

# Instruction for InfoEd SPIN

During Fall 2014, University of North Carolina General Administration (UNC-GA) transitioned our funding opportunity database from COS Pivot to InfoEd SPIN. SPIN is the largest, fastest, and most up-to-date database of funding opportunities in the world and it contains funding opportunities from government/public sources, private foundations, and corporations across all disciplines.

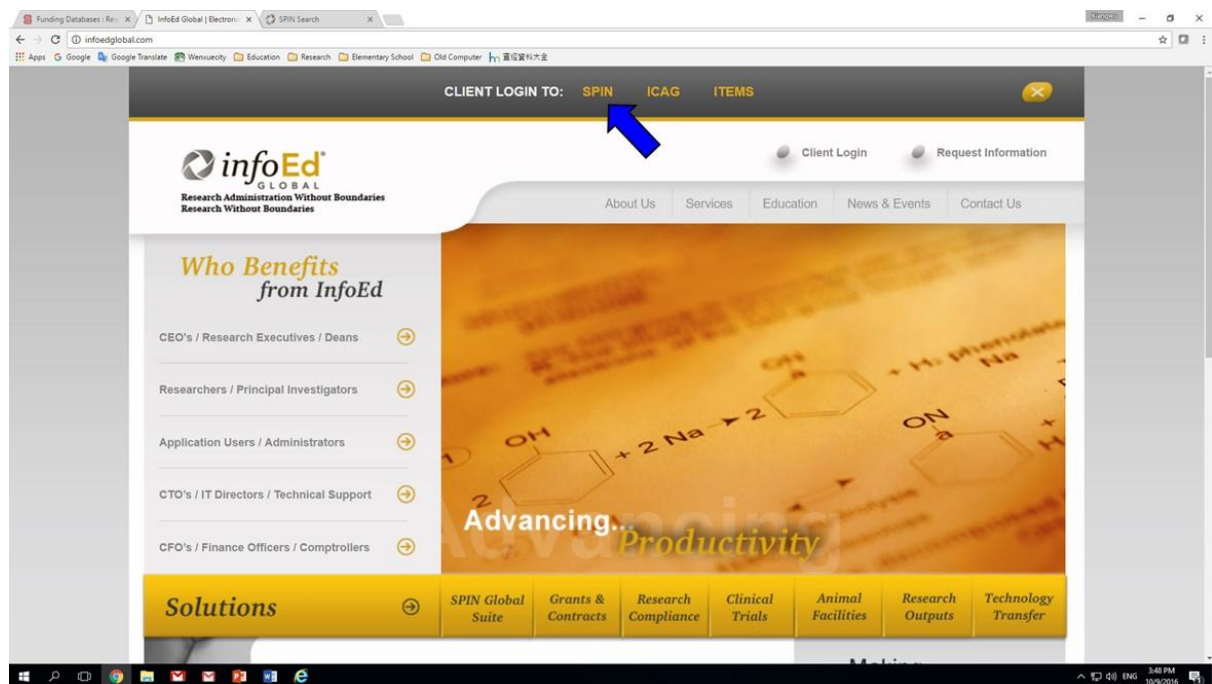
SPIN allows you to search for funding opportunities in three ways — Basic Keyword Search, InfoEd Keyword Search (based on keywords that SPIN has identified for each grant), and Advanced Search. The Advanced Search allows you to search for grants based on many specific criteria. Some of the other features included in SPIN include:

- Filters that can limit your results based on certain criteria (e.g. only new opportunities)
- Filter and sort your results list
- Export search results to MS Word or Excel
- Save searches and set up email alerts based on your specific search criteria
- Bookmark and save opportunities for later
- Share opportunities via email

The following is the step-by-step instruction on how to create your user registration, setup filters, conduct searches, and create customized funding alerts.

