Thank you for your interest in InfoEd’s SPIN Global Suite. SPIN Global Suite is the single solution for Researchers and Principal Investigators who desire to spend less time doing the arduous and labor-intensive steps of searching, but still be presented with ideally-suited and perfectly matched funding opportunities.

The SPIN Global Suite is comprised of two powerful InfoEd Solutions:

- **SPIN**, the World’s Largest Database of Funding Opportunities
- **GENIUS**, the Complete InfoEd Expertise Management Solution
- **SMARTS**, the third member of the Power Trio, logically draws upon SPIN and GENIUS to deliver to you highly-targeted funding opportunities that exactly match your defining criteria, expertise, and research focus.

In order to establish a GENIUS profile which will enable you to access the power of the SPIN Global Suite, just point your browser to the InfoEd Global home page (http://infoedglobal.com/) and click on GENIUS at either the top or bottom of the page.

Then click on the Create a New Profile hyperlink.

Select your institution:
Follow the instructions on the New Profile Registration Page (be sure to select a department):

Welcome to SMARTS/GENIUS

New Profile Registration

Your Institution: University of Richmond

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

  First Name:   Last Name:  

- Select Your Department

  Main Site—University of Richmond—Accounting  
  Main Site—University of Richmond—Americas Studies  
  Main Site—University of Richmond—Art and Art History  
  Main Site—University of Richmond—Biology  
  Main Site—University of Richmond—Chemistry  
  Main Site—University of Richmond—Classical Studies  
  Main Site—University of Richmond—Continuing Studies  
  Main Site—University of Richmond—Economics  
  Main Site—University of Richmond—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:  

Submit  Return

This will bring you to the profile summary page:

Welcome to SMARTS/GENIUS

Profile Summary Page

Congratulations, your profile has been created. Your registration needs to be validated by your GENIUS administrator before use. This may take up to one work day. If you need to contact the GENIUS administrator, please e-mail: dmcall@richmond.edu

This profile summary page displays each of the major profile information categories that can be maintained. You may review your entire profile by going to the Full Profile View

Willis, Keith  
University of Richmond  

Account Status: Unvalidated Profile

<table>
<thead>
<tr>
<th>Required for GENIUS &amp; SMARTS</th>
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<td>Applicant Types</td>
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Click on the General hyperlink, and scroll down to the bottom of the page. This is the section which allows you to select whether or not you wish to receive SMARTS emails listing funding opportunities in your field(s) of interest. If so, leave the SMARTS output set to yes, and then make the other choices based on your preference.

Let us review the first eight fields above in greater detail.

- **General**: Here you will want to provide your basic information which is requested. This is also where you set the parameters regarding your SMARTS daily e-mail alerts.

- **Keywords**: The Keywords link is where you will select all keywords which would fall in your area(s) of research interest. To the left will be blue hyperlink keywords which are the main categories (i.e: Agriculture, Education, Energy, etc.), by clicking on the blue hyperlink you will populate the keyword box to the left with all subtopic keywords associated with the main topic. If you would like to include all the subtopic keywords in your search criteria, you may place a check in the box next to the main keyword. If you are looking to select multiple subtopic keywords, this is achieved by holding down the control key on your keyboard while making your selections. You may also mix and match subtopic keywords from various main topics in your selection process if you choose. Please note that choosing Exact Matches will narrow your results returned and choosing Hierarchical Matches will broaden your results. A list of all keywords may be obtained from the Help section of the main SMARTS/GENIUS page for your reference.

- **Applicant Type**: You will want to choose all fields which apply to you in the Applicant Type area.

- **Award Types**: Here you will want to choose all funding mechanisms which you are interested in. You may choose to not check any of the options and if so, all will be used in your SMARTS matching which will increase the number of opportunities received on a daily basis.

- **Geographical Restrictions**: When you click into this field the first thing you will notice is that ‘No Restrictions’ is already checked – this is a default setting and it is important for it to remain checked. You should proceed to check your geographic region as well as your state.

- **Sponsor Types**: Within this field you will want to select all sponsor types from which you will accept funding. If you make no selections, all categories will be used in your SMARTS matching. This will increase the number of opportunities you will receive in your SMARTS mail.

- **Locations Tenable**: Choose all countries/regions in which you would be interested in carrying out your project. If you make no selections, all categories will be used in your SMARTS matching. This will increase the number of opportunities you will receive in your SMARTS mail.

- **Position**: Please select all positions (roles) which properly represent you.

Once you have populated the fields outlined above for the purpose of receiving SMARTS e-mail alerts, you may opt to continue on and populate the GENIUS Categories if you so choose. The
GENIUS Categories will allow you to build a more comprehensive profile. The primary purpose of completing the GENIUS portion is so individuals at other participating institutions may browse your profile and contact you if they have similar research interests.

SMARTS output/"hits" will be e-mailed to you as SPIN matches are found on a daily basis. Select "Yes" to receive your hits ("No" will discontinue this e-mail service).
- Yes
- No

If you answered "Yes" above to receive SMARTS output, do you want to receive all of your daily "hits" in
- a single e-mail message; or would you like
- one "hit" per e-mail?

If you answered "Yes" above to receive SMARTS output, do you want to receive "hits" only from sponsors within the U.S.? 
- Yes
- No

In what format would you like your SMARTS output? (See Help for details.)
- Full Program
- Summary

Save Changes and then click on the Return button. Next click on the Keywords hyperlink, and select keywords from the Thesaurus that match your field(s) of interest. (NOTE: checking the boxes next to the Major categories such as Agricultural, Education, Energy etc. will return SMARTS hits for programs containing all keywords listed under that Major category heading).
Once you have completed populating the fields required to build out your SMARTS/GENIUS profile, your institution’s SPINPlus Administrator will receive an e-mail notifying them that your profile has been completed. They will then validate your newly created profile and you will be ready to begin receiving your daily SMARTS mail, alerting you of relevant funding opportunities.

Thank you for using SPIN/SMARTS/GENIUS. Good luck with your funding search.

Regards,