

SPIN USER GUIDE



With SPIN, you can:

- Access funding information online, from any browser
- Organize grant information in one convenient place
- Gain access to the largest Keyword list, allowing for greater flexibility in your searches
- Quickly locate Limited Submission Opportunities, Federal or non-Federal programs
- Locate all types of funding information—Fed Business Opps / Federal Register Guide

Table of Contents

(View in slide show to use navigation)

[Contact Information](#)

[Create a Genius Profile](#)

[Using SPIN](#)

[SPIN Advanced Search](#)



Contact Information

The Grants and Contracts Department can assist you with SPIN at any time.

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Create a Genius Profile

- A Genius profile will allow you to log-in to SPIN on and off campus.
- By logging-in you can:
 - Set and save search filters and options
 - Save searches
 - Receive email updates for saved searches
- You can use SPIN without logging-in while on campus. However, you will lose your searches once closing your browser window.
- You cannot use SPIN off campus without a log-in.
- Creating a Genius profile is highly recommended!

To create your profile:

1. Visit <http://www.infoedglobal.com>
2. Select "GENIUS" from the Client Login section.
3. Genius will open in a new window.



The screenshot displays the InfoEd Global website interface. At the top, a dark navigation bar contains the text "CLIENT LOGIN TO:" followed by four options: "SPIN", "GENIUS", "ICAG", and "ITEMS". The "GENIUS" option is highlighted with a red circle, and a red arrow points upwards to it. Below this bar, the "infoEd GLOBAL" logo is visible on the left, and "Client Login" and "Request Information" buttons are on the right. A secondary navigation bar includes links for "About Us", "Services", "Education", "News & Events", and "Contact Us". The main content area features a large banner with a world map background and silhouettes of two men shaking hands, with the text "InfoEd Global" overlaid. To the left of the banner is a sidebar titled "Who Benefits from InfoEd" with a list of user roles: "CEO's / Research Executives / Deans", "Researchers / Principal Investigators", "Application Users / Administrators", "CTO's / IT Directors / Technical Support", and "CFO's / Finance Officers / Comptrollers", each with a right-pointing arrow icon. Below the banner is a "Solutions" section with a list of categories: "SPIN Global Suite", "Grants & Contracts", "Research Compliance", "Clinical Trials", "Animal Facilities", "Research Outputs", and "Technology Transfer". At the bottom, a "Welcome!" message is displayed, followed by the text "InfoEd Global is the world's leading provider of software to" and a "Making Headlines" section with the text "Today in Corporate News" and a right-pointing arrow icon.

- Click "Create a New Profile"
- You will be prompted to select an institution.
- Highlight Alliant International University and click "Select."

Welcome to SMARTS/GENIUS

Search GENIUS

Quick Search for

in **Fields...**
Keywords ▾

in **Country...**
US ▾

Return Results
25 ▾

[Advanced Search](#)

SMARTS/GENIUS
[Create a New Profile](#) | [Edit Existing Profile](#) | [Administrative Tools](#)

Please Pick an Institution

- Adelphi University
- Agricultural Research Council (South Africa)
- Albany College of Pharmacy and Health Sciences
- Albany State University
- Alliant International University**
- Alphamark Dotcom
- American College of Cardiology
- American Heart Association
- American Society for Microbiology
- American University

Jump to...
[Info-Office](#) [SPIN](#) [GENIUS](#) [Patent Search](#) [Medline](#) [US Geo Search](#) [Agricola](#)

Version: 7.00.0004

- Fill out the required information and click “Submit.”
- You will now be at a page called the Profile Summary Page - do not fill anything out on this page. Scroll to the bottom and click Log Out.
- Your Administrator will now receive an e-mail and will need to validate your profile. Once validated you will then be able to sign into SPIN for added functionality and remote access.
- You will also be able to choose keywords for email alerts. You may choose keywords if you wish.

