



OVERVIEW

Hope College subscribes to InfoEd's Sponsored Programs Information Network (SPIN) database of funding opportunities. SPIN is a large database of funding opportunities from government/public sources, private foundations, and corporations from all disciplines. Faculty and staff may access SPIN from any computer located on campus by navigating to <https://spin.infoedglobal.com>.

SMARTS is an email notification system that alerts researchers to new or updated opportunities which align with their research interests. SMARTS is connected to the funding opportunities listed in the SPIN database. In order to receive notifications, faculty and staff must register for an account via SPIN. (Additionally, faculty and staff will need to register for an account if they wish to access SPIN from an off-campus location.)

These instructions will provide an overview of the SMARTS enrollment process. Questions? Please feel free to contact Ron Fleischmann, Director of Sponsored Research and Programs (fleischmann@hope.edu, x7316).

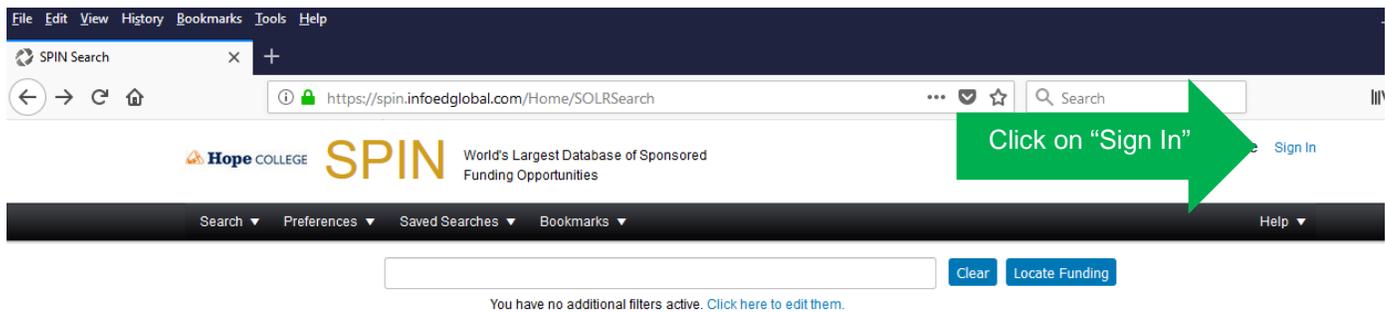
STEP 1: OBTAIN A SMARTS ACCOUNT

Contact Ron Fleischmann (fleischmann@hope.edu) to create a SMARTS account if you do not already have an account OR if you need your password reset.

You will receive an email from InfoEd (spinsupport@infoedglobal.com) to reset your password. If you do not receive the email quickly, be certain to check your junk mail folder.

STEP 2: LOGIN TO SPIN

Navigate to <https://spin.infoedglobal.com>. Click on "Sign In" in the upper right corner of the screen and enter in your username and password.



STEP 3: INITIATE A SEARCH

SPIN provides you with several options to conduct a search, but there are two primary mechanisms to search SPIN: text searches and keyword searches. The default search mechanism is a text search.

A text search is the simplest search available through SPIN. Entering a term, comparative politics for example, will return results that contain comparative or politics anywhere in the record, including the sponsor name, program title, synopsis, eligibility, etc. This search returns 17 results:

Hope COLLEGE **SPIN** World's Largest Database of Sponsored Funding Opportunities Ronald Fleischmann Hope College Sign Out

Search Preferences Saved Searches Funding Alerts Bookmarks Administration Help

comparative politics

Enter Search Term Click on "Locate Funding"

Results Found: 17

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		
07654	Conference Funding in German Studies	German Academic Exchange Service (DAAD)		31-May-2018	Not Specified	+	<input type="checkbox"/>
02579	ACSUS-Enders Graduate Fellowship in Canada-US Relations	Association for Canadian Studies in the U.S.		31-Mar-2018	3,500.00 USD	+	<input type="checkbox"/>
19793	Grants Program	Botstiber Institute for Austrian-American Studies		31-Mar-2018	25,000.00 USD	+	<input type="checkbox"/>
72247	Fellowships for Advanced Social Science Research on Japan	National Endowment for the Humanities/Natl. Fndn. on the Arts & Humanities	20180425-FO	25-Apr-2018	Not Specified	+	<input type="checkbox"/>
82184	Fulbright Programs—East Asia and the Pacific—ASEAN Research	Council for International	6485 MC	01-Jun-2018	Not Specified	+	<input type="checkbox"/>

Search Results

Alternatively, you can use the "keyword search" option. To use, hover over "search" and click on "Keyword Search."

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Search Preferences Saved Searches Funding Alerts Bookmarks Administration Help

Text Search
 Keyword Search
 Advanced Search
 New/Modified Opportunities
 Impending Deadlines
 Limited Submission Programs
 FedBiz Opps (US)
 Federal Register Guide (US)
 Non-Traditional Sources

Click on "Keyword Search"

comparative politics

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

Click on "Select Keywords."

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Search Preferences Saved Searches Funding Alerts Bookmarks Administration Help

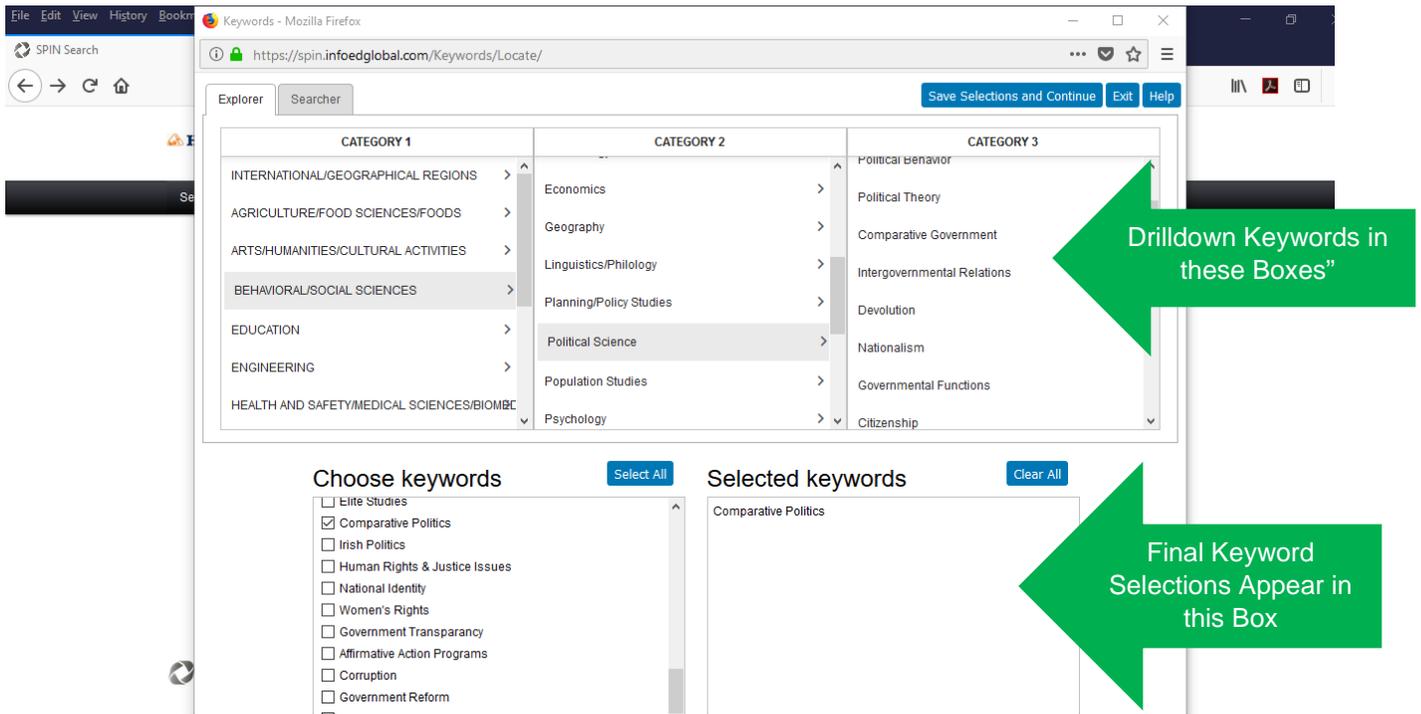
Select Keywords

AND OR

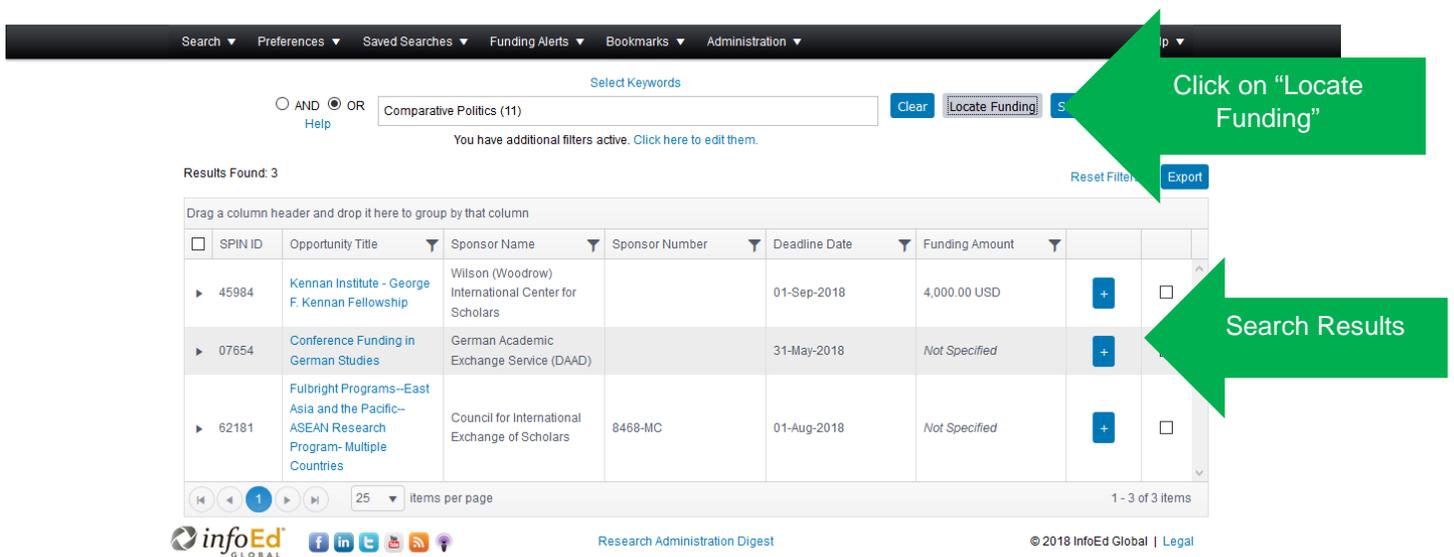
Click on "Select Keywords"

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

From this screen, you can select a defined keyword that aligns with your research interests. You can explore based on the overall themes defined by SPIN or by clicking on the "searcher" function. You may select multiple keywords. Your keywords will appear in the "selected keywords" box in the lower right corner of the screen. Click on "Save Selections and Continue" when finished.



Click on “Locate Funding.” This search result returned a more focused list, as it is pulling from funding opportunities in the SPIN database that have been tagged with the “comparative politics” keyword.



These are the two primary options for conducting funding searches. InfoEd provides this flexibility so that researchers may elect to cast a wide net for funding opportunities (through the use of a simple text search) or a more refined, targeted search (through the use of keywords).

Further assistance is available from the Office of Sponsored Research and Programs for refining funding search outputs. If interested in further assistance, please contact Ron Fleischmann (fleischmann@hope.edu).

STEP 4: SAVE SEARCH

Once the search has been returned, click on the “Save” button next to the keyword search bar.

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Search Preferences Saved Searches Funding Alerts Bookmarks Help

Select Keywords: Comparative Politics (11) [Clear] [Locate Funding] [Save]

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

Results Found: 3 [Reset Filters] [Export]

SPIN ID	Opportunity Title	Sponsor Name	Sponsor Number	Deadline Date	Funding Amount		
45984	Kennan Institute - George F. Kennan Fellowship	Wilson (Woodrow) International Center for Scholars		01-Sep-2018	4,000.00 USD	+	
07654	Conference Funding in German Studies	German Academic Exchange Service (DAAD)		31-May-2018	Not Specified	+	
62181	Fulbright Programs--East Asia and the Pacific--ASEAN Research Program- Multiple Countries	Council for International Exchange of Scholars	8468-MC	01-Aug-2018	Not Specified	+	

25 items per page 1 - 3 of 3 items

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Enter a search name. Select an email format (HTML is recommended) under the “Receive email updates?” dropdown box and an “Update frequency” (none, daily, or weekly). The update frequency dictates the delivery of email notifications.

Select Keywords: Comparative Politics (11) [Clear]

You have saved this search. [Save Current Search]

Search name: Comparative Politics Search [Enter Search Name]

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

Receive email updates? HTML [Select "Email Updates" and "Update Frequency"]

Update frequency: Daily

[Save Changes] [Cancel]

MANAGING SAVED SEARCHES

One of the benefits of saving searches is the ability to return to your search and update the search terms if your results are not as expected. Click on “Saved Searches” and then “Manage Saved Searches.”

World's Largest Database of Sponsored Funding Opportunities

Search Preferences Saved Searches Funding Alerts

Manage Saved Searches

- Public Searches
- Arts & Humanities
- Social Sciences
- Education
- Engineering
- Health
- Business & Finance
- Science & Technology
- Other
- Energy
- Comparative Politics Search

25 items per page

By clicking on the “Run” box, your search will repopulate and you will be able to edit the search terms, filters, etc. (return to Step 3). You may also delete the search altogether, although this will also stop your email notifications.

Manage Saved Searches

Save Changes

Run	Search Name	Created ...	Date La...	Delete
	Arts & Humanities	20-Mar-2018		
	Social Sciences	20-Mar-2018		
	Education	20-Mar-2018		
	Engineering	20-Mar-2018		
	Health	20-Mar-2018		
	Business & Finance	20-Mar-2018		
	Science & Technology	20-Mar-2018		
	Other	20-Mar-2018		
	Energy	20-Mar-2018		
	Comparative Politics Search	29-Mar-2018	29-Mar-2018	

Click on “Run” to Edit Original Search

Clicking on “Delete” will also stop emails

If your search terms are returning opportunities that align with your research interests but you would like to change the frequency you receive email notifications (or stop them altogether), click on “Funding Alerts” and “Manage Funding” alerts.

Manage Funding Alerts

- Arts & Humanities
- Social Sciences
- Education
- Engineering
- Health
- Business & Finance
- Science & Technology
- Other
- Energy
- Comparative Politics Search

Click on “Manage Funding Alerts” to Modify Email Frequency

Run	Search Name	Created Date	Date Last Used	SMARTS™ Automation	History
	Arts & Humanities	20-Mar-2018		Daily	
	Social Sciences	20-Mar-2018		Daily	
	Education	20-Mar-2018		Daily	
	Engineering	20-Mar-2018		Daily	
	Health	20-Mar-2018		Daily	
	Business & Finance	20-Mar-2018		Daily	
	Science & Technology	20-Mar-2018		Daily	
	Other	20-Mar-2018		Daily	
	Energy	20-Mar-2018		Daily	
	Comparative Politics Search	29-Mar-2018	29-Mar-2018	Daily	

The “SMARTS Automation” column will allow you to modify the notification frequency.

Manage Funding Alerts

Save

Run	Search Name	Created Date	Date Last Used	SMARTS™ Automation	History
	Arts & Humanities	20-Mar-2018		Daily	
	Social Sciences	20-Mar-2018		Daily	
	Education	20-Mar-2018		Daily	
	Engineering	20-Mar-2018		Daily	
	Health	20-Mar-2018		Daily	
	Business & Finance	20-Mar-2018		Daily	
	Science & Technology	20-Mar-2018		Daily	
	Other	20-Mar-2018		Daily	
	Energy	20-Mar-2018		Daily	
	Comparative Politics Search	29-Mar-2018	29-Mar-2018	Daily	

Select Email Frequency