

Accessing SPINPlus

SPIN and GENIUS may be accessed from outside or from within the Portal.

Follow the steps below to access **SPINPlus**:

1. From your browser, go to your institution's website to access **SPINPlus**.
2. **Outside Portal:** Click **SPIN** or **GENIUS**.

Within Portal: Click Login, enter username and password. Click **Find Funding (SPIN)** or **CV Database (GENIUS)**.

Find Funding - Quick Search

On the Find Funding main page, click on SPIN to open the Quick Search window.

Use **Quick Search** to search the text of **SPIN** Programs for a particular word or phrase:

1. Type the word(s) you want to search for in the *Search* text box.
2. From the *Search* menu, select **Full Program** or **Titles Only** from which to look for your words.
3. From the *Results* menu, select the number of results per page.
4. From the *Match* menu, select to search **All Words, Any Words, or Exact Phrase**.
5. Click **Search**. The **SPIN** Search Results page will appear.

Find Funding - Advanced Search

Show and Hide each section on the Advanced Search page by clicking the appropriate link.

Use **Advanced Search** to perform a more detailed search.

1. Click **Advanced Search** located on the Quick Search screen. The Advanced Search screen will appear.
2. To define your search, select the categories that will narrow down the number of results you want.

Click the hyperlinked category names in blue to make value selections;

Click drop-down menus to select a value(s):

Type a word(s) into free text fields.

Note: Selecting too many fields may narrow search results by too much.

3. From the **Primary** and **Secondary Sort** drop-down menus, choose the order in which to sort your search results.
4. From the **Return Results** drop-down menu, select the number of results you would like to view per page.
5. Click **Run Search**. The **SPIN** Search Results page will appear where you can view your search results.

For Assistance

Institution Administrator:

Name: _____

Phone: _____

Email: _____

InfoEd Support: office@infoed.org

Creating your GENIUS Profile

Follow these steps to enter a **GENIUS** Profile for use when setting up **SMARTS** and entering CV information.

1. Select **Get Profile**.
2. Select your institution's State or Province. Click **Continue**.
3. Select your Institution Name from the list provided. Click **Continue**.
4. Check *Profile Not Found in List*.
5. Enter Name, Email and click **Set** to select your Primary Department Association.

A primary department must be selected in order to complete the profile creation process.

6. Your username and password may be sent to you via the entered email address (depending on Admin setups).

Editing your GENIUS Profile

Once you create a **GENIUS** profile, you have control over your information and can access your profile at any time to make changes. To edit your **GENIUS** profile:

1. Login to the Portal.
2. Select **Profile**.
3. Edit information within the appropriate **GENIUS** categories.

Setting up SMARTS

Use your **GENIUS** profile to match your search criteria against **SPIN** on a daily basis and receive relevant funding opportunities via email with **SMARTS**:

SMARTS Matching categories are located under Find Funding – SMARTS.

1. Click **Find Funding** from within the Portal.
2. Click **SMARTS**.
3. Answer the questions listed.

All questions may not appear.

Question 1 allows you to specify whether you would like prospective partners/collaborators who find you in **GENIUS** searches to contact you directly or make initial contact with your institutional administrator.

Question 2 allows you to specify whether you want to receive **SMARTS** matches. To receive **SMARTS** matches, make sure **Yes** is selected.

Question 3 allows you to specify how you would like to receive your **SMARTS** matches.

Question 4 allows you to specify whether you want to receive **SMARTS** output of programs only from U.S. sponsors.

Question 5 allows you to specify the format in which you would like to receive your **SMARTS** output: **Full Program** or **Summary Format**.

4. Click **Keywords** to select keywords that *most closely* reflect your research interests.
5. Choose from the other categories listed in the Side Bar and complete, if desired, (**Applicant Types, Award Types, Geographical Restrictions, Sponsor Types, and Locations Tenable**) to tailor search criteria for more targeted **SMARTS** matches.