Welcome to SMARTS/GENIUS

New Profile Registration

Your Institution: **Alliant International University**

Enter your first and last name and e-mail address.

First Name: Last Name:

E-Mail :

Select Your Department

Alliant International University--AIU--California School for Professional Psychology
Alliant International University--AIU--California School of Forensic Studies
Alliant International University--AIU--Grants and Contracts
Alliant International University--AIU--Institute for Violence, Abuse and Trauma
Alliant International University--AIU--Marshall Goldsmith School of Management
Alliant International University--AIU--Shirley M. Hufstedler School of Education

SSN (Not Required)

Enter your *username and password*. These will be required each time you want to access your profile, as well as any other of your records or information in Info.Office. Each can be up to 20 alphanumeric characters in length, with **no spaces**, and is case-sensitive.

Enter your **username**:

Enter your **password**:

Re-enter your **password**:

Gaining Access to SPIN

- Visit <http://www.infoedglobal.com>
- Select "SPIN" from the Client Login section.
- SPIN will open in a new window.
- If you have created a Genius profile, remember to sign in to save your searches or to use SPIN remotely.



The screenshot shows the InfoEd Global website interface. At the top, a dark navigation bar contains the text "CLIENT LOGIN TO" followed by "SPIN", "GENIUS", "ICAG", and "ITEMS". The "SPIN" link is circled in red, and a red arrow points to it from below. To the right of the navigation bar are "Client Login" and "Request Information" buttons. Below the navigation bar is the InfoEd Global logo and a secondary navigation menu with links for "About Us", "Services", "Education", "News & Events", and "Contact Us". The main content area features a large image of a smiling woman with glasses in a library setting. To the left of the image is a section titled "Who Benefits from InfoEd" with a list of roles: "CEO's / Research Executives / Deans", "Researchers / Principal Investigators", "Application Users / Administrators", "CTO's / IT Directors / Technical Support", and "CFO's / Finance Officers / Comptrollers", each with a right-pointing arrow icon. Below this is a "Solutions" section with a list of services: "SPIN Global Suite", "Grants & Contracts", "Research Compliance", "Clinical Trials", "Animal Facilities", "Research Outputs", and "Technology Transfer", each with a right-pointing arrow icon. At the bottom, there is a "Welcome!" section with a brief description of InfoEd Global's services and a "Making Headlines" section with a link to "Today in Corporate News American College of Cardiology Offers More Value To Their Members".

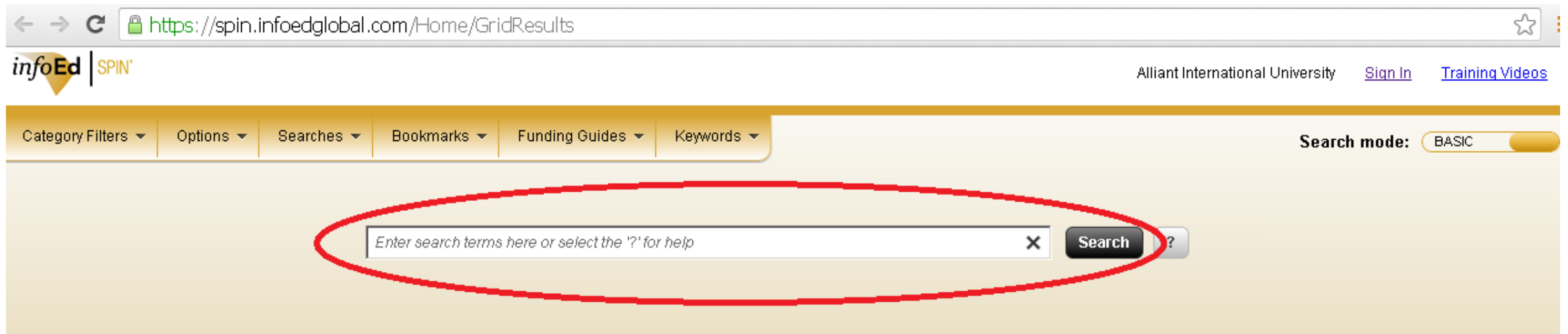
Running a Basic Search

A basic search can be executed by simply typing in the words or text for which you wish to search. SPIN provides a modern, full-text search that is run against the entire record. You may search for any component of an opportunity, such as:

