Trinity College
Grants Office

SPIN Database Training Guide

What is SPIN?

The Grants Office at Trinity College maintains a membership for faculty and staff to access the InfoEd SPIN database. SPIN is an online directory that helps you to find relevant funding opportunities for all types of research. Funders consist of the federal government (NSF, NIH, etc.), public and private foundations, and commercial entities (such as corporate foundations) across the world. There are upwards of 40,000 grant opportunities within the database at any single time.

With SPIN you can create a profile, and save tailored searches based on your needs which can be sent to you daily, weekly or monthly for convenience. Setting up SPIN searches is a great way to <u>passively</u> receive notifications about funding opportunities for your projects.

How to access SPIN

If you need to do a quick search on the fly, you can access SPIN anonymously if the device you are using falls within the IP ranges for the Trinity campus. However, we highly recommend you create a profile so you can access and create customized searches.

How to create a profile as an Investigator

- Go to https://spin.infoedglobal.com/Home/SOLRSearch
- Click on SPIN link
- If on campus, click on the Sign In link at top of the page (off campus will place you directly at the Sign In page)
- Select Need to Create a New Profile at the bottom of the page
- Populate and click Save
- The Grants Office SPIN Admin will now receive an e-mail and will either Approve or Disapprove the profile request
- If approved, the Investigator will receive an e-mail with a link to set their unique password

• Once completed Investigator will be able to sign in and access functionality such as Saving Searches and activating SMARTS notifications

How to find funding opportunities

There are 3 search modes available to users:

- Text Search
- Keyword Search
- Advanced Search

Text Search

Text Search will permit an Investigator to conduct searches by typing words into the search engine and return those grant opportunities that contain the word or words searched upon if they should appear within the text of the grant.


Important to note that:

- The Text Search mode searches all text within the grants contained in SPIN. You can select the "OR" radio button to search each word individually so that at least one of the words searched will appear in the opportunity.
- You can have a specific string of words searched, such as Red Blood Cells. In order to do so, put double quotation marks around the terms. For example, your search would read "red blood cells".
- If you would like to omit a word, or a string of words, put a minus sign/hyphen (-) before the word or words. If there is a string of words, use the double quotation marks also. For example, -"red blood cells" or -blood.

Keyword Search

This mode allows a user to browse through a pre-determined list of terms which are presented in three categories: main topic, sub-topic, and then specific keyword. Once the desired

