

# SPIN Quick User Guide

## Getting Started

### Registering a SPIN User Profile

Eligible SPIN users must be currently affiliated with UCM and have an active UCM email address. To register a profile, visit <https://spin.infoedglobal.com/Authorize/Login>

1. Under the login fields, click “Need to Create a New Profile?”
2. Then select UCM from the institutions dropdown menu.
3. Provide your first and last names, UCM email address, and a username.
4. Check “I’m not a robot.”
5. Click **Save** in the upper right corner.

**SPIN** World's Largest Database of Sponsored Funding Opportunities

### Profile Request

Please enter your information to create a new profile. After clicking **Save**, you will receive an email confirming the submission of your request to your institution's SPIN administrator.

Institution: Please select your organization

First name: [text input]

Last name: [text input]

Email address: [text input]

Username: [text input]

I'm not a robot

reCAPTCHA Privacy - Terms

Save

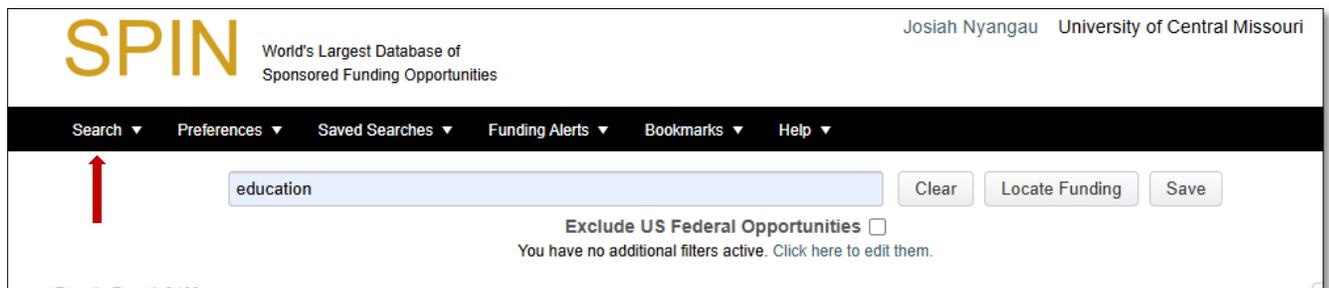
A registration request will be submitted to a UCM SPIN administrator for verification. Once approved, you will receive a notification email with a link to create your password (you may ignore the field for “current password”). You will then be able to log into SPIN.

## Searching for Funding Opportunities

SPIN integrates a full-text search engine and allows users to perform simple or complex searches for funding opportunities. The database offers three search modes:

- Text Search
- Keyword Search
- Advanced Search.

You can toggle between search modes using the **Search** dropdown menu.



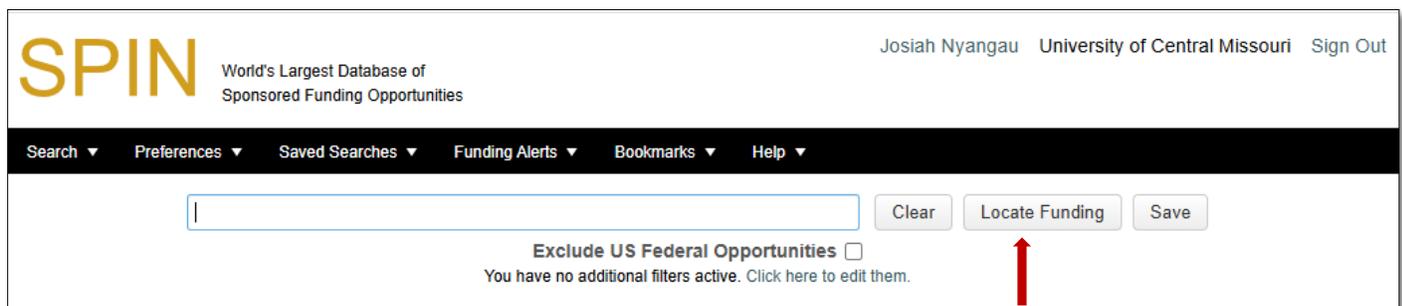
### Text Search

This basic search mode allows users to enter search terms in the text box to search across the entire text of SPIN program listings. Because this search scans all content, it often returns a larger volume of results.