- Opportunity Title
- Sponsor Name
- Funding Opportunity Number
- Field/Subject Matter
- Eligible Applicant Types

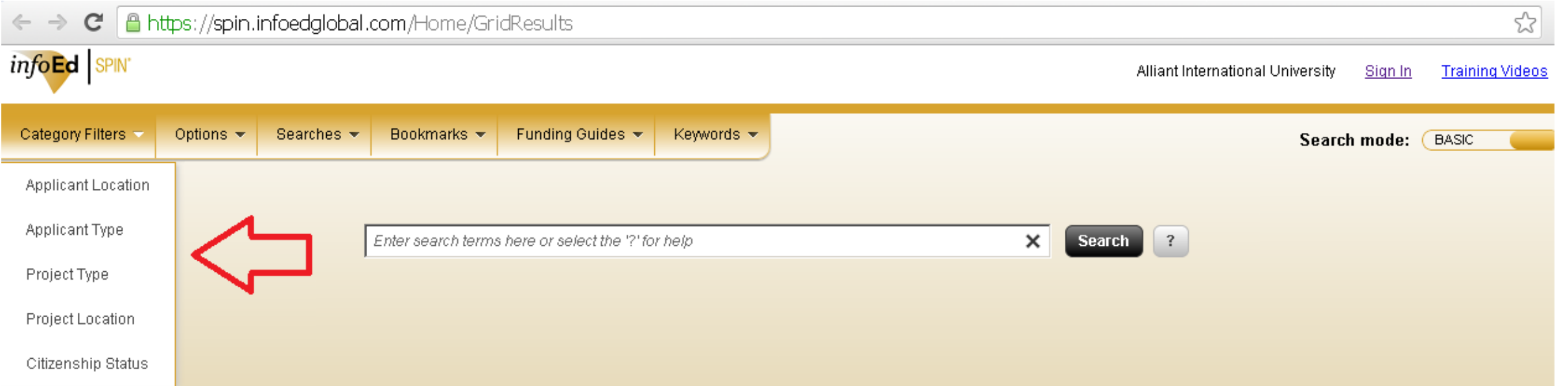
Some Search Tips:

- Use double quotes to wrap multiple words in to search for the exact phrase.
- Insert a hyphen prior to a word or phrase to exclude records that contain it.
- Insert an “or” in between two words or phrases to specify that results containing either parameter are acceptable.
- Utilize parentheses to dictate the order of operations of the search, similar to a mathematical equation.
- A full explanation of each option can be found by selecting the question mark.