keyword(s) are selected, SPIN will look at each grant and if the grant is assigned one or more of the same keywords, the grant will then be returned as a result of the search.
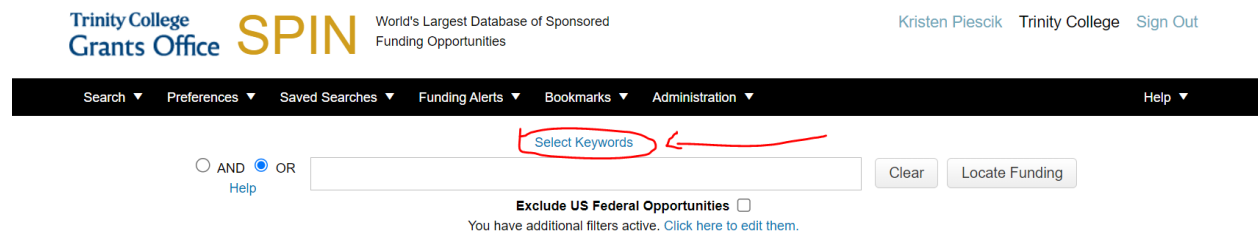
- Click "Select Keywords" or the Keyword Search under the Search dropdown in the navigation. A new window will appear.
- There are three categories or levels of keywords, each getting more specific. I recommend you select keywords from either Category 2 or Category 3, which will return the most relevant opportunities. Click through the categories moving over the keywords you want to search into the Selected Keywords box. When finished, click Save Selections and Continue button at the top to complete your search.
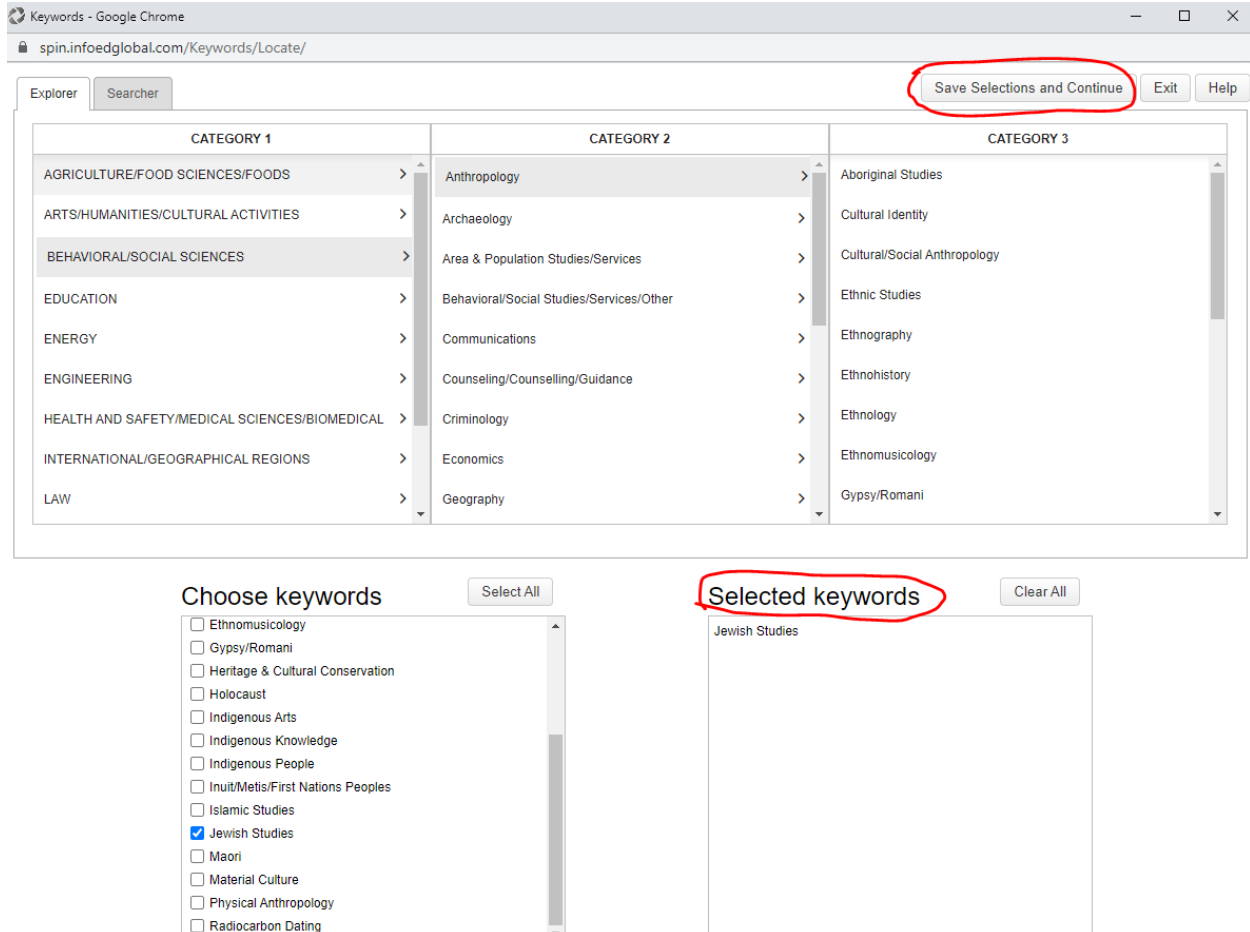
Advanced Search

The Advanced Search provides additional flexibility over the Text Search while searching the text of programs. In the Advanced Search users can move away from searching all text within the program and target specific areas of the RFP such as the Eligibility text or the Objectives text within the grant. Users also have the ability to add more fields to further customize their search beyond the Text Search mode.

You must access the Advanced Search via the Search dropdown on the navigation. It allows you more flexibility as to what keywords to include or omit based on the category of the RFP. For example, you can search Deadline dates, Sponsor name, etc.

Setting Filters within the Preference Tab

There are benefits to setting filters. If you set filters as an anonymous user they will apply to all the searches you conduct during your browser session but when you close your browser you

