

Social Justice Matrix Help Sheet

The SJ Matrix is built upon the Community of Science (COS) funding database.

Community of Science is a great search tool that is inappropriately named. This database is not restricted to the science areas. It contains over 12,000 funding programs related to the arts, humanities, social sciences, sciences, and the professions of law, business, education, and medicine.

To use and save information you obtain from the SJ Matrix, it is therefore advisable to register with COS before using the SJ Matrix. To register with COS follow these four steps:

Step 1: Go to the COS main page – <http://www.cos.com>

Step 2: Click the ‘New User? Register FREE’ link.

Step 3: Press the [Join] button.

Step 4: Complete the Create Your Account form by responding to everything with a red asterisk. You do not need to fill out any other fields.

Make sure to specify your organization is the University of San Francisco.

If your specific college or department is not listed, use the empty box under the field to type in the name of your unit.

Step 5: When finished, press the [Create my Account] button to continue.

You are now ready to use the SJ Matrix. Go to the following web site:

http://www.usfca.edu/osp/SJ_Matrix_Intro.htm

Choose the SJ Matrix cell that corresponds to your academic area and one of the mission statements of the University, e.g., “Arts” and “Preparing Men and Women for Others.” When you click on this cell you will see a number of funding opportunities that relate to both of these two interest areas.

If you want to list the funding options displayed by different criteria, for example, “by sponsor” instead of “by deadline” simply click on the name of whatever field you’d like to sort by, and COS will reorganize the funding options.

Up in the right hand corner you will see how many records have been retrieved. If too many opportunities are presented or if you feel you need to refine the search further, go to the top of the page and look for the link that states “Refine your Query.” Click on this link and you will then see the form that was used to create the SJ Matrix search.

You can now modify the SJ Matrix search by making changes in the following fields:

- All fields – if you put a word or phrase in this field, COS will search for that word/phrase in every field. This will yield results similar to a simple search.
- Sponsor – if you know the name of the organization providing funding, this field will help you track down a specific funding program offered by that organization.
- Title – if you know the specific name of the funding program, COS will locate the program for you.
- Abstract – words or phrases put into this field will generate only funding options that use these descriptors in the program abstract.
- Deadline – this field can be used to look for a specific frame of time (use before/after dates as bookends), or for generalized time before or after a date. You can use this field to locate funding options coming up in the future.
- Internal Coordination – This field is used for programs which allow only a limited number of applications or require USF to rank applications submitted.
- Amount – Use this field to select programs providing a specific amount of funds. The “more than” and “less than” signs can be used to narrow the field.
- Keywords – COS provides approximately 4,000 key words based on the descriptions provided by the funding agency. Use key words to find specific options. Use the “Explode” function to include all keywords in a subject hierarchy in your search
- Activity location – This field restricts your search to specific locations where the funded project will take place.
- Requirements – This field limits the search to programs that “fit” a certain type of individual, e.g., student. Click on ‘Requirements’ for specific descriptions.
- Citizenship – This field yields programs that require a specific citizenship to apply.
- Funding Type – This field provides information on specific types of funded activities, e.g., research. Click on ‘Funding Type’ for descriptions.
- Sponsor Type – This field allows you to select the type of funding agency you want to apply to, e.g., federal. Click on ‘Sponsor Type’ for descriptions.

After you have narrowed the search down to your liking, you can save the search to your COS workbench. (You will be prompted by COS to login if you have not already done so.) COS will save the search and automatically send you a weekly e-mail notice with updates related to the saved search. You can save up to 40 searches. You will receive one e-mail listing all saved searches so you can view the results online.

If you are only interested in one particular program, you can use the Track this Record option. This allows you to keep track of one particular opportunity instead of the whole search. You will be able to receive e-mails when the specific opportunity is updated, and you will be able to view it online. The maximum number of tracked records is 200.

You can share any search that you save with a colleague by choosing the “Share” the search function. People outside of USF will not be able to read the option unless they are affiliated with a group that also subscribes to COS.

A Few Tips for Searching:

- To search for a specific phrase, use quotes. Example: “computer science” for the phrase computer science.
- To search for all words starting with a specific set of letters, use an asterisk. Example: Geo* for all words starting with “geo,” such as geology, geography, etc.
- To select multiple items on a list, hold the control (ctrl) button and click on the desired options
- When restricting your search to programs providing a specific amount of funds, always enter funding amounts in the “Amount “ field without commas or dollar signs.
- You can only access “previous searches” from those searches done in the same browser window. Once the window is exited, previous searches are lost.
- If you choose to download citations, you will create one page displaying all selected funding opportunities. This can view as HTML but to actually save the search ASCII must be selected and viewed in web browser.

Remember!

Most field titles are linked to explanations of how the COS system works. Click on these titles if you need additional information.