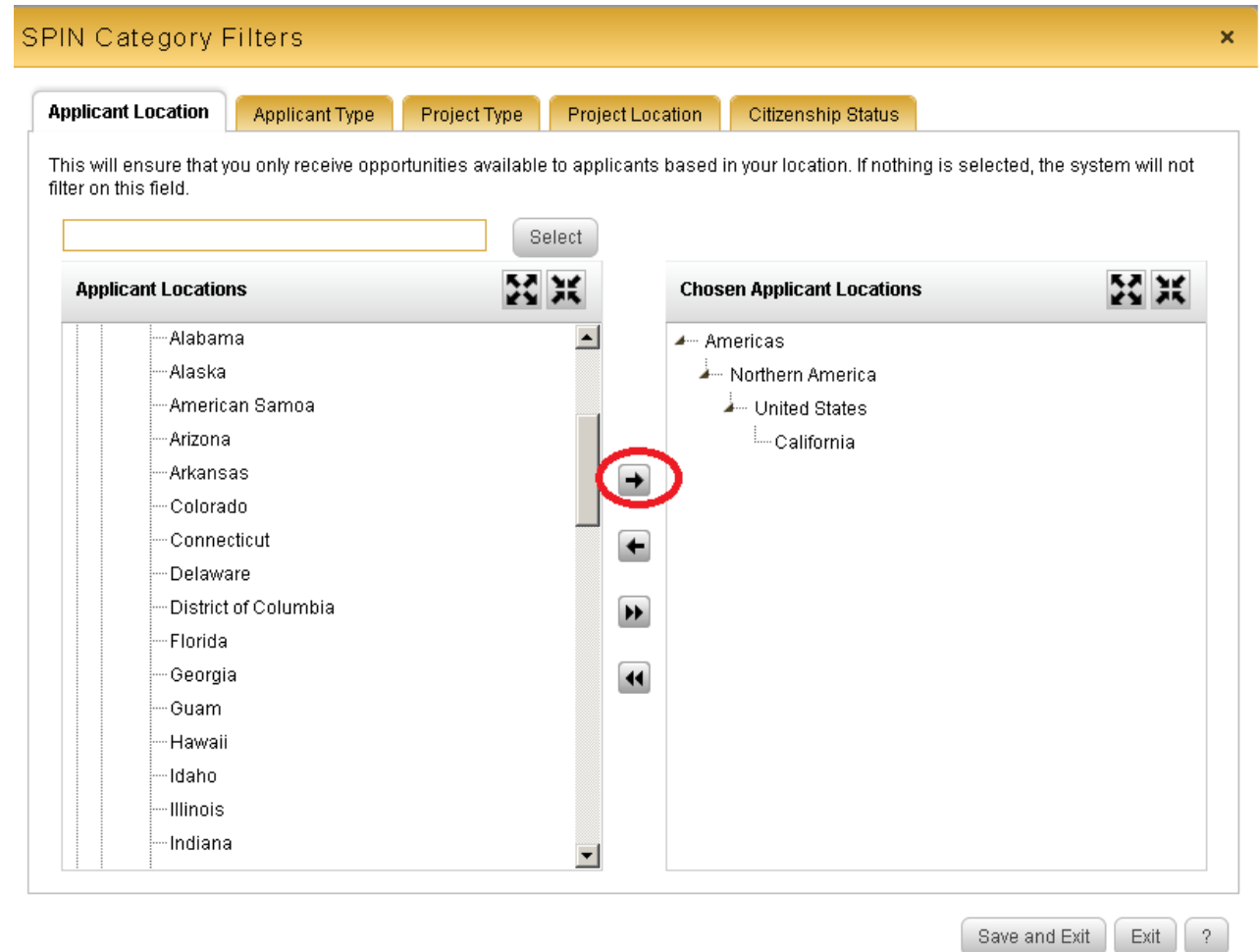
Category Filters

- Category filters can help you refine your results based on your eligibility criteria. Filters include Applicant Location, Applicant Type, Project Type, Project Location, and Citizenship.
- A drop down menu will appear displaying the filter options.
- If you have signed in with your Genius profile your filters will be saved for future searches.



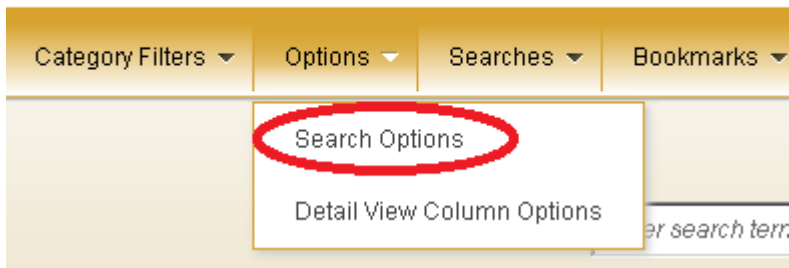
The screenshot shows a web browser window with the URL <https://spin.infoedglobal.com/Home/GridResults>. The page header includes the **infoEd | SPIN** logo, the text "Alliant International University", and links for "Sign In" and "Training Videos". A navigation bar contains several dropdown menus: "Category Filters", "Options", "Searches", "Bookmarks", "Funding Guides", and "Keywords". The "Category Filters" dropdown is open, showing a list of filter options: "Applicant Location", "Applicant Type", "Project Type", "Project Location", and "Citizenship Status". A red arrow points to the "Applicant Location" option. To the right of the dropdown is a search bar with the placeholder text "Enter search terms here or select the '?' for help", a "Search" button, and a help icon (?). The search mode is set to "BASIC".