## Step 1 - Create Your User Registration

- Go to InfoEdGlobal.com
- In the top banner next to “CLIENT LOGIN TO:”, click on the “SPIN” link



- In the upper right hand corner, click on “Sign In”
- Towards the bottom center, click on “Need to create a new profile?”
- On the Create Profile page enter:
  - First Name
  - Last Name
  - Department
  - Email address
- Click Save in the upper right hand corner.
- You will receive a confirmation email of your request, and from there you will be able to create a password and log in. It may take up to 24 hours for you to receive this confirmation email.

## Step 2 – Setup Filters in SPIN

It is best to set up search filters prior to running SPIN search. As soon as you enter SPIN, the middle of the page will say “You have no filters active. Click here to edit them.” There are options for Category Filters where you can restrict your results to a certain Applicant Location, Applicant Type, Project Type, Project Location, and Citizen Status. There are also other options such as restricting your results to newly created programs or whether you’d like to include synonyms for your search terms. *All of these filters will remain active until you change them.*

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

Your Name  
North Carolina State University  
[Sign Out](#)

Search ▾ Preferences ▾ Saved Searches ▾ Funding Alerts ▾ Bookmarks ▾ Help ▾

**Current Settings: Your Name** [Back to Previous Page](#) [Reset Filters](#)

**Category Filters** [Edit](#)

**Applicant Location:** Americas, Northern America, United States, North Carolina

**Applicant Type:** Organization Miscellaneous Academic, College or University, Individual Applicant, Junior Faculty, Administrative Staff, Historically Black College or University (HBCU), Non-Profit Organization, Higher Education, Professional Individual, Member, Faculty Member, Professional Organization, Professional Individual

**Project Type:**

**Project Location:**

**Citizenship:**

**Sponsor Types:**

Selecting an Applicant Location filters out opportunities that are limited to a specific state (e.g. NC State faculty may not want to see opportunities limited to individuals or organizations in another state.)

Selecting an Applicant Type filters opportunities to those that are available to particular individuals (e.g. Junior Faculty) or organizations (e.g. higher education institution).

It may not be desired to filter for all categories. Not selecting a search category results in searches not being filtered by these criteria

**Search Options** [Edit](#)

☐ Limit Search to Newly Created Programs (in days)

☐ Limit Search to Recently Updated Programs (in days)

US Federal Opportunities:

Limited Submission Opportunities:

Opportunities that have no documented future deadlines:

Select Currency Display \*: **United States Dollars**

**Export Data Options** [Edit](#)

Contact Name, Contact Telephone, Contact Email, Sponsor Website, Program URL, Deadline Dates (ALL), Synopsis

Selecting search options to restrict your results to newly created programs or recently updated programs.

**infoEd** GLOBAL

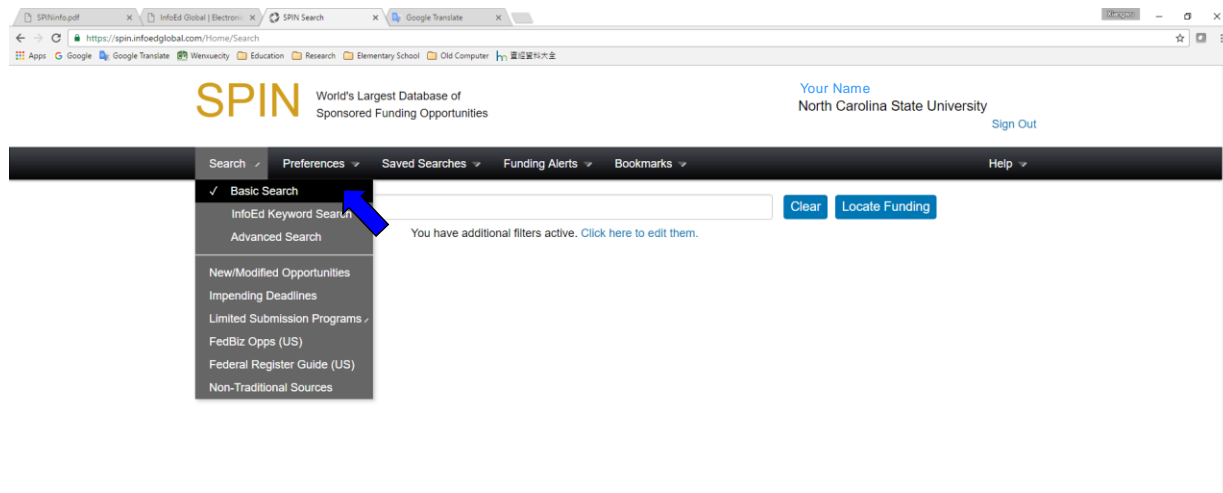
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Research Administration Digest