will lose the settings. If you are signed in when you configure your filters they will be retained in the manner you had them set when you concluded your session and will be reapplied the next time you sign into SPIN. Visiting the Preference tab will provide you access to these filter choices. Based upon your filter configurations you will 'filter' out grants that you would not be eligible to apply for. To learn more about setting these filters, please visit the Help section in SPIN and then view the Training videos.
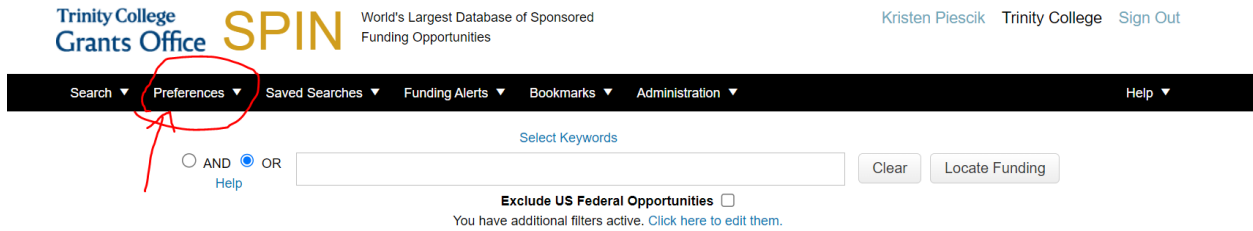
- Under Preferences, select the field you wish to apply a filter to. A new box will appear allowing you to search by keyword or filter through a list to pull over criteria.
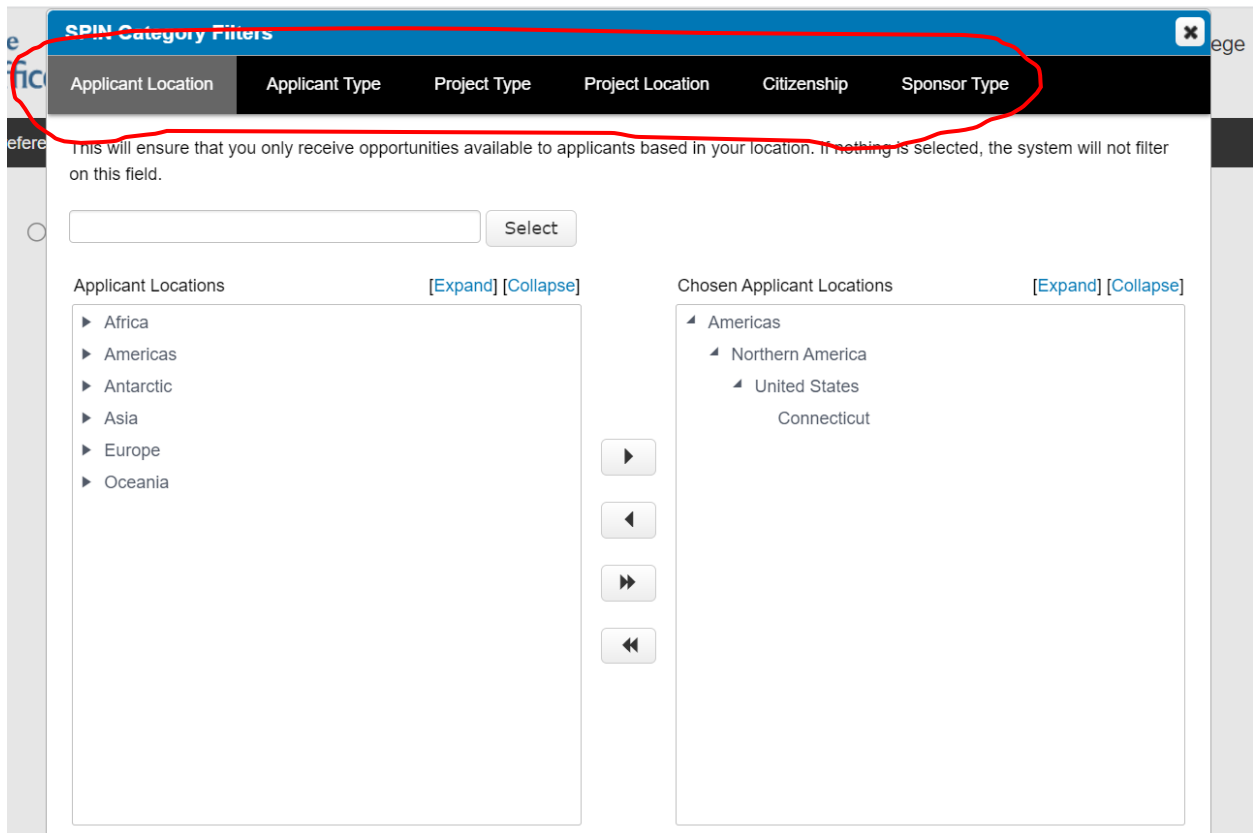
- Navigate through the various categories to select the filters you wish to apply. You do not have to apply filters to each category and you can be as broad or specific as you would like. For example, you can indicate that your Application Location is Connecticut but your Project Location could be the United States, or left blank.
- Exit out of the box to save your selected filters.

Saving Searches and Activating SMARTS Notifications

You must be signed in to have access to these features.

For users who would like to Save Searches and/or set up SMARTS notifications, you must create a search in the Text, Keyword, or Advanced search areas.

After you complete your search, on the results page, a Save button will appear.

A new window will appear where you can:
- Name this specific search
- If you would like to receive searches sent to you via email, you can select "HTML" from the list, then whether you'd like emails sent daily or weekly. (only new opportunities will be shared, so you will not get the same list more than once.) (see image below)

music   ✕ | Locate Funding | Save |

<p style="text-align:center">You have additional filters active. Click here to edit them.</p>

und: 36				Reset Filters	E:

drag and drop a column head

IN ID ▽	Opportunity Title			Funding Amount * ▽	Bookmark
608	Undergraduate Scholar Award			4,000.00 USD	+
753	Scientific Resear Projects			20,000.00 USD	+
761	ARL/MLA Diversity Inclusion Initiative			Not Specified	+
803	ACMP Grants - Chamber Music Workshops			Not Specified	+
013	Grants Program	Mockingbird Foundation	01-Aug-2015	5,000.00 USD	+

Save Current Search   ✕

Search name   music   ▼

User   ▼

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

Receive email updates? HTML ▼

Update frequency None ▼
  None
  Daily
  Weekly

| Save Changes | Cancel |

To access and edit saved searches

Access saved searches through the Saved Searches in the navigation. Click Manage Saved Searches where you can delete and modify each individual search as you wish.