Hope COLLEGE

SMARTS ENROLLMENT GUIDE
UPDATED 27 APRIL 2018

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.
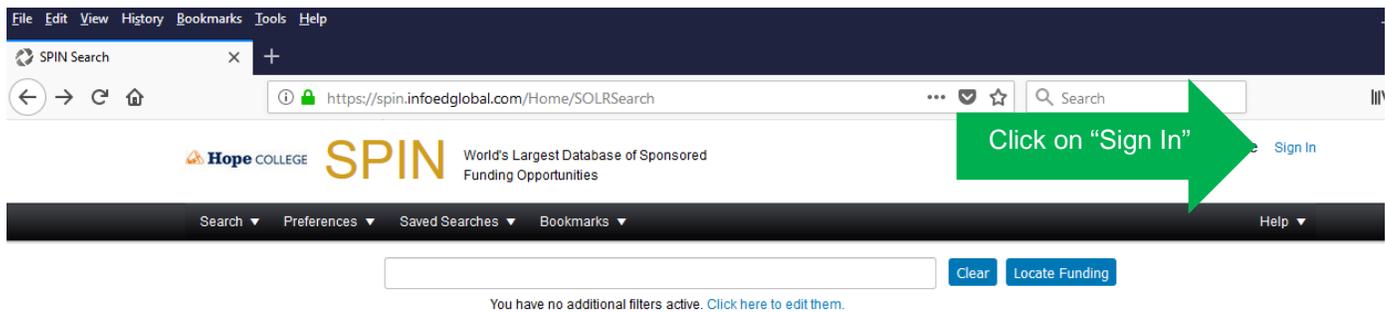
STEP 3: INITIATE A SEARCH

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:

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

Click on "Select Keywords."

