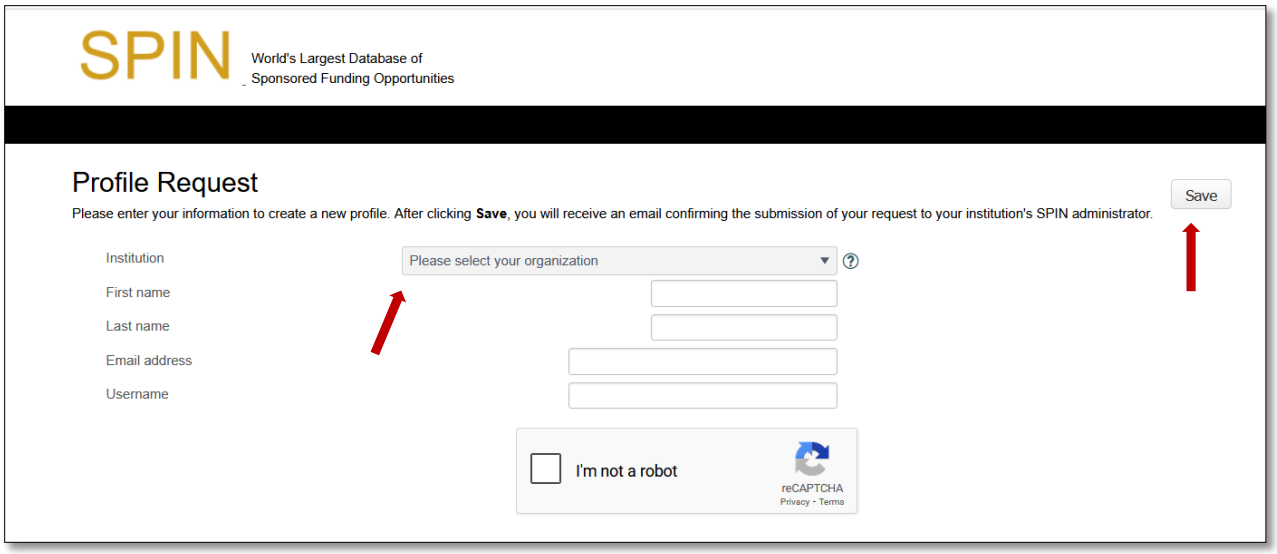
SPIN Quick User Guide

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.



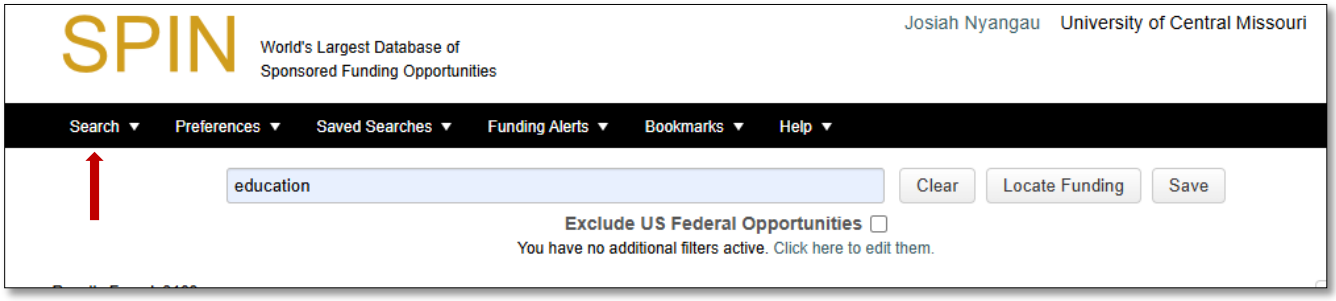
A registration request will be submitted to a UCM SPIN administrator for verification. Once approved, you will receive a notification email with a link to create your password (you may ignore the field for “current password”). You will then be able to log into SPIN.

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.



