

San José State University Research Foundation Office of Sponsored Programs

Funding Alert System – Instructions to Subscribe

Selecting Your Keywords

1. Review the categories, sections, and keywords in the **Keyword List Structure** below.

Keyword List Structure

The keyword list is structured to coincide with industry standard wording and topics and features the following categories:

- Agriculture and Food Science
- Area Studies (including International Affairs)
- Arts and Humanities
- Business, Management and Commerce
- Education
- Energy
- Engineering
- Health and Medicine
- Law
- Natural and Physical Sciences, Mathematics and Technology
- Social Sciences
- Transportation
- Library
- General

Within each category are section and description keywords. For example, the following shows the category of Social Sciences, with Anthropology as the section, and associated keywords that follow.

2. Open the [Keyword List for Distribution](#) and choose from the associated description keywords on the list.

Category **Social Sciences**

Section **Anthropology**

Keywords

Anthropology

Archaeological Conservation

Archeology

Cultural or Social Anthropology

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3. Using the **Search** feature in Adobe Acrobat, select **Ctrl + F** on your keyboard to open the **Find** dialog box (upper-right corner of your screen).

4. Type a word in the **Find** dialog box and click **Next** to jump to each occurrence of that word.

Note: Some words may appear in more than one keyword or category.

Example – Searching for the word, “*literacy*,” will take you to each occurrence of the word on the Keyword List, such as “Computer Education or **Literacy**” in the Education or Instruction Programs section, “**Literacy**” in the Education or Instruction Programs section , and “Health **Literacy**” in the Health or Medicine Instruction section.

5. Choose the keywords that most closely relate to your academic interest and type or copy and paste them into the Funding Alert System Subscription Form below.

6. Click **File**, then **Save As** to save the completed subscription form with your name included in the filename (**Example** – FundingAlertSubscriptionForm-MaryDoe).

7. Email the form to OSP Information Services at: research-foundation-communications@sjsu.edu

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Funding Alert System – Subscription Form

Full Name:			
Department:			
Email:		Phone:	
Research interest: (Please include a description)			
Keyword Selections – Type or copy and paste your selected keywords into the spaces below.			
1.		7.	
2.		8.	
3.		9.	
4.		10.	
5.		11.	
6.		12.	