Create new profile

Navigate to https://spin.infoedglobal.com
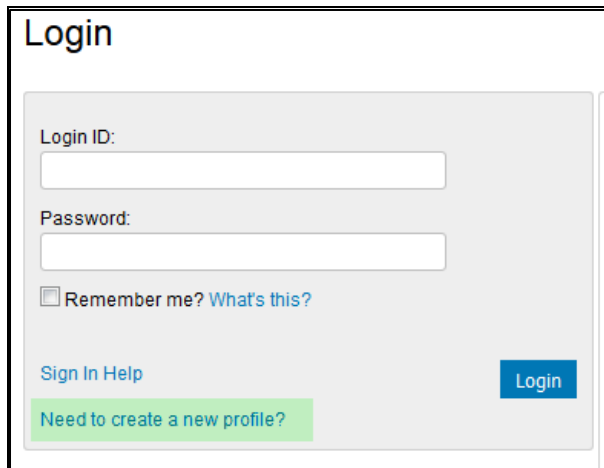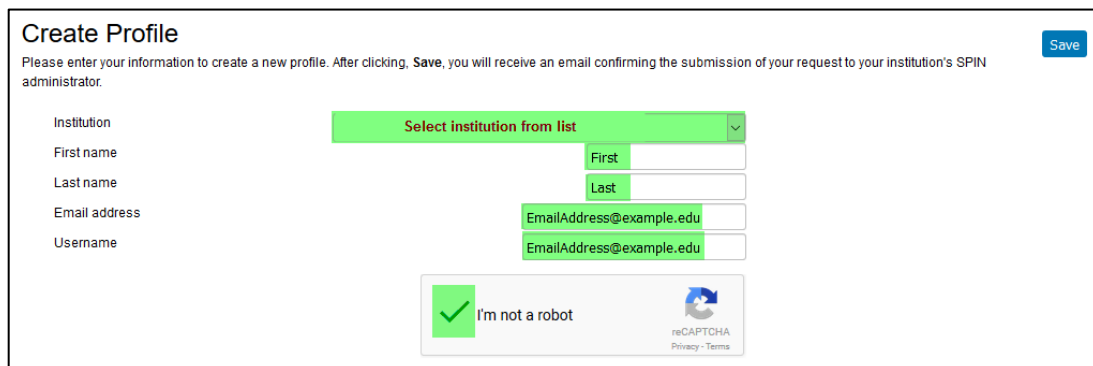
1. Click "Need to create a new profile?"
   (If connection is detected as being from an on-campus location, you may need to click "Sign In" on the preceding page)

2. Complete the highlighted fields
   Click Save

Please note new accounts must first be validated by the SPIN Administrator before use.

Create new profile (SPIN Administrators only)

1. Login
2. Navigate to Administration > Profile Management > Create Profile
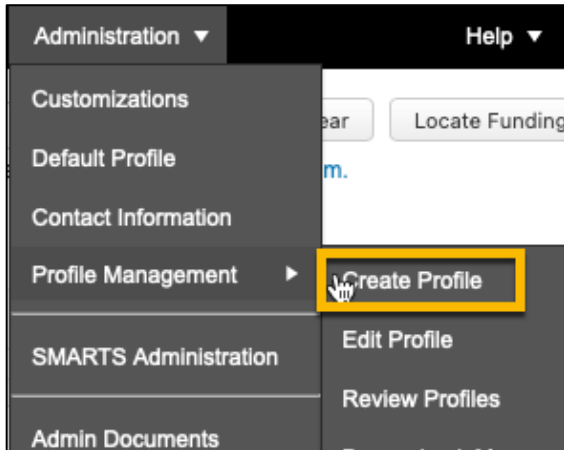
3. Complete the highlighted fields
   Click Save

4. The new user receives an email to setup their password.

   Administrators can use the new profile to store saved searches and setup SMART alerts immediately. The user will be able to login once they establish a password.