- You can switch between filters using the tabs on the top of the filter window.
- Each filter will display a hierarchy of options. Notice I have specified my location as California by going through the hierarchy of options (Americas → Northern America → United States → California).
- Once you find your desired option, click the right arrow to move it to the box on the right-hand side of the screen (use the left arrow to remove a selection).
- Follow this process for as many filters as you wish and click "Save and Exit."
- Remember, the more filters you add the fewer results you will receive.
- If your results are too narrow, try reducing the number of filters.



Search Options

- The Search Options screen, found within the Options menu, is used to provide some additional preferences that can be included in the search. These are not in regards to eligibility, but rather miscellaneous items that can further refine your search.
- If you have signed in with your Genius profile your options will be saved for future searches.



SPIN Search Options ✕

Expand Search Terms via Thesaurus

Limit Search to Newly Created Programs (in days)

Limit Search to Recently Updated Programs (in days)

Include US Federal Opportunities

Include Limited Submission Opportunities

Exclude Suspended Opportunities

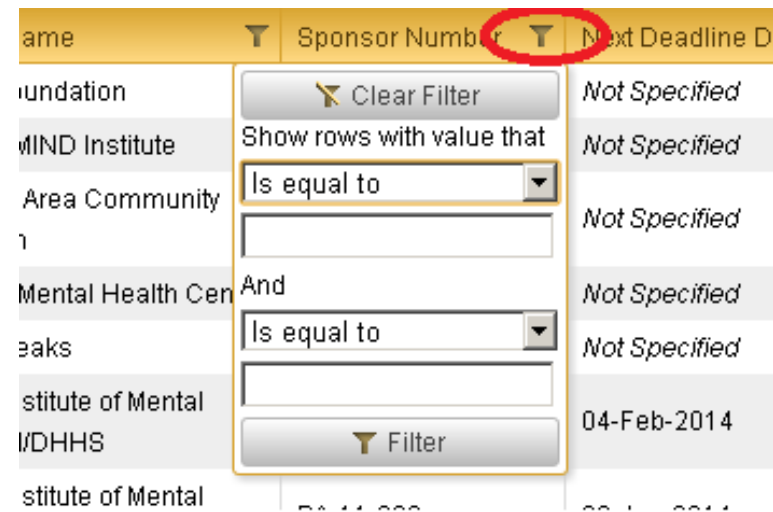
Exclude Opportunities that cannot currently be applied for

United States Dollars Select Currency Display *

* Daily conversion rates provided by XE.com. [Terms of Use.](#)

Manipulating Search Results

- Once an appropriate set of search results is found, there are a number of functions that can be accessed to manipulate the results.
- A column can be used to sort results by clicking on the header title.
- A column can be altered on by clicking on the Filter icon next to the header title.
- A column can be grouped on by dragging its column header into the area above it.
- Paging controls can be found at the bottom of the grid to change the number of results per page and the current page number.



Name	Sponsor Number	Next Deadline D
Foundation		Not Specified
MIND Institute		Not Specified
Area Community		Not Specified
1		Not Specified
Mental Health Cen		Not Specified
peaks		Not Specified
stitute of Mental		04-Feb-2014
WDHHS		
stitute of Mental		

Expanding Detail Column Section

- Clicking on the title of the opportunity will open the details of that opportunity in a new window.
- Clicking on the triangle next to an opportunity will show you a quick view of the details.