Users can refine searches using logical operators:

- "Scientific research" → returns records containing the exact phrase
- scientific research → returns records containing both terms or related forms
- scientific OR research → returns records containing either term

Click **Locate Funding** to run search



### Saving Search Parameters

After conducting a search (Basic, Keyword, or Advanced), users can save their search settings for future use.

1. Click **Save**
2. Enter a name in the **Save Current Search** pop up window
3. Choose whether to receive **SMARTS email alerts**

Sponsor Name ▼ Sponsor Number ▼ Deadline Date ▼

**Save Current Search** X

Search name

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Would you like to configure SMARTS™ automation? Help  
*Note: This can be setup or edited under Funding Alerts later.*

Receive email updates?

Update frequency

Association of American

SMARTS alerts provide automated funding notifications based on your saved searches. You can choose:

- Daily alerts
- Weekly alerts
- No email notifications (search runs automatically but results remain in SPIN)

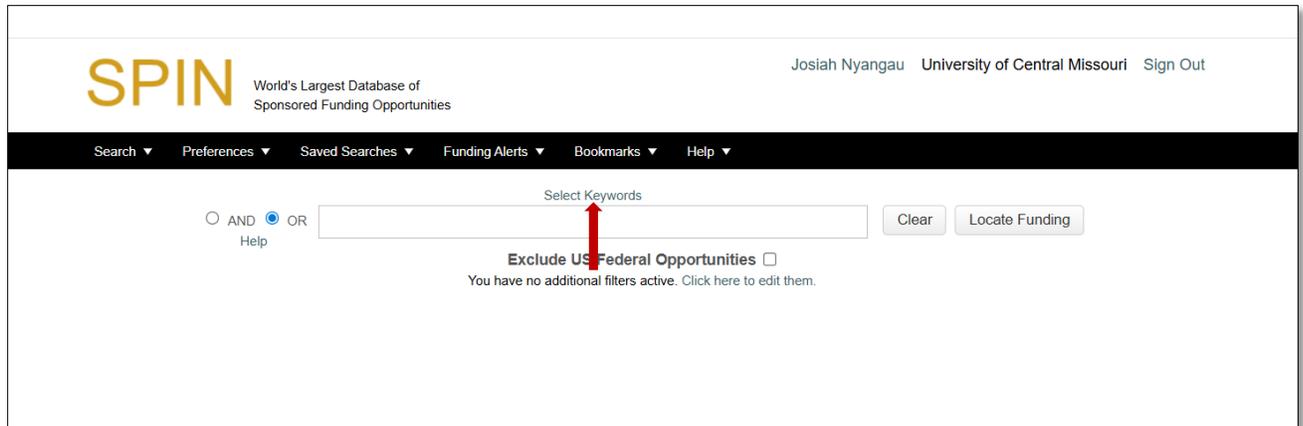
Click **Save Changes** to save your search parameters.

Several SPIN saved searches can be automated so that you receive alerts by different areas of interest.

To add or modify SMARTS automation for saved searches, click the **Funding Alerts** dropdown menu and then **Manage Saved Searches**. From there, you can run, share, edit, or delete saved searches.

### **Keyword Search**

From the **Search** dropdown, select **Keyword Search** to open the Search screen below:

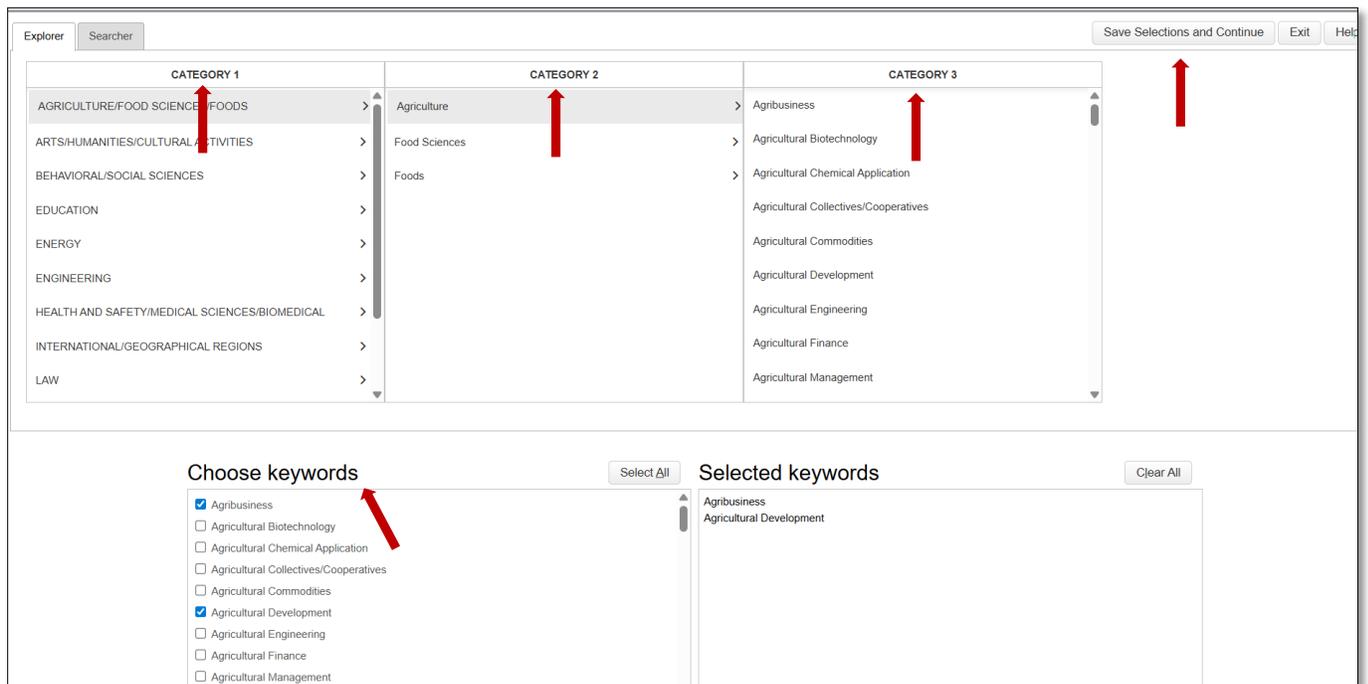


Click **Select Keywords** link to open the SPIN keyword explorer. There are two ways to choose keywords: Hierarchical Keyword Selection and Keyword Text Search

### Hierarchical Keyword Selection

SPIN organizes funding opportunities by subject areas.

1. Select a subject area (**Category 1**)
2. Narrow results using **Category 2** and **Category 3** auto-fill options/ filters
3. Select specific keywords under the **Choose Keywords** box to move them to the **Selected Keywords** list
4. Click **Save Selections and Continue**
5. Click **Locate Funding**