Category Filters and Search Options

Category Filters and Search Options are accessible via the Preferences menu

or via the "Click here to edit them" link on the Search page

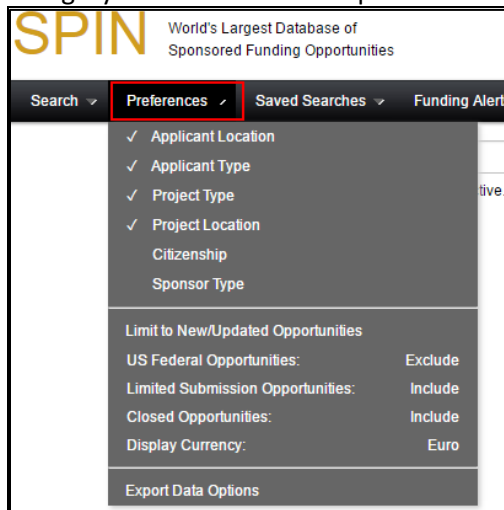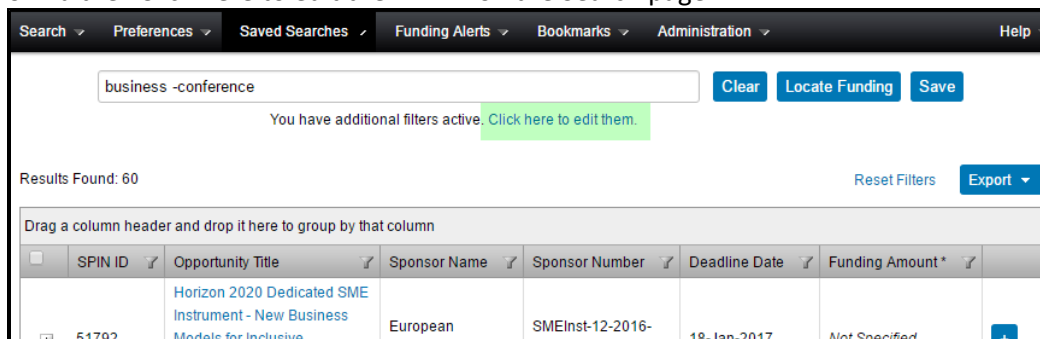## Category Filters

- Applicant Location – This will ensure that you only receive opportunities available to applicants based in your location.
- Applicant Type – Select any individual or organisation descriptors that apply.
- Project Type – Used to determine what types of projects the sponsor is looking to fund, or what type of work the sponsor is intending be done by successful applicants.
- Project Location – This is used to determine where the sponsor will allow the work to be carried out. You should select all locations that you are willing to travel to in carrying out an award.
- Citizenship – This is used to determine if the sponsor maintains specific citizenship status requirements for their opportunities.
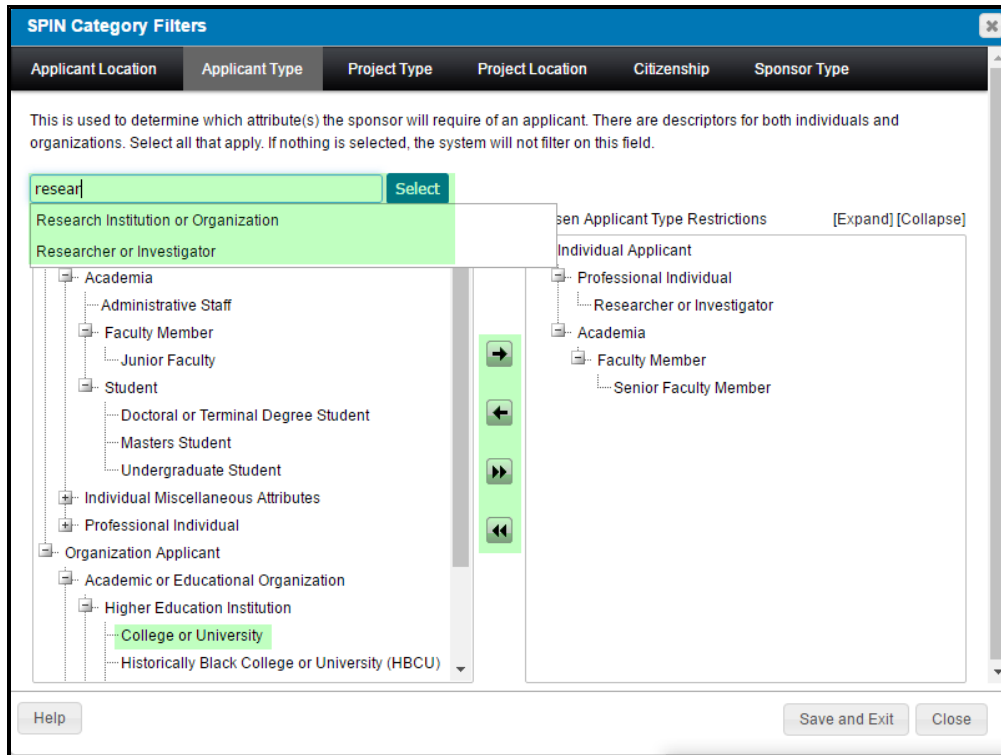
Notes

