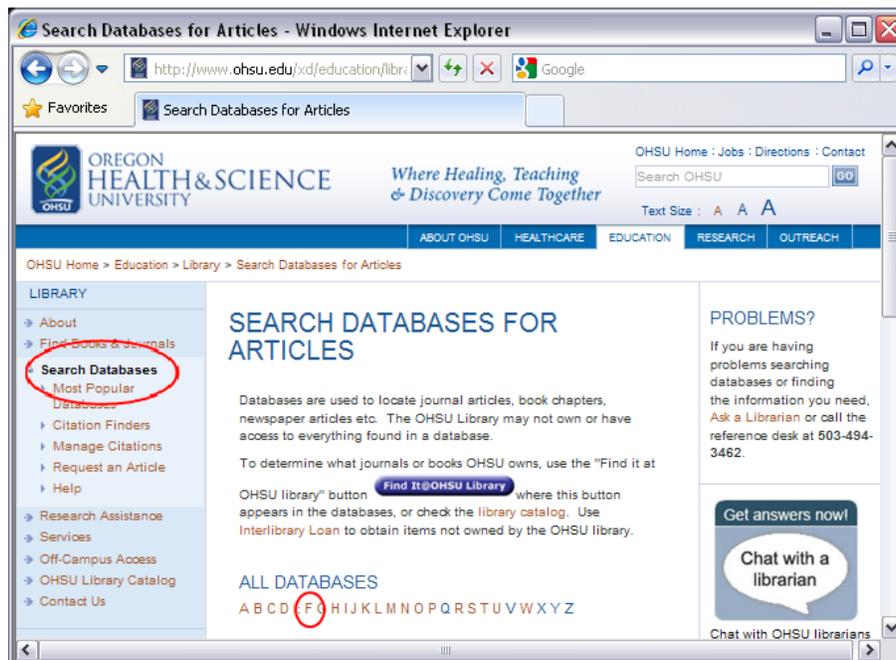


## Overview

The *Foundation Directory Online* is a service that OHSU subscribes to that provides an unsurpassed level of comprehensive and accurate information on U.S. private foundations and their grants. Links are available to foundation websites, IRS filings and philanthropy news. The database is accessed online.

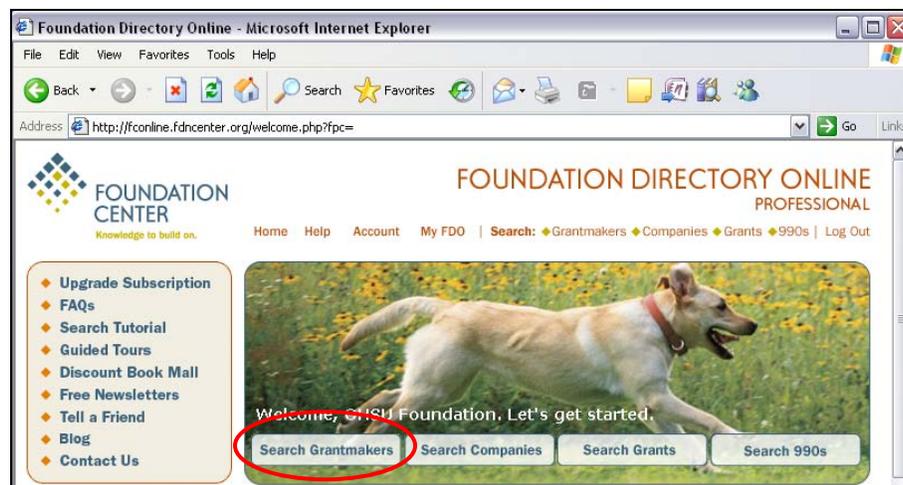
## Logging In

Go to the OHSU Library website: <http://www.ohsu.edu/library> and click on Search Databases. Find Foundation Directory Online under “F”. By Clicking on the link to Foundation Directory Online, you acknowledge that you agree to the terms of the license agreement.