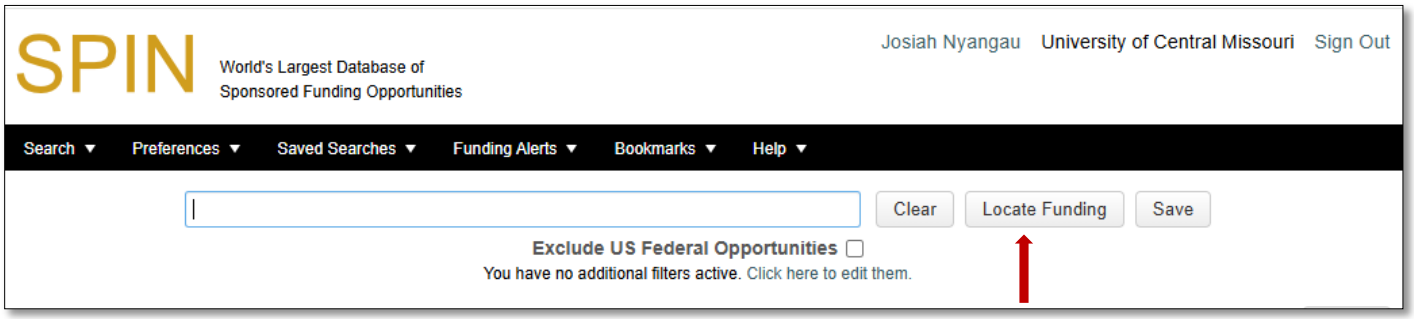
Text Search

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

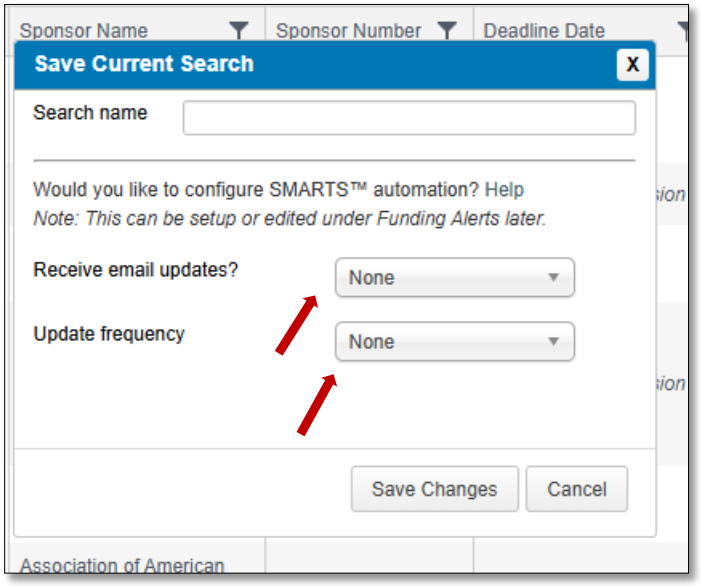
Click **Locate Funding** to run search



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**



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)

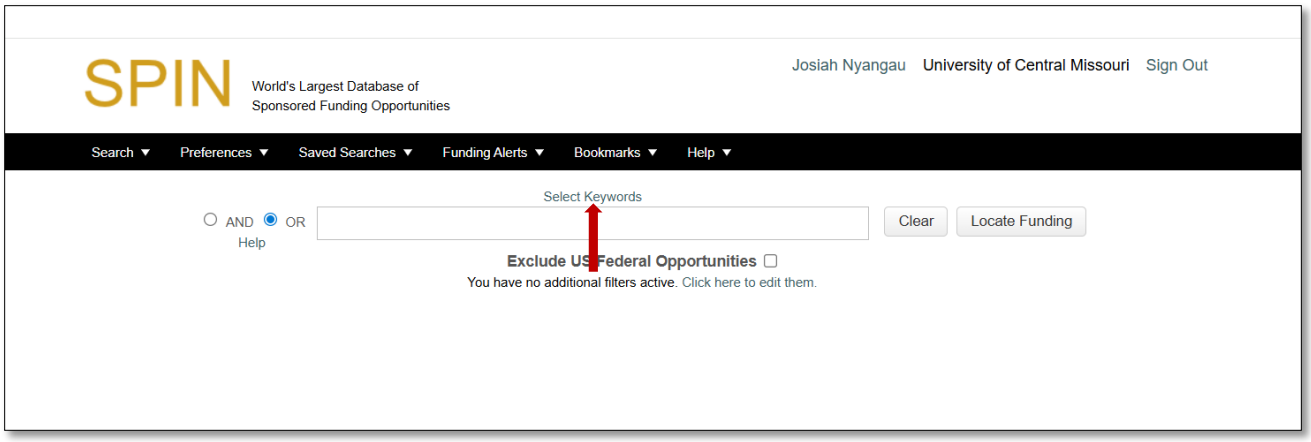
Click **Save Changes** to save your search parameters.