1. All Category Filters are optional. If no value is selected for a Category Filter, the system will not filter on this field i.e., all results are returned
2. Use the progressive text search box to locate particular category filters. Use the Select button after choosing the desired filter
3. Alternatively use the Arrows to move category filters to / from the chosen list
4. Save and Exit to return to your search
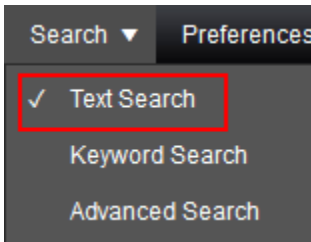
Search Options

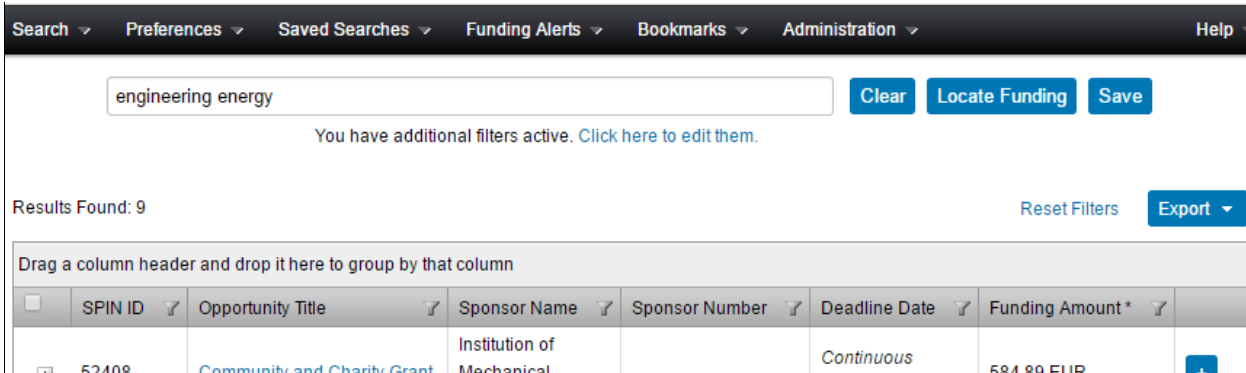Select and setup various search options to further refine your search results.
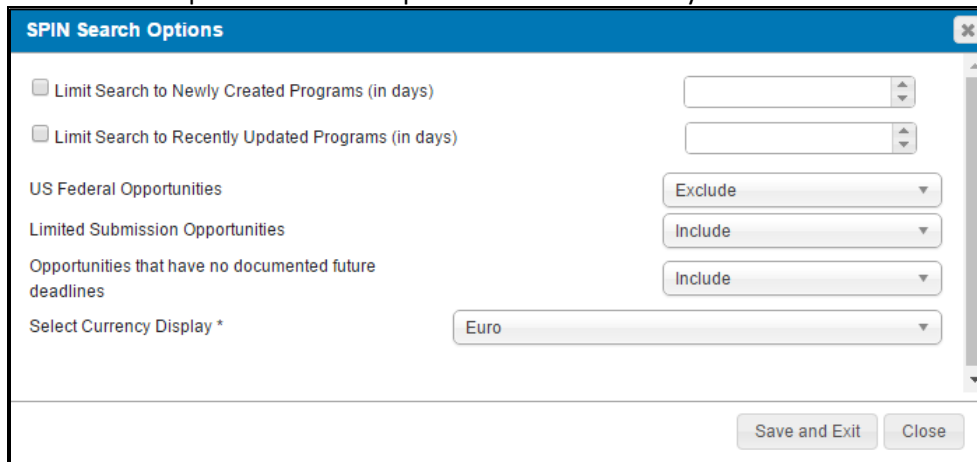
Save and Exit to return to your search.

Text Search

A Text Search is the most commonly used search in SPIN.

Search terms are matched against all data fields in the system.

The Text Search also has capabilities to build more complex searches. More information is available from the Help > Text Search Help menu item.

Example Input	Description
Scientific research	Searches for records containing **scientific** and **research**. Inflectional forms of **science** and **research** are included. **AND** is assumed in this example.
Scientific OR research	Searches for records containing either **scientific** or **research**. Inflectional forms of **science** and **research** are included. The **OR** must be specified.
"science research"	Wrapping terms in double quotes searches for records containing the phrase **science research**. Inflectional forms of **science** (**science**, **sciences**) are included such that results include **science research** and **sciences research**.
stem -cell	Inserting a minus symbol before a term searches for records containing **stem** and not **cell**.
lake*	Appending an asterisk to a term invokes a wildcard search: searches for records containing **lake** and any suffix (e.g. lakes, Lakeland, lakeview). Note that * cannot be the first character of a search.
b?ll	A question mark ? serves as a wildcard substitute for a single character. Searching for b?ll will return results for bell, ball, or bill.
b?ll "river basin" -columbia	Complex searches combining features can be used as in this example that will find results that include b?ll (bill, ball, bell…) AND the string **river basin** but will exclude opportunities containing the word **columbia**.

Keyword Search
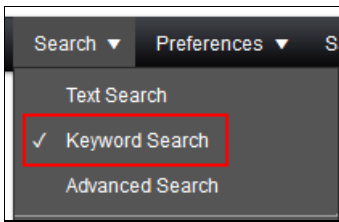
Click "Select Keywords" to select keywords to include in your search.

Use the keyword "Explorer" to browse Keyword categories and choose keywords.

Use the Keyword "Searcher" lookup box to type into and locate particular entries. Click "Show subset" and select the desired Keywords.

A keyword search matches keywords with those keywords attributed to a SPIN program.

Also, always ensure your Category Filters and Search Options have been configured appropriately.

Advanced Search
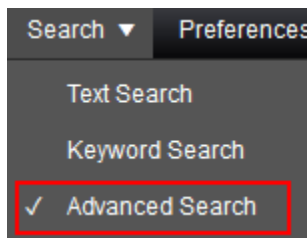
For more regular users of SPIN the Advanced Search offers capability to use Boolean logic and nested searches using specific SPIN data fields.

For example, the search below can be described as:

Show me all opportunities where
- the word 'engineering' is contained is any data field in the entire program
- the word 'fellowship' is contained in the Synopsis field
- the sponsor contact country is either Germany or U.S.A.

As always, please ensure your Category Filters and Search Options have been configured appropriately.

How to Save a Search & Setup Funding Email Alerts

Step 1: Go to https://spin.infoedglobal.com

Step 2: "Sign In" with Username and Password or using Federated Login to access personal features such as Saved Searches and Email Alerts. You might need to click the 'Sign In' link at the top right of the screen to get to the login screen.

Login

Sign in using SPIN™ credentials

Username

Password

☐ Remember me? What's this?

[Login]

Sign In Help

Need to create a new profile?

OR

Sign in using institutional credentials

InfoEd Global became an authorized service provider with the InCommon Federation to provide SPIN™ users with easier access. If your institution appears below or in the pick list, you may login using your institutional credentials. If your institution does not appear, contact your institutional SPIN™ administrator to inquire about InCommon federated access.

Select your organization from the list below:

Please select your organization ▼

[Login]   Help

Step 3: Enter search terms.
Click Locate Funding to execute search.
Ensure Category Filters and Search Options are configured as desired.

| business -conference | | [Clear] [Locate Funding] [Save] |

You have additional filters active. Click here to edit them.

Results Found: 60   Reset Filters   [Export ▼]
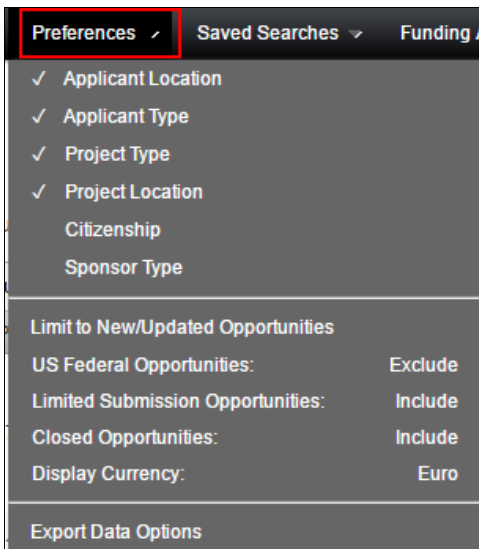
Drag a column header and drop it here to group by that column

☐	SPIN ID	Opportunity Title	Sponsor Name	Sponsor Number	Deadline Date	Funding Amount *
		Horizon 2020 Dedicated SME Instrument - New Business				

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Category Filters and Search Options can also be viewed / edited via the Preferences menu

Step 4: Click Save button
Enter Search Name
Select the email format and update frequency
Save Changes

All new and updated funding opportunities which match this Saved Search will be delivered to the user via email or RSS feed depending on your choices.

Step 5: Manage Funding Email Alerts from the Funding Alerts menu

From this screen you may execute a search manually and manage the automation preferences