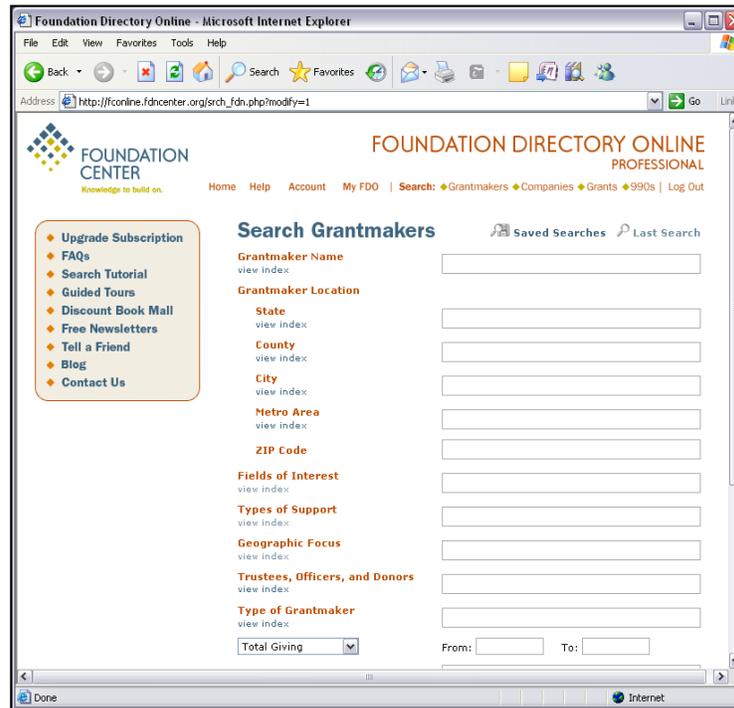
## Searching for Funders

Once logged in, click “Search Grantmakers” to find a funder.





The search page should look like this:



## Search Methods

### 1. **Fields of Interest** - recommended

Click on the “view index” hyperlink beneath the “Fields of Interest” header to bring up an alphabetical list of fields of interest. Click on the letter in the alphabetical list that corresponds to the first letter of a term relating to your project area. (Examples: Aging, Cancer, Health Care, Pediatrics, etc.) It is helpful to start with a very specific search. If that search doesn’t yield enough results, try making the search more broad.

### 2. **Geographic Focus** - recommended

It is wise to limit results to those foundations who are willing to fund projects in Oregon or on a national level. To do this, click on “view index” beneath the “Geographic Focus” header to expand the list of geographic areas. For OHSU, it is often best to include “Oregon” or “National”. If the project has significant impact in another U.S. state – including southwest Washington, for instance – or internationally, select those geographic areas as well.

### 3. **Entering Unique Keywords** - optional

Entering search terms in the “Keyword Search” text box will yield a list of foundations that contain the term(s) somewhere in their profile. This technique is useful when searching for a very specific item that is not listed in the “Fields of Interest” category. This type of search tends to produce a limited list. This function may also be used to type specific names in the “Trustees, Officers, and Donors” header.

### 4. **Types of Support** - optional

If you need a specific type of funding or support, limit your search by entering terms in the “Types of Support” field. Click on “view index” beneath the “Types of Support” header to expand the list of types of support. Common search-terms for OHSU might be “Conferences/seminars,” “Equipment” and “Research.” Generally, it is best to leave this field blank, as it limits results.



## Helpful Hints

- The “Last Search” link to the right of the “Search Grantmakers” heading can be used to recall your previous search criteria. This is helpful when your search criteria include many qualifiers.
- To avoid including foundations that do not accept applications, click the “Exclude grantmakers not accepting applications” box just above the “Search” and “Clear” buttons at the bottom of the screen.
- Data can be sorted prior to clicking the “Search” button at the bottom of the screen. If you want to find those funders with the greatest capacity to award a large grant, for example, click “Total Giving” and “Descending” to have those foundations that give the most sort to the top of the results list.

## Click “Search”

The screenshot shows the search interface with the following elements:
 

- Search criteria: Cerebral palsy (74), Cerebral palsy research (20)
- Type of Grantmaker: view index
- Sort by: Total Giving
- Keyword Search: [Empty field]
- Exclude grantmakers not accepting applications:
- Buttons: Search (circled in red), Clear
- Sort options: Total Giving, Ascending

## After You Have Clicked “Search”: Interpreting & Manipulating the Results

A new webpage with a list of foundations meeting your search criteria will be displayed. Each foundation name can be clicked for further detail. Here is an example of the results page:

The screenshot shows the search results page with the following information:
 

