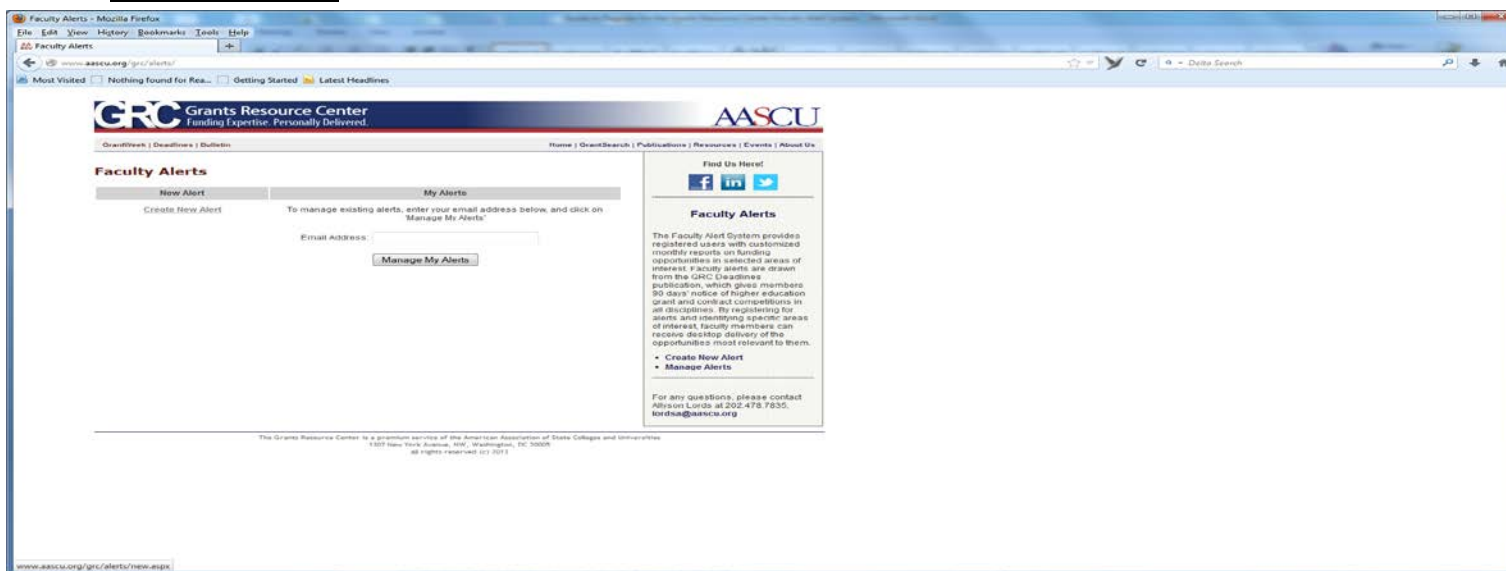


# Guide to Register for the Grants Resource Center's Faculty Alert System

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](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

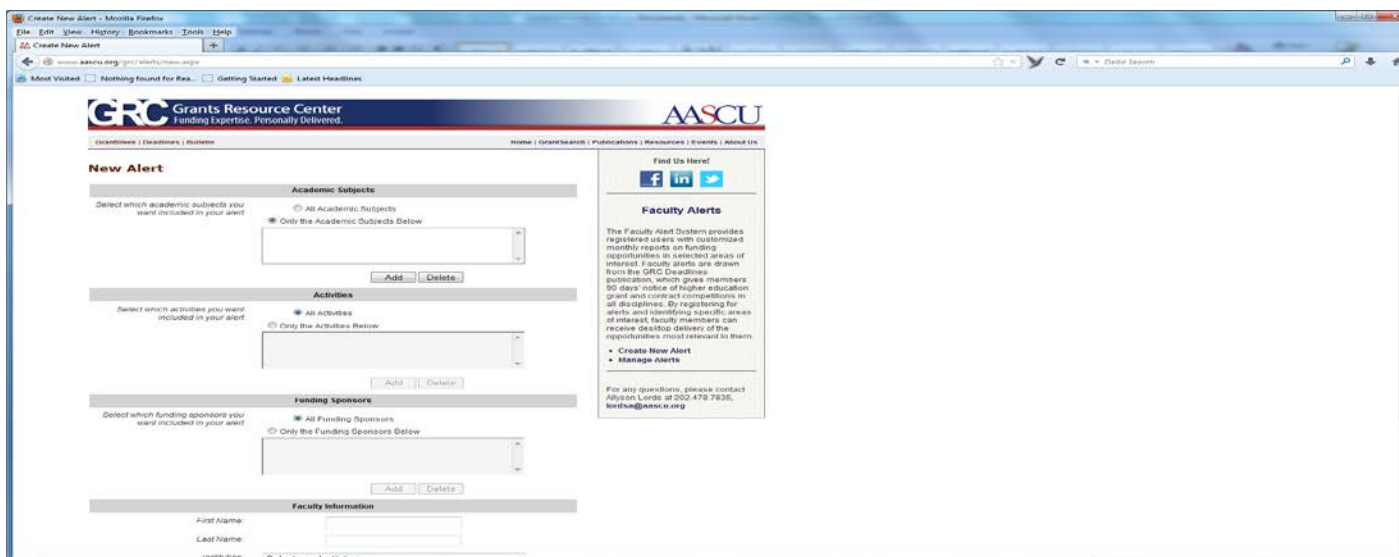


5. Click on **Create New Alert**



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:** A section with a radio button for 'All Academic Subjects' and another for 'Only the Academic Subjects Below'. Below this is a dropdown menu for 'Category' and a list of subjects: 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. There is an 'Add' button next to the subject list.
- Activities:** A section with a radio button for 'All Activities' and another for 'Only the Activities Below'. Below this is a dropdown menu and an 'Add' button.
- Funding Sponsors:** A section with a radio button for 'All Funding Sponsors' and another for 'Only the Funding Sponsors Below'. Below this is a dropdown menu and 'Add' and 'Delete' buttons.
- Faculty Information:** A section with input fields for 'First Name', 'Last Name', and a dropdown for 'Institution'.
- Faculty Alerts:** A sidebar section with social media links (Facebook, LinkedIn, Twitter) and text describing the Faculty Alert System. It mentions that the system provides registered users with customized monthly reports on funding opportunities in selected areas of interest. It also notes that these alerts are drawn from a database of members and that members can register for specific areas of interest. Contact information for the Grants Resource Center is provided at the bottom right of this section.

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 'New Alert' and features a navigation bar with 'Home | GrantSearch | Publications | Resources | Events | About Us'. The main content area is divided into four sections: Academic Subjects, Activities, Funding Sponsors, and Faculty Information. The 'Activities' section is currently selected, and a dropdown menu is open, showing a list of activities including 'Minority Institution Support'. The 'Add' button is active, and the dropdown menu is open, showing a list of activities including 'Minority Institution Support'.

**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: [Text Field]  
 Last Name: [Text Field]  
 Institution: [Dropdown: Select your Institution]

**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

is, 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](mailto:mkuti@centralstate.edu) (937) 376-6412 or [swachtel@centralstate.edu](mailto:swachtel@centralstate.edu) respectively