Search: autism

Results Found: 28

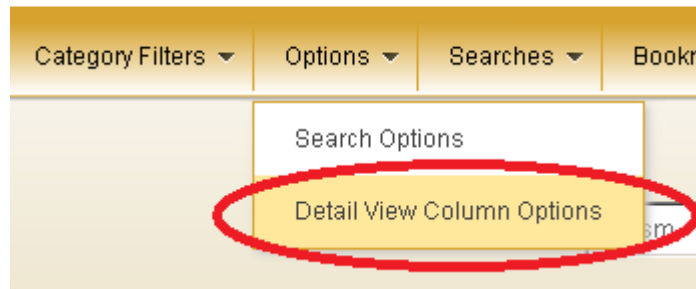
Search Options | Reset Filters | Export

Drag a column header and drop it here to group by that column

<input type="checkbox"/>	SPIN ID	Opportunity Title	Sponsor Name	Sponsor Number	Next Deadline Date	Funding Amount *																
	93065	Autism Research Initiative -- Explorer Award	Simons Foundation		Not Specified	60,000.00 USD																
		<table border="1"><thead><tr><th>Detail Field Name</th><th>Detail Field Data</th></tr></thead><tbody><tr><td>Contact Name</td><td></td></tr><tr><td>Contact Telephone</td><td>800-875-2562</td></tr><tr><td>Contact Email</td><td>grants@simonsfoundation.org</td></tr><tr><td>Sponsor Website</td><td>https://sfari.org/funding/grants</td></tr><tr><td>Program URL</td><td>http://sfari.org/funding/grants/explorer-awards-rfa</td></tr><tr><td>Deadline Dates (ALL)</td><td></td></tr><tr><td>Synopsis</td><td>The Simons Foundation Autism Research Initiative (SFARI) offers Explorer Awards of up to \$60,000, which are intended to provide resources to support exploratory experiments that will strengthen hypotheses and lead to the formulation of competitive applications for subsequent larger-scale funding by SFARI or other organizations. Innovative, high-risk/high-impact proposals are encouraged.</td></tr></tbody></table>					Detail Field Name	Detail Field Data	Contact Name		Contact Telephone	800-875-2562	Contact Email	grants@simonsfoundation.org	Sponsor Website	https://sfari.org/funding/grants	Program URL	http://sfari.org/funding/grants/explorer-awards-rfa	Deadline Dates (ALL)		Synopsis	The Simons Foundation Autism Research Initiative (SFARI) offers Explorer Awards of up to \$60,000, which are intended to provide resources to support exploratory experiments that will strengthen hypotheses and lead to the formulation of competitive applications for subsequent larger-scale funding by SFARI or other organizations. Innovative, high-risk/high-impact proposals are encouraged.
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	26175	Interdisciplinary Training for Autism Researchers	UC Davis MIND Institute		Not Specified	Not Specified																
	83988	Kathleen Brenneman Grants for Autism	Rochester Area Community		Not Specified	500.00 USD																

Expanding Detail Column Section

- You can specify the information presented in the detail view through the Detail View Column Options selection within the Options menu.
- You may choose which fields, and their order, to be included.
- This information will also be saved if you are signed in.



The 'Detail Columns' configuration window is shown. It has a title bar with the text 'Detail Columns' and a close button. Below the title bar, there is a paragraph of text: 'The "+" expand icon on the left side of the search results grid shows a detail view. This is used to determine which columns, and in what order, will appear in the detail view. If nothing is selected, the system will not have items in detail view.'

The window is divided into two main sections:

- Detail View Column Options:** A list of fields with expand/collapse icons on the left. The fields are: Follow-up Date, Cost Sharing, CFDA Number, Indirect Costs, Applicant Types, Target Groups, Geographic Locations, Project Types, Project Locations, Citizenship Restrictions, Keywords, Objectives, Eligibility, Funding, Established Date, Revised Date, Sponsor Type, and Address.
- Chosen Detail View Columns:** A list of fields that have been selected for the detail view. The fields are: Contact Name, Contact Telephone, Contact Email, Sponsor Website, Program URL, Deadline Dates (ALL), and Synopsis.