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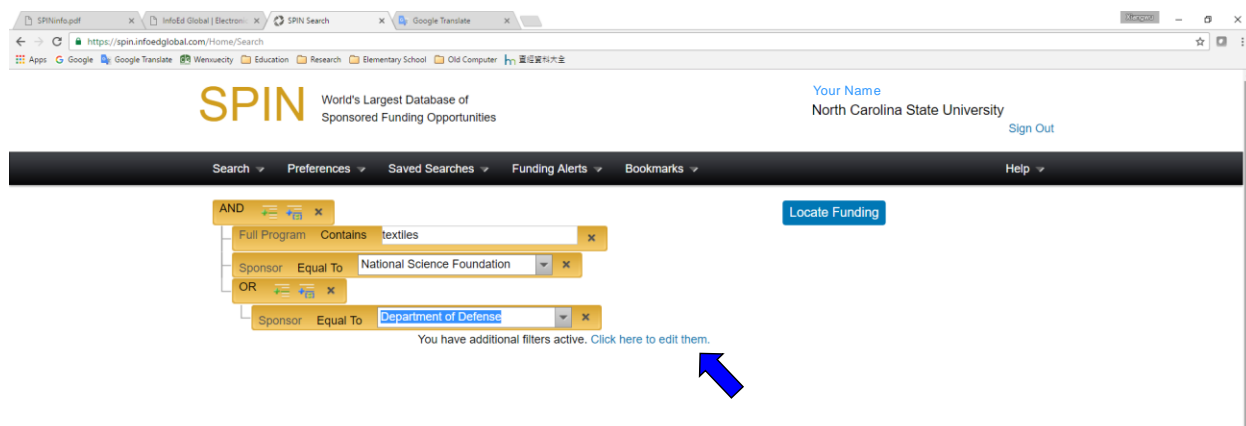
### Step 3 – Conduct Searches in Spin

SPIN allows you to conduct Basic keyword search, InfoEd keyword search, and Advanced Search.