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:

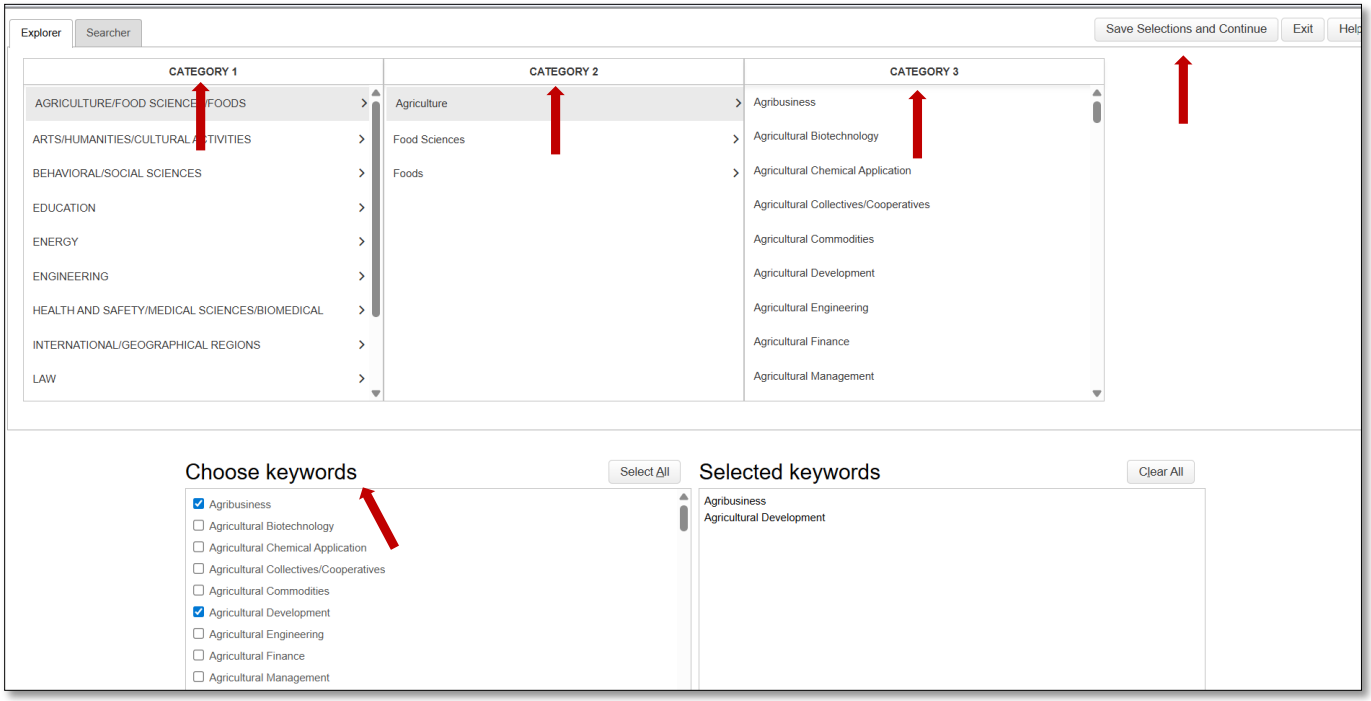


Click **Select Keywords** link to open the SPIN keyword explorer. There are two ways to choose keywords: Hierarchical Keyword Selection and Keyword Text Search

