How to Search the SPIN Database

Sponsored Programs Information Network (SPIN) is easy to use out-of-the-box, yet can be customized to bring back precisely the results you want. SPIN is perfect for both individual and administrative users. SPIN offers both active searching and automated opportunity matching and daily opportunity notifications. The SPIN database is accessible from an on-campus computer or laptop.

To access SPIN while on-campus:

1. Go to the SPIN website: https://spin.infoedglobal.com/Home/GridResults
2. When the main screen displays, click Search to display the drop-down menu and select Basic Search.
3. Enter the search terms in the search box, and then click Locate Funding.
   **Note:** The syntax table below is provided for your reference.

<table>
<thead>
<tr>
<th>Function</th>
<th>Example Input</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AND</td>
<td>Research Education</td>
<td>Searches for records containing ‘research’ and ‘education’ or their inflectional forms.</td>
</tr>
<tr>
<td>OR</td>
<td>Research OR Education</td>
<td>Searches for records containing ‘research’ or ‘education’ or their inflectional forms.</td>
</tr>
<tr>
<td>Exact Phrase</td>
<td>“Research Education”</td>
<td>Wrapping terms in double quotes searches for records containing the phrase ‘research education’.</td>
</tr>
<tr>
<td>NOT</td>
<td>Research – Education</td>
<td>Inserting a minus symbol before a term searches for records containing ‘research’ and not ‘education’.</td>
</tr>
<tr>
<td>Wildcard</td>
<td>Resear*</td>
<td>Appending an asterisk (*) to a term invokes a wildcard search: searches for records containing ‘resear’ and any suffix.</td>
</tr>
</tbody>
</table>

4. When the list of results display, select an opportunity title to get detailed information.
   Columns can be sorted by clicking on the column header name.
   For additional information on SPIN features visit SPIN tutorial videos at the following link: https://spin.infoedglobal.com/home/trainingvideos
SPIN Quick Start Guide

Accessing SPIN

There are two basic entrees into SPIN including:

- **Authenticated Access**: Where SPIN is accessed by logging in to the application with a GENIUS profile username and password which can be obtained with the assistance of your Administrator. Authenticated users will have the ability to save settings, preferences, and search data.

- **Anonymous Access**: A standard “anonymous” IP-based access where the SPIN application will allow access to users at subscribing institutions without a username and password as long as they are accessing from an “on-campus” network. Anonymous users do not have the ability to save settings in the SPIN application.

**Authenticated SPIN Access**

As mentioned above, some Institutions require their users to login to the SPIN application with an authorized User Name and Password combination on a designated Login Page similar to the one illustrated here.

**Anonymous SPIN Access**

Most institutions allow their users to access the SPIN application as an anonymous user through an “on-campus” network. These users will simply launch an internet browser and go to an Institution-provided URL web address to open SPIN.

When SPIN is accessed by an Anonymous Access user, there is no user name included in the SPIN Home Page header because the user has not logged on and been authenticated. The header only contains the Institution’s name (circled in gold). Also, anonymous users do not have the ability to save their settings, preferences or search data.

While some Institutions have their users directed straight to the SPIN Home Page (illustration below), other Institutions direct their users to the InfoEd Portal Page where they must simply select the **Find Funding** link at the top of the Portal page header to gain access to the SPIN Home Page (below).}

As you can see, SPIN is being accessed by an Authenticated Access user which is designated by her User Name inserted into the right side of the page header (circled in gold). Her Title/Role (Investigator) may also be listed as well as her Institution (InfoEd Global).
Available SPIN Search Modes

Once you have gained access to the SPIN application, there are three separate search modes for you to choose from including Basic Search, InfoEd Keyword Search, and Advanced Search.

All of these various search modes can be accessed via the Search menu at the top left of the SPIN Home Page Header (as illustrated to the right).

Basic Search

This is the defaulted search mode upon accessing or refreshing the SPIN application. The Basic Search is a way to search for programs using a simple word or term which is then run against the entire SPIN record – every field is searched (ex. Sponsor Name, Opportunity