Between the two sections are four arrow buttons: a right-pointing arrow, a left-pointing arrow, a double right-pointing arrow, and a double left-pointing arrow. At the bottom right of the window are three buttons: 'Save and Exit', 'Exit', and a help icon (?).

Exporting Data

- Search results can be exported to either Word or Excel formats through the exports menu which allows you to create a custom report.
- It is important to note that the export will be an exact representation of the results as you have them displayed. This includes any sorting or grouping criteria you have included, as well as any fields that are being displayed in the Expanding Detail Section.

Results Found: 28 Search Options | Reset Filters | **Export** ▼

Drag a column header and drop it here to group by that column

<input type="checkbox"/>	SPIN ID	Opportunity Title	Sponsor Name	Sponsor Number	Next Deadline Date	Funding Amount
<input checked="" type="checkbox"/>	93065	Autism Research Initiative -- Explorer Award	Simons Foundation		<i>Not Specified</i>	60,000.00 USD

Detail Field Name	Detail Field Data
Contact Name	
Contact Telephone	800-875-2562
Contact Email	grants@simonsfoundation.org
Sponsor Website	https://sfari.org/funding/grants

To MS Word
To MS Excel

Saving a Search

- Click on the save icon and name your search.
- You can also choose to receive email updates for your search.

Search results interface for "autism". The search bar contains "autism" and the "Search" button is highlighted with a red circle. Below the search bar, the text "Results Found: 28" is displayed. The table below shows search results with columns: SPIN ID, Opportunity Title, Sponsor Name, Sponsor Number, Next Deadline Date, Funding Amount *, and Bookmark. A "Save Current Search" dialog box is open, allowing users to name the search, choose to receive email updates, and set the update frequency.

Search Options | Reset Filters | Export

Drag a column header and drop it here to group by that column

<input type="checkbox"/>	SPIN ID	Opportunity Title	Sponsor Name	Sponsor Number	Next Deadline Date	Funding Amount *	Bookmark
▶	93065	Autism Research Initiative -- Explorer Award	Simons Foundation		Not Specified	60,000.00 USD	+
▶	26175	Interdisciplinary Training for Autism Researchers	UC Davis MIND Institute		Not Specified	Not Specified	+
▶	83988	Kathleen Brenneman Grants for Autism	Rochester Area		Not Specified	500.00 USD	+
▶	99376	Grant Assistance Program for Autism Intervention Professionals			Not Specified	Not Specified	+
▶	11962	Suzanne and Bob Wright Trailblazer Award Program			Not Specified	89,042.26 USD	+
▶	32927	Research On Autism And Autism Spectrum Disorders			04-Feb-2014	Not Specified	+
▶	92483	Psychosocial/Behavioral Interventions and Services in Autism Spectrum Disorders (R34)			06-Jan-2014	450,000.00 USD	+
▶	88888	Developmental and Clinical Studies in Autism	National Institute of Mental Health	DA-12-017	08-Jul-2014	375,000.00 USD	+

Save Current Search

Name

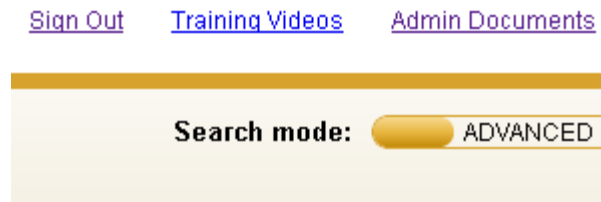
Receive email updates?