<u>Hierarchical Keyword Selection</u>

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**



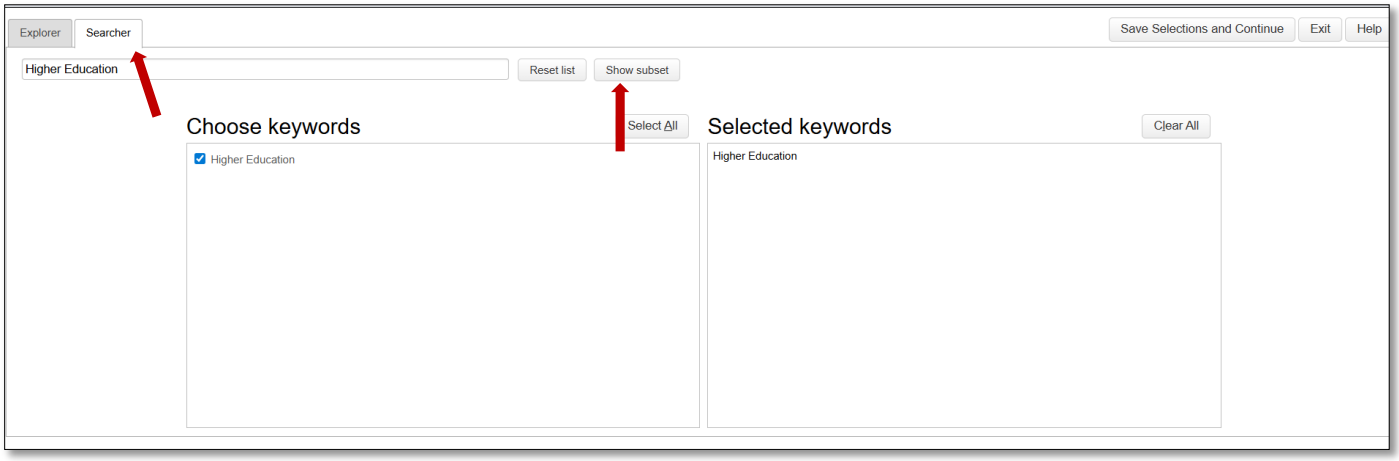
Keyword Text Search

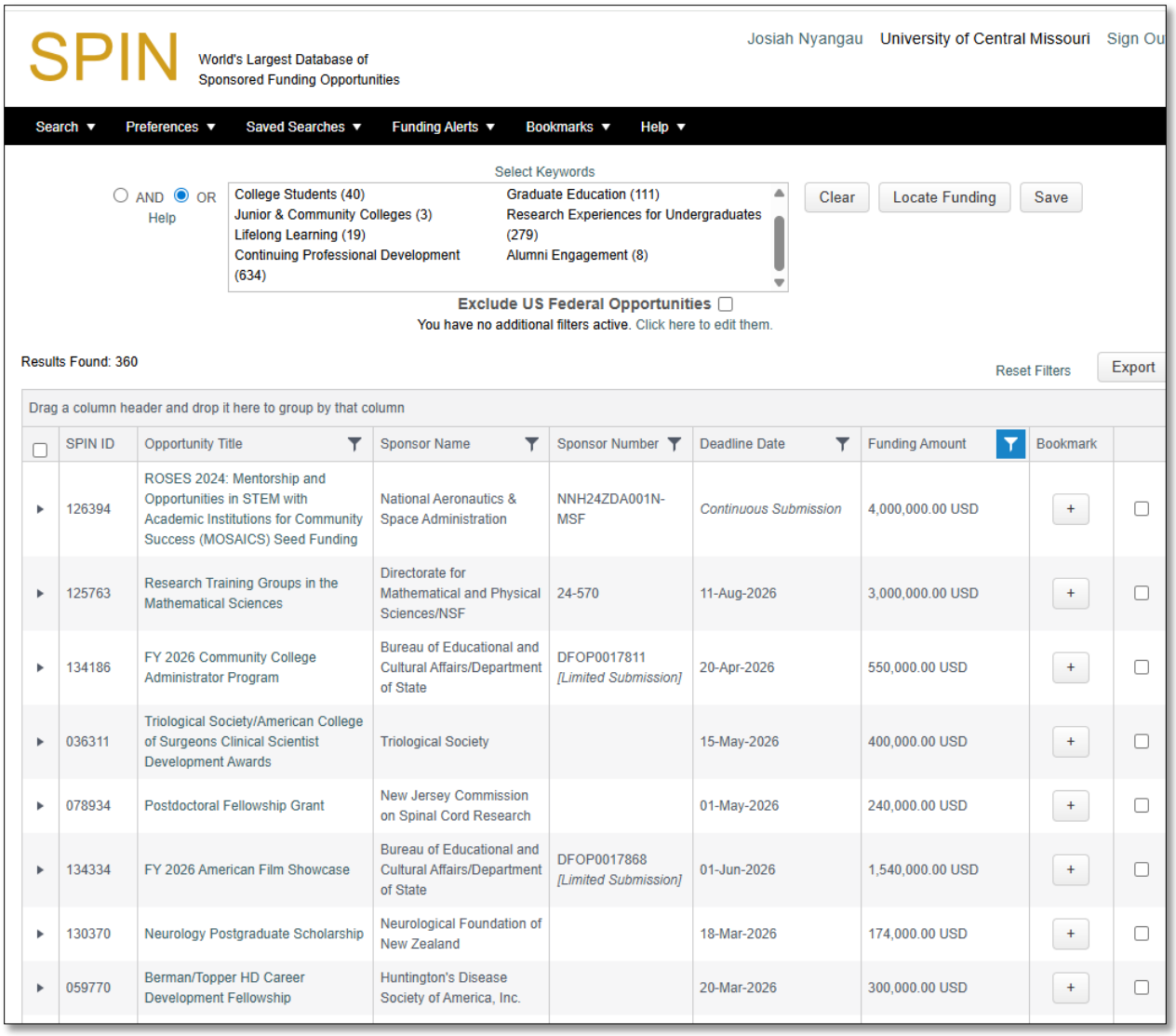
You may also search keywords by entering terms directly in the text entry box.