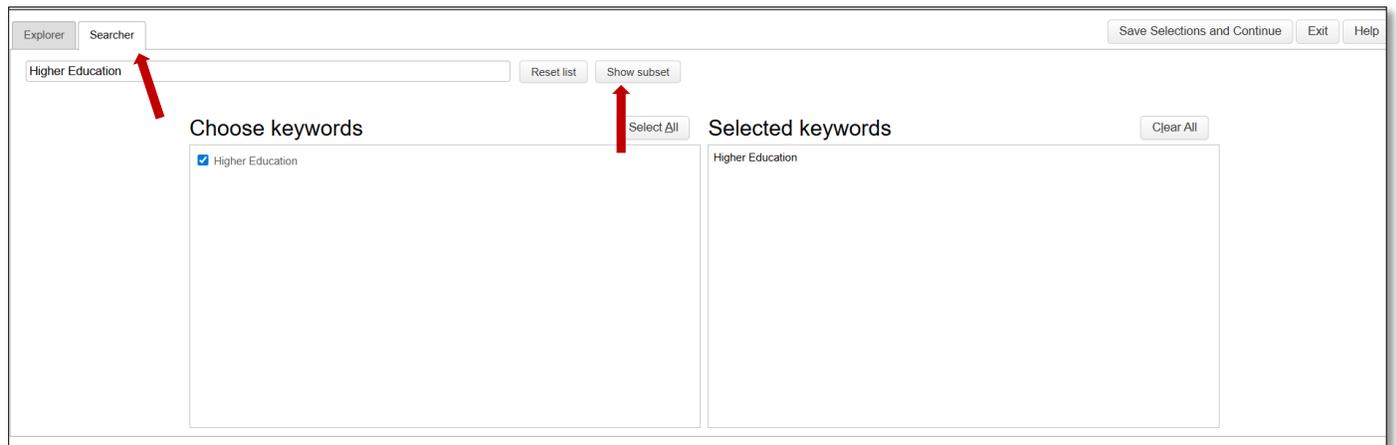
## Keyword Text Search

You may also search keywords by entering terms directly in the text entry box.

1. Click **Searcher** and enter desired search terms (e.g., Higher Education)
2. Click **Show Subset** to display keyword options in the **Choose Keywords** text box.
3. Choose specific search terms to move them to the **Selected keywords** list
4. Click Save Selections and Continue

The results page allows users to:

- Save searches
- Bookmarks funding opportunities
- Filter results by **title, Sponsor, deadline, or funding amount.**



The screenshot displays a web interface for keyword search. At the top, there are tabs for 'Explorer' and 'Searcher', and buttons for 'Save Selections and Continue', 'Exit', and 'Help'. Below the tabs, a search input field contains the text 'Higher Education'. To the right of the input field are buttons for 'Reset list' and 'Show subset'. A red arrow points from the 'Higher Education' text in the input field to the 'Choose keywords' section. The 'Choose keywords' section has a 'Select All' button above it, with another red arrow pointing to it. Below the 'Choose keywords' section is a list with one item: 'Higher Education' with a checked checkbox. To the right of this list is a 'Selected keywords' section, which contains the text 'Higher Education'. A 'Clear All' button is located to the right of the 'Selected keywords' section.

Select Keywords

AND  OR   
[Help](#)

College Students (40)	Graduate Education (111)
Junior & Community Colleges (3)	Research Experiences for Undergraduates (279)
Lifelong Learning (19)	Alumni Engagement (8)
Continuing Professional Development (634)	

Exclude US Federal Opportunities   
 You have no additional filters active. [Click here to edit them.](#)

Results Found: 360

Reset Filters

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

<input type="checkbox"/>	SPIN ID	Opportunity Title	Sponsor Name	Sponsor Number	Deadline Date	Funding Amount	<input checked="" type="checkbox"/>	Bookmark
<input type="checkbox"/>	126394	ROSES 2024: Mentorship and Opportunities in STEM with Academic Institutions for Community Success (MOSAICS) Seed Funding	National Aeronautics & Space Administration	NNH24ZDA001N-MSF	<i>Continuous Submission</i>	4,000,000.00 USD	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	125763	Research Training Groups in the Mathematical Sciences	Directorate for Mathematical and Physical Sciences/NSF	24-570	11-Aug-2026	3,000,000.00 USD	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	134186	FY 2026 Community College Administrator Program	Bureau of Educational and Cultural Affairs/Department of State	DFOP0017811 <i>[Limited Submission]</i>	20-Apr-2026	550,000.00 USD	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	036311	Triological Society/American College of Surgeons Clinical Scientist Development Awards	Triological Society		15-May-2026	400,000.00 USD	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	078934	Postdoctoral Fellowship Grant	New Jersey Commission on Spinal Cord Research		01-May-2026	240,000.00 USD	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	134334	FY 2026 American Film Showcase	Bureau of Educational and Cultural Affairs/Department of State	DFOP0017868 <i>[Limited Submission]</i>	01-Jun-2026	1,540,000.00 USD	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	130370	Neurology Postgraduate Scholarship	Neurological Foundation of New Zealand		18-Mar-2026	174,000.00 USD	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	059770	Berman/Topper HD Career Development Fellowship	Huntington's Disease Society of America, Inc.		20-Mar-2026	300,000.00 USD	<input type="checkbox"/>	<input type="checkbox"/>

## Advanced Search

Advanced Search uses a query builder that allows Boolean operators (AND / OR) and multiple criteria. This search mode typically produces fewer results but with higher relevance.

