set the number of rows per page you want in your result page.

If you click the Recovery Act Awards Only checkbox, only those awards associated with the funds allocated by The American Recovery and Reinvestment Act (ARRA) of 2009 will be displayed. ARRA awards began in 2009, so no records would be found for 2008 and previous years.

If you do not check the Recovery Act Awards Only checkbox, ARRA awards will be included in your search results.

I want to include Recovery Act Awards in my result, so I'm leaving its checkbox unchecked.

Results Per Page

This list box allows you to choose from between 50, 100, 250, and 500 records per page in your search result. (The default selection is 50.) If the search retrieves more records than the number of records per page you selected, the result page will display links on the upper right and lower right corners of the result. Those links will display additional records.

Click the Search button to run your report.

Click the Reset button ONLY if you want to delete all the search criteria you entered in the tabs above, and restore the search default settings.