Update frequency

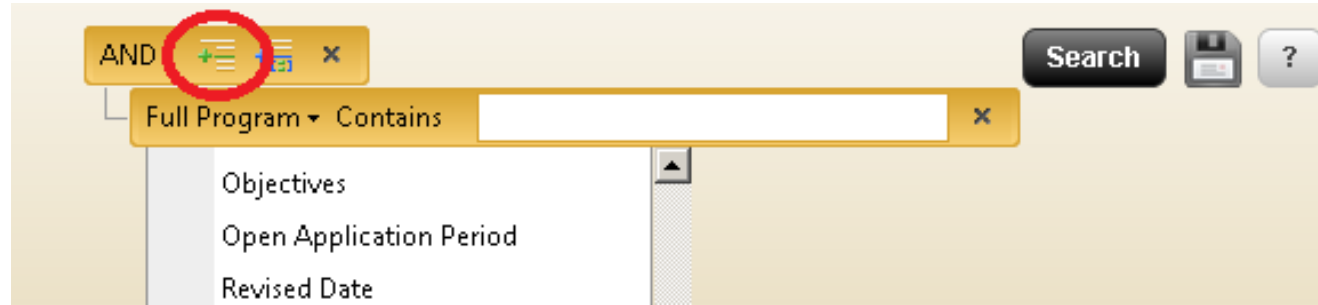
Save Changes Cancel

Advanced Search

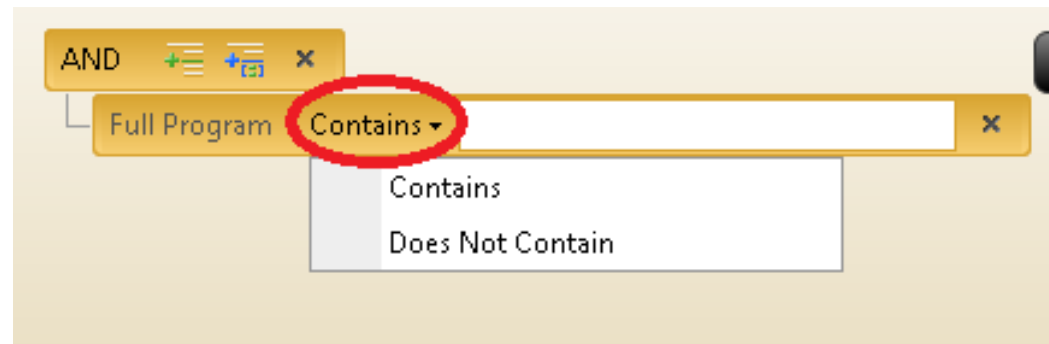
- Though 80-90% of users prefer the basic search, a handful require the additional functionality available in the advanced search.
- The advanced search allows you to add expressions and set your search configuration for each term.
 - Basic search only allows you to search for terms in the entire text of the opportunity, while advanced allows you to choose in which part of the opportunity you wish to search (title, funder, etc.).
- Advanced search allows you to target or exclude specific agencies.
- To access advanced search, change the search mode in the upper right corner from basic to advanced.



- First, click the + symbol to add a field.
- You may change your search configuration using the drop down menu. Currently it is set to Full Program.



- Each configuration will have a set of options next to it. In the case of the Full Program configuration, the options are “contains” or “does not contain.”



- You can add groups to your search by clicking the blue + symbol.
- You can also change the logic from AND to OR in either your original or subsequent groups. OR logic will include the additional terms in your search.
- All other functionality explained in the basic search, such as filters, options, detail view, exporting data, and saving a search, remains the same.

The screenshot displays a search interface with a hierarchical tree structure. At the top level, there is a box labeled "AND" with a blue "+" icon circled in red. Below this, there are two main branches. The first branch contains two criteria: "Full Program Contains autism" and "Sponsor Equal To National Institutes of Health/DH". The second branch is labeled "OR" (circled in red) and contains one criterion: "Full Program Contains adults". Each criterion box has a small "x" icon for removal. The interface uses a light beige background with orange and blue accents.

Good luck on your research!