1. Click **Add New** to add criteria
2. Select additional search parameters/criteria from the pull-down menu
3. Click **Locate Funding**

Add New 

Locate Funding 

Full Program	Contains	"Communication Disorders"	X
Eligibility	Contains	Student	X
Sponsor	Equal To	Foundation for the National Institutes of Health	X

Exclude US Federal Opportunities   
 You have no additional filters active. [Click here to edit them.](#)

If satisfied with the query results, click **Save** to retain the search, name the search, and set how to receive SMARTS alerts.

## Bookmarking Funding Opportunities

Bookmarking allows users to track funding opportunities of interest. Bookmarks can be organized into groups based on names that you create. You can bookmark opportunities in one of two ways:

### Method 1

Click the plus (+) icon in the Bookmark column on the results list.

You have no additional filters active. [Click here to edit them.](#)

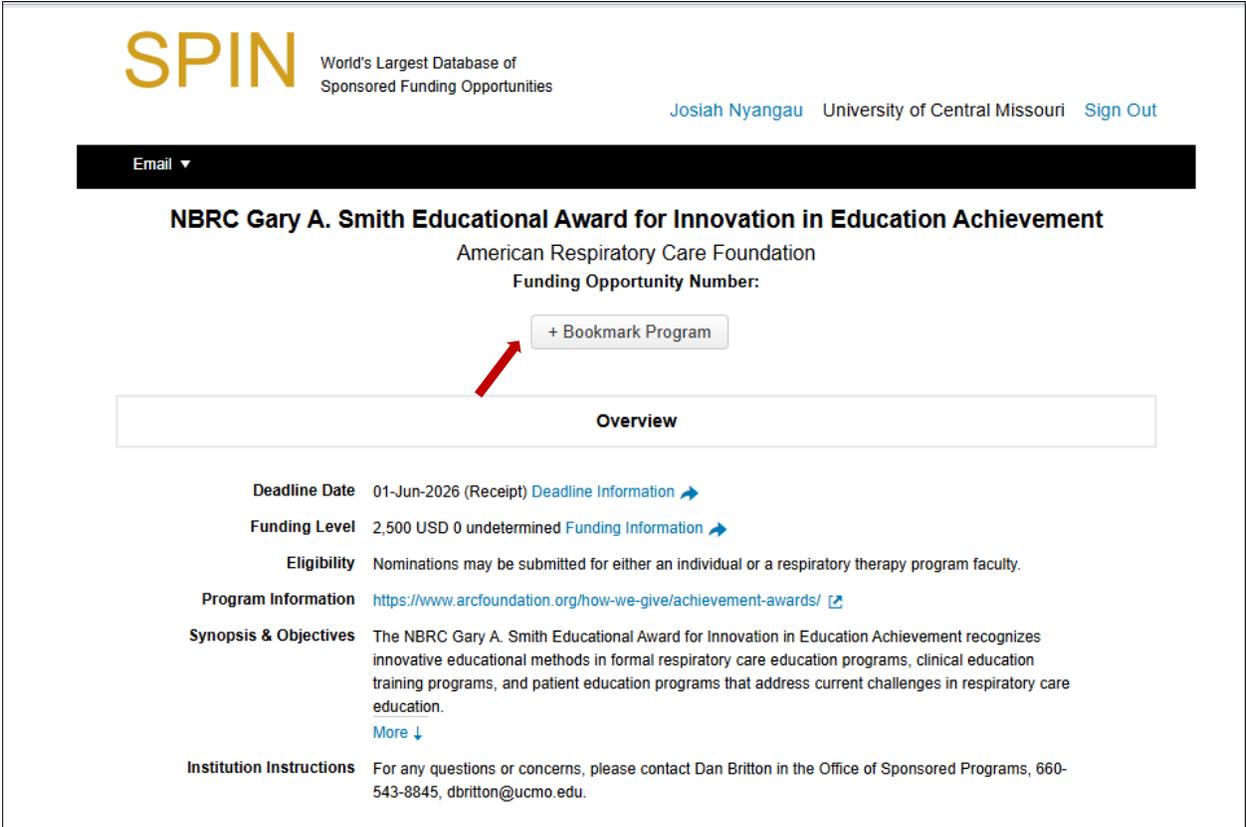
Results Found: 3108 Reset Filters

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

<input type="checkbox"/>	SPIN ID	Opportunity Title	Sponsor Name	Sponsor Number	Deadline Date	Funding Amount	Bookmark
	116585	NBRC Gary A. Smith Educational Award for Innovation in Education Achievement	American Respiratory Care Foundation		01-Jun-2026	2,500.00 USD	 <input type="checkbox"/>
	125397	Educational Grant	Medline		Continuous Submission	Not Specified	 <input type="checkbox"/>
	109157	Children and Young People's Arts Residency	Arts Council of Ireland		02-Apr-2026	23,000.00 USD	 <input type="checkbox"/>
	132012	ONR Office Of Naval Research (ONR) Science, Technology, Engineering, and Mathematics(STEM) Education and Workforce Program	Office of Naval Research/Department of Defense	N0001425SF006	Continuous Submission	Not Specified	 <input type="checkbox"/>
	088857	Distinguished Contribution to Psychological Education Award	Australian Psychological Society		30-Jun-2026	Not Specified	 <input type="checkbox"/>

## Method 2

2. After clicking a specific funding opportunity to view it, click **Bookmark Program**.



The screenshot shows the SPIN website interface. At the top left is the SPIN logo with the tagline 'World's Largest Database of Sponsored Funding Opportunities'. On the top right, the user 'Josiah Nyangau' is logged in, with 'University of Central Missouri' and a 'Sign Out' link. Below the navigation bar is a search bar with 'Email' selected. The main heading is 'NBRC Gary A. Smith Educational Award for Innovation in Education Achievement' by the 'American Respiratory Care Foundation'. The 'Funding Opportunity Number:' is followed by a '+ Bookmark Program' button, which is highlighted by a red arrow. Below this is an 'Overview' section with details:

- Deadline Date:** 01-Jun-2026 (Receipt) [Deadline Information](#)
- Funding Level:** 2,500 USD 0 undetermined [Funding Information](#)
- Eligibility:** Nominations may be submitted for either an individual or a respiratory therapy program faculty.
- Program Information:** <https://www.arcfoundation.org/how-we-give/achievement-awards/>
- Synopsis & Objectives:** The NBRC Gary A. Smith Educational Award for Innovation in Education Achievement recognizes innovative educational methods in formal respiratory care education programs, clinical education training programs, and patient education programs that address current challenges in respiratory care education. [More](#)
- Institution Instructions:** For any questions or concerns, please contact Dan Britton in the Office of Sponsored Programs, 660-543-8845, [dbritton@ucmo.edu](mailto:dbritton@ucmo.edu).

Users can access previously bookmarked opportunities using the Bookmarks menu. To manage your bookmarks, click the **Bookmarks** dropdown menu.

Options include:

- Viewing bookmarked opportunities
- Sharing bookmarks
- Deleting bookmarks.

### SPIN Quick Search Options

The bottom section of the Search Menu includes a few preconfigured searches:

- **New/Modified Opportunities** – Recently added or updated programs
- **Impending Deadlines** – Opportunities with approaching deadlines
- **Limited Submission Programs** – Opportunities where scholars are applying not as individuals, but rather as representatives of the institution
- **Federal Contract Opportunities** – Access to federal funding opportunities

**Important Note**

Once you identify a potential funding opportunity, please contact the Office of Sponsored Programs and Research Integrity at [osp@ucmo.edu](mailto:osp@ucmo.edu) for assistance with proposal development and submission.

Alternatively, you may also complete the Smartsheet form below to notify OSPRI of your intent to submit a proposal:

<https://app.smartsheet.com/b/form/9bf26cd2ec624a77b28dc728b078e5be>

For general SPIN support, profile registration assistance, or password resets, please contact Dan Britton at [dbritton@ucmo.edu](mailto:dbritton@ucmo.edu)