

<b>Instructions for Using InfoEd's SPIN</b>	
1	Contact the Office of Sponsored Programs for username and password
2	Go to web site: <a href="http://www.infoed.org/spin_start.html">http://www.infoed.org/spin_start.html</a>
3	Click on "New SPIN" in upper left hand corner of screen
4	Enter the username and password. Do not change the options. Press "Login to SPIN Search" When "Welcome to Spin Search" screen comes up, note that there are options on this page for recent funding opportunities, the keyword thesaurus, building personalized queries, and advanced searching.
5	To run a simple keyword search: a.) Put one keyword under "Quick Search for" b.) If needed, change the words searched, # of results per screen that are returned, sort order c.) Hit "Search" key
6	Search will bring a list of results, with short descriptions for each. View more detail by either: 1.) check those that you want more information for and then hit "Build" button at bottom of last page of list. These concatenated results can be printed, or click on program number to view/print individual program information; or, 2.) click the program number for details on one program.  If you want to search using a different keyword, go back to the login screen and hit the LOGIN button again. (You'll note that username and password will have been saved.) This will make sure that your previous search is cleared.
7	To run an advanced search: a.) Click on the "Advanced Search" option at the bottom of the left hand side of the screen. b.) You have options here to use Boolean logic for multiple keywords. You can also refine your search by defining applicant and award types, citizenship, geographic restrictions, sponsor name, sponsor type, and deadline parameters.

### **GENIUS**

GENIUS is another product by InfoEd which was complimentary to us when we purchased SPIN. This is an expertise database, through which you can search for other professionals in your field, and add your own profile.

From original SPIN screen (after Login), click on "Genius." To search for others in your field, type in your particular area of expertise. To add your profile, click on that option on the right hand side of the screen. University of the Pacific has been added to the GENIUS database as a user institution.