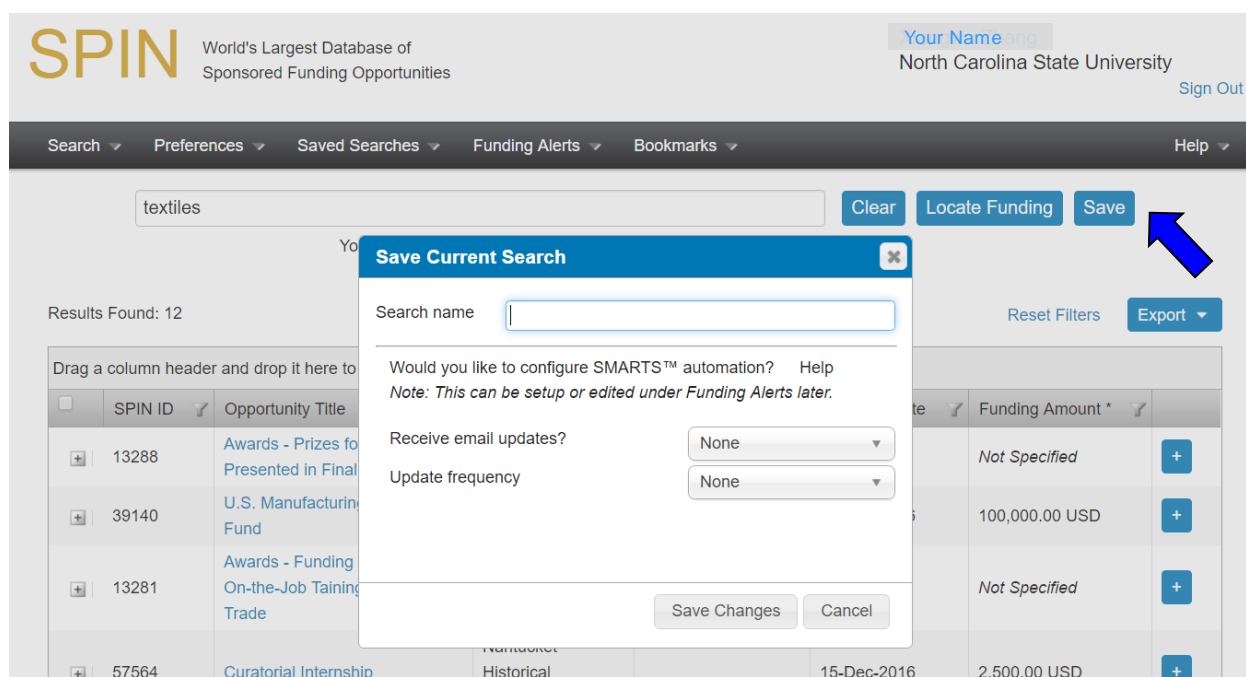
- SPIN Basic Search is the simplest search option. Type in your search terms and SPIN will return all relevant results, restricted to any preferences you may have set in your filters. There are options you can use to broaden your search such as adding and “or” between terms. Adding \* to the end of a word or partial word will return results for anything that begins with that string (e.g. “behavior” will only return that exact word, but “behavior\*” will also return results that contain the word “behavioral” and “behaviors”).
- The InfoEd Keyword search provides a list of keywords identified by SPIN as being relevant to each article. These keywords are listed by category and subcategory in order to make it easier to choose the most relevant keywords. Multiple keywords are allowable, as is the use of “or”.
- The Advanced Search is the most robust option, allowing you the most customization for your search. There is a drop down menu full of search criteria such as Deadline, Eligibility, and Funding Agency.

All new searches will automatically apply your previously set up filters. If you would like to change the filters for a particular search, the option is always available on the screen.



## Step 4 – Save Your Searches and Create Your Customized Funding Alerts

To save any search, just click “Save” at the top right of the search results page. You can give the search a name, and specify whether you would like to receive email updates (i.e., funding alerts) and, if so, how often (daily or weekly). The next time you call up this search, SPIN will run a new search based on your specified criteria and filters. To access your saved searches, just click “Saved Searches” on the toolbar at the top of the page. If you subscribe to Funding Alert emails, you will receive an email whenever a new opportunity is posted that matches your search criteria. Click on “Funding Alerts” in order to update your email subscriptions.



The screenshot shows the SPIN website interface. At the top, the SPIN logo is displayed next to the text "World's Largest Database of Sponsored Funding Opportunities". On the right, the user is logged in as "Your Name" from "North Carolina State University", with a "Sign Out" link. A navigation bar contains links for Search, Preferences, Saved Searches, Funding Alerts, Bookmarks, and Help. The search results page shows a search for "textiles" with 12 results found. A "Save Current Search" dialog box is open, prompting the user to enter a search name, choose whether to receive email updates, and select an update frequency. A blue arrow points to the "Save" button in the top right of the search results area.

SPIN World's Largest Database of Sponsored Funding Opportunities

Your Name North Carolina State University Sign Out

Search Preferences Saved Searches Funding Alerts Bookmarks Help

textiles Clear Locate Funding Save

Results Found: 12

Drag a column header and drop it here to

	SPIN ID	Opportunity Title	Funding Amount *
+	13288	Awards - Prizes for	Not Specified
+	39140	U.S. Manufacturing Fund	100,000.00 USD
+	13281	Awards - Funding On-the-Job Training Trade	Not Specified
+	57564	Curatorial Internship	2,500.00 USD

Save Current Search

Search name

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

Receive email updates? None

Update frequency None

Save Changes Cancel