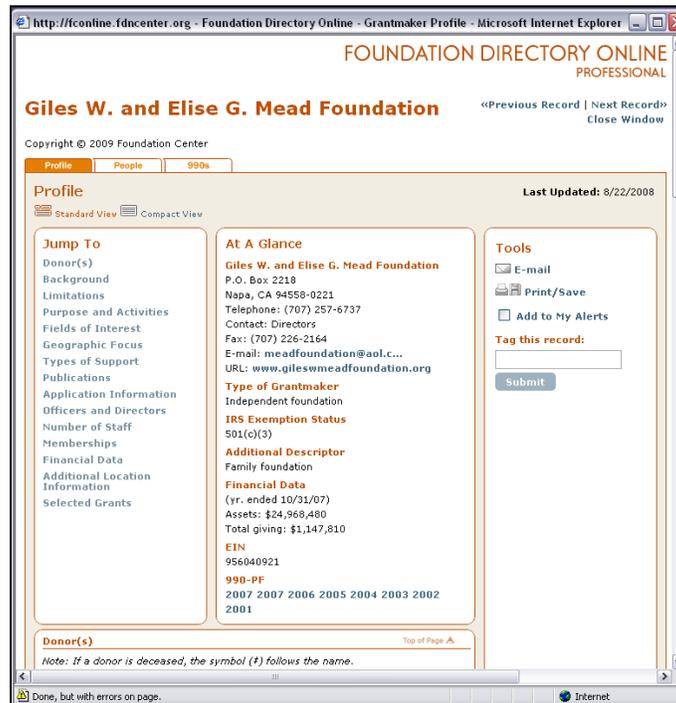
- Address: http://fconline.fdcnecenter.org/prof\_search.php
- Grantmaker Search Results
- Results: 25 Grantmakers. 25 Displayed.
- Search Criteria: Fields of Interest: diabetes research or diabetes, Geographic Focus: Oregon or National, Excluded: Grantmakers not accepting applications
- Instructions: Click on any column header to re-sort your results list. All results will open in a new browser window.
- Actions: Select all, Print/Save Records, Print/Save List, Export List, Save Search, Modify Search
- Table with columns: Grantmaker Name, City, State, Total Assets, Total Giving

Grantmaker Name	City, State	Total Assets	Total Giving
<input type="checkbox"/> Abbott Fund	Abbott Park, IL	\$185,064,287	\$26,821,486
<input type="checkbox"/> Aetna Foundation, Inc.	Hartford, CT	\$34,784,563	\$13,621,848
<input type="checkbox"/> Alpha Gamma Delta Foundation, Inc.	Indianapolis, IN	\$6,848,880	\$557,850
<input type="checkbox"/> American Foundation for Aging Research	Raleigh, NC	\$131,727	\$10,000
<input type="checkbox"/> Ames Stores Foundation, Inc., The	Rocky Hill, CT	\$2,548,203	\$80,000
<input type="checkbox"/> Dewey Foundation, The	Austin, TX	N/A	N/A
<input type="checkbox"/> Diabetes Action Research & Education Foundation	Washington, DC	\$46,745	\$1,473,124
<input type="checkbox"/> Diabetes Aid and Research Fund	Phoenix, AZ	\$480,373	\$2,744,028
<input type="checkbox"/> Diabetes Research & Wellness Foundation, Inc.	Washington, DC	\$1,773,928	\$6,571,410
<input type="checkbox"/> Diabetes Transplant Fund, Inc.	Washington, DC	\$239,148	\$258,210
<input type="checkbox"/> Dudley Foundation, The	Portland, OR	\$720,119	\$19,900
<input type="checkbox"/> Iacocca Family Foundation, The	Boston, MA	\$50,775,176	\$2,205,204



Clicking on the orange “Grantmaker Name,” “City, State,” “Total Assets” or “Total Giving” headers will reorganize the data according to that qualifier. Click on the name of a foundation to see its profile. A pop-up window will appear showing a detailed profile of the foundation. The pop-up window will look like this:

[*Note: The list can be printed or saved by clicking on the “Print/Save List” link above the orange header. The list can also be exported to a Microsoft Excel spreadsheet by clicking on the “Export List” link above the orange header.*]



The “E-mail” and “Print/Save” links beneath the “Tools” header are particularly helpful for reviewing the information in a large printout.

If the foundation maintains a website, use the URL to find the most up to date information. Check guidelines found on the Foundation Directory Online with the funder’s website to verify the information.

You can scroll down to gather more information about the foundation. Sections that are usually especially important include the following:

- “Limitations,” which often indicates the types of institutions that will or will not be supported;
- “Purpose and Activities,” which provides a helpful overview of the foundation;
- “Fields of Interest,” which highlights the priority funding areas for the foundation, although the foundation’s website often has the most current information;
- “Geographic Focus,” which describes the geographic areas from which the funder will accept proposals;
- “Application Information,” which summarizes the requirements for a proposal to the foundation; and
- “Selected Grants,” which illustrates successful projects that the funder has supported previously.

The clickable tabs across the top – which can, depending on the foundation’s profile, include topics like “People,” “990s,” “Search Grants,” “Map Grants” and “News,” among others – also offer helpful information.