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**.

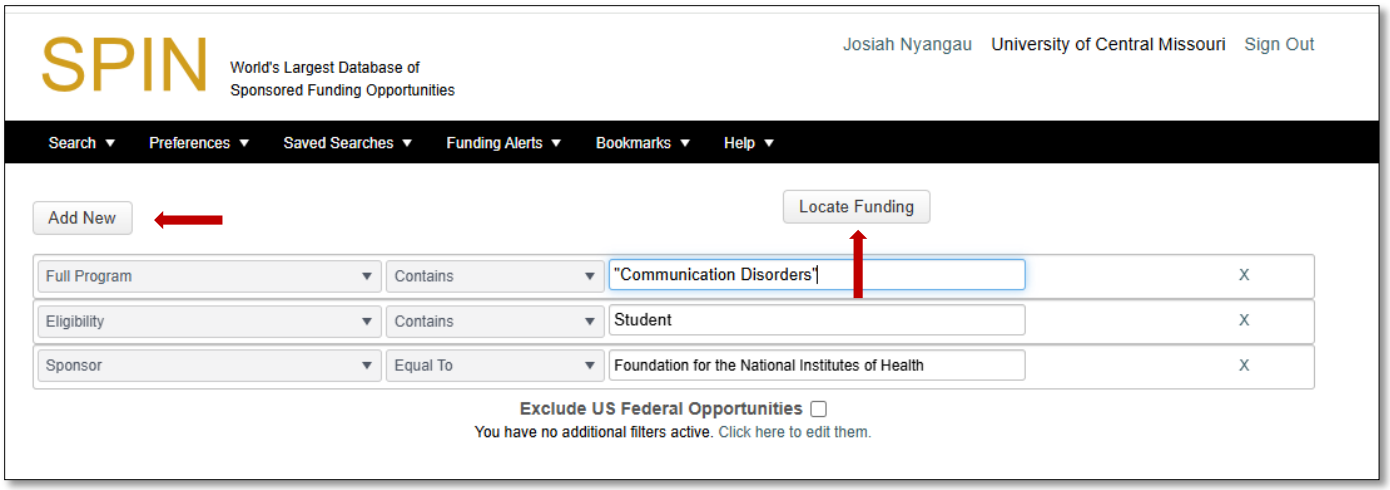




Advanced Search

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**



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.

Method 2

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

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 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