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.
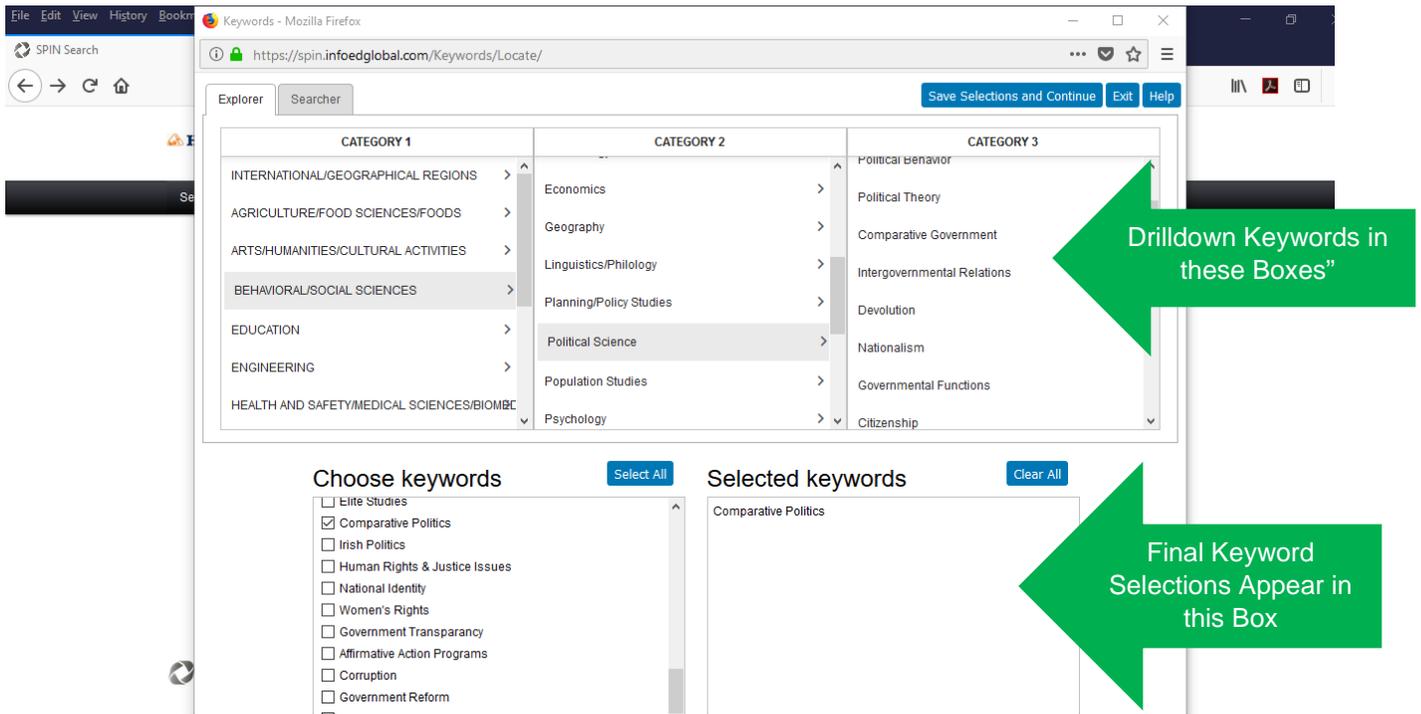
Click on "Locate Funding." This search result returned a more focused list, as it is pulling from funding opportunities in the SPIN database that have been tagged with the "comparative politics" keyword.
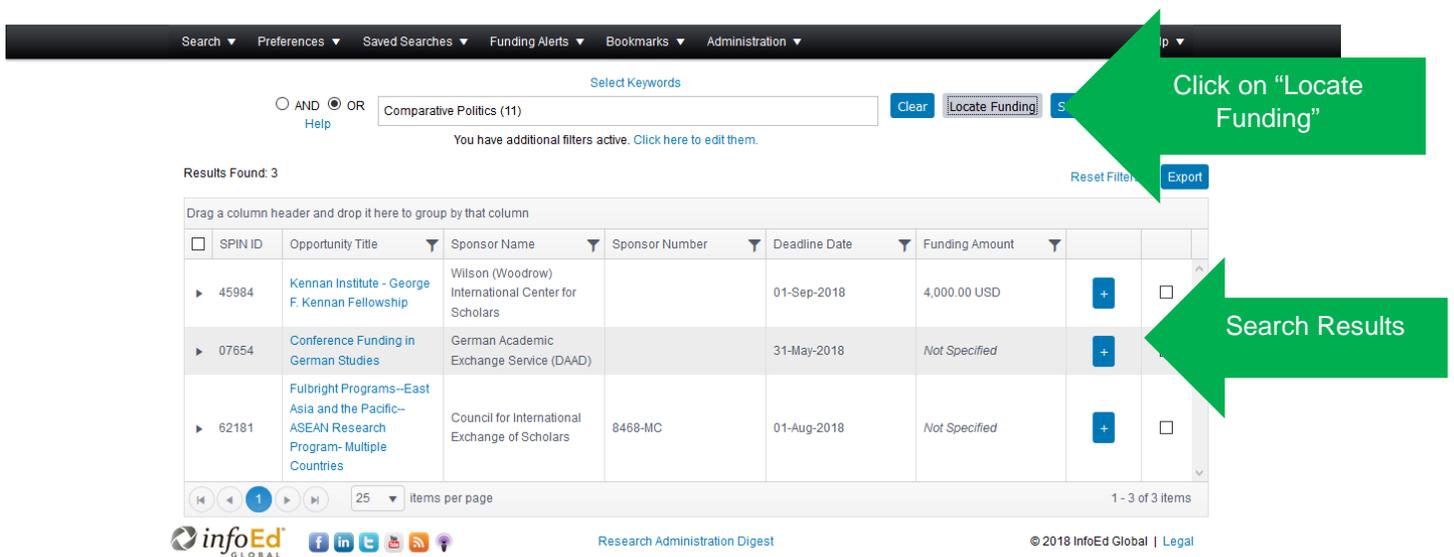
These are the two primary options for conducting funding searches. InfoEd provides this flexibility so that researchers may elect to cast a wide net for funding opportunities (through the use of a simple text search) or a more refined, targeted search (through the use of keywords).

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.

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.

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."

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.

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.

Click on "Manage Funding Alerts" to Modify Email Frequency

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

Select Email Frequency