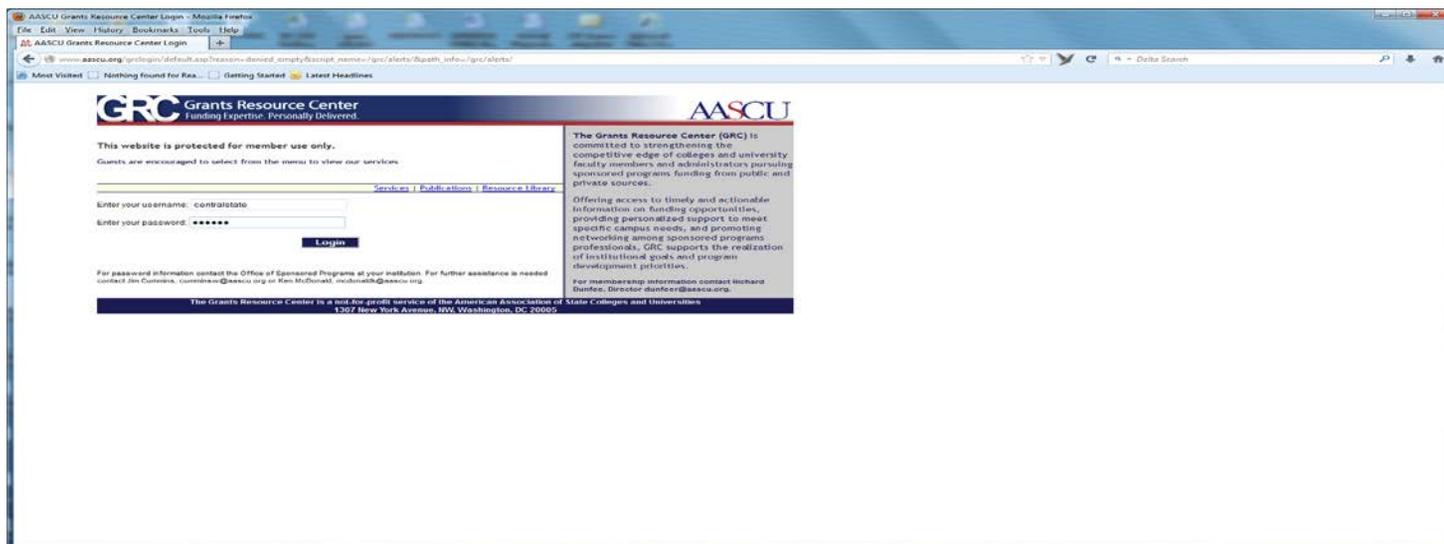
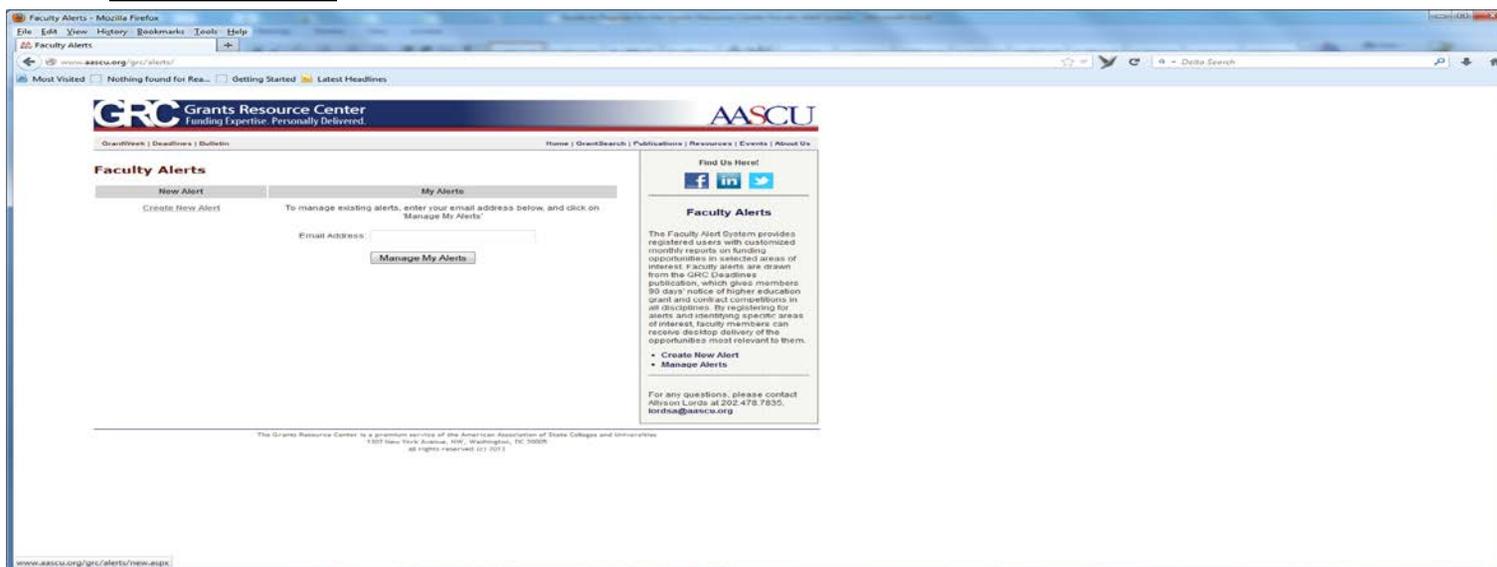


Guide to Register for the Grants Resource Center's Faculty Alert System

1. Click on this web address or cut and paste into your browser
http://www.aascu.org/grclogin/default.asp?reason=denied_empty&script_name=/grc/alerts/&path_info=/grc/alerts
2. The user name is : centralstate
3. The password: access
4. Click on Login button



5. Click on **Create New Alert**



6. Select "**Only the Academic Subjects Below**".

7. The **Add** icon will become active.



8. Click on the “Add” icon and a drop down menu will pop up
9. Select an **Academic Category** from the list. This will activate an Academic Subject list. Click on the **subject(s)** you wish to search for. You can repeat this step several times to add multiple subjects under your selected Academic Category or you may create individual alerts for each subject area.

The screenshot shows the 'Create New Alert' page on the AASCU Grants Resource Center website. The page is titled 'New Alert' and contains several sections for configuring an alert:

- Academic Subjects:** Includes a dropdown menu for 'Category' and a list of subjects. The 'Category' dropdown is open, showing a list of categories: Agricultural and Animal Sciences, General Business and Commerce, General Community / Economic Development, Education, Engineering and Applied Sciences, Fine, Applied, and Performing Arts, Humanities, Life Sciences and Health, Physical and Mathematical Sciences, Security, General, Social and Behavioral Sciences, and Special Populations. The 'Add' button is highlighted.
- Activities:** Includes a dropdown menu for 'Category' and a list of activities.
- Funding Sponsors:** Includes a dropdown menu for 'Category' and a list of funding sponsors.
- Faculty Information:** Includes fields for 'First Name', 'Last Name', and 'Institution'.

On the right side of the page, there is a 'Faculty Alerts' section with the following text:

The Faculty Alert System provides registered users with customized monthly reports on funding opportunities in selected areas of interest. These reports are drawn from the AASCU database and are tailored to the specific areas of interest of the user. For more information, please contact Jordan Fordham at 202-478-7835 or jordham@aacscu.org.

10. After selecting the subject areas, drop down to the Activities Block.
11. Select "**Only the Activities Below**" button.
12. The **Add** Icon will become active.
13. Click on the Add Icon and a dropdown menu will pop up
14. Review the list and click on the activity(s) you wish to search for. You can repeat this step several times to add multiple activities.
15. We recommend inclusion of "Minority Institution Support" as an activity. It will ensure that you receive opportunities targeted for HBCUs.

The screenshot shows the 'Create New Alert' page on the AASCU Grants Resource Center website. The page is titled 'Create New Alert' and features the AASCU logo and navigation links. The main content area is divided into four sections: Academic Subjects, Activities, Funding Sponsors, and Faculty Information. The 'Activities' section is currently active, with a dropdown menu open showing a list of activity types. The 'Add' button is visible next to the 'Activities' section. The 'Faculty Information' section includes fields for First Name, Last Name, and Institution.

Academic Subjects
 Select which academic subjects you want included in your alert
 All Academic Subjects Below
 Only the Academic Subjects Below
 [Dropdown: Clinical/Healthcare]
 [Add] [Delete]

Activities
 Select which activities you want included in your alert
 All Activities
 Only the Activities Below
 [Dropdown: Minority Institution Support]
 [Add] [Delete]

Funding Sponsors
 Select which funding sponsors you want included in your alert
 All Funding Sponsors Below
 Only the Funding Sponsors Below
 [Add]

Faculty Information
 First Name: _____
 Last Name: _____
 Institution: [Dropdown: Select your Institution]

Activity: Select an Activity
 [Dropdown: Center/Institute, Collaborative Activities, Collections/Research Resources, Conferences/Workshops, Construction/Renovation, Curriculum/Materials Development, Demonstration/Model Projects, Direct Services, Provision of Dissemination/Outreach, Equipment/Instrumentation, Acquisition or Development, Evaluation/Assessment, Fellowships (postdoctoral), General Operating Support, Graduate and Dissertation Support, Institutional Partnerships, Institutional/Departmental Development Support, International, Minority Institution Support, New Investigators/Career Development Awards]

Faculty Alerts
 The Faculty Alert System provides registered users with customized monthly reports on funding opportunities in selected areas of interest. Faculty alerts are drawn from the GRC Deadlines publication, which gives members 90 days' notice of higher education grant and contract competitions in all disciplines. By registering for alerts and identifying specific areas of interest, faculty members can receive desktop delivery of the opportunities most relevant to them.
 • Create New Alert
 • Manage Alerts

If, please contact 202.478.7935, #19

16. After selecting all the activities, drop down to the Funding Sponsors block
17. Leave the "**All Funding Sponsors**" checked.
18. Drop down to the Faculty Information block
19. Fill in your Individual **information**.
20. Select Central State University on the institution drop-down list.

The screenshot shows a web browser window with the title "Create New Alert - Mozilla Firefox". The address bar shows "www.aascu.org/gnc/alerts/new.aspx". The page content includes several sections:

- Activities:** A section with a radio button for "All Activities" selected and a dropdown menu for "Only the Activities Below".
- Funding Sponsors:** A section with a radio button for "All Funding Sponsors" selected and a dropdown menu for "Only the Funding Sponsors Below".
- Faculty Information:** A section with input fields for "First Name", "Last Name", "Institution" (a dropdown menu), "Title", "Phone", and "Email address".
- Save your Alert:** A section with a text input field for a descriptive name and a note: "*Note: Based on your current selections, you would receive 99 grants in this month's alert".

At the bottom of the form, there are "Save Alert" and "Cancel" buttons. A sidebar on the right contains information about the GRC Deadlines publication and contact information for Alyson Lords.

21. After completing the form, a note at the bottom will display the number of grant notifications that would have been sent to you in the previous month based on your selections. If the number of alerts is too low or too high you should revise the criteria.
22. Complete and click on **Save Alert**.
23. If you have questions or comments, please contact Morakinyo Kuti or Susan Wachtel at (937) 376-6547 or mkuti@centralstate.edu (937) 376-6412 or swachtel@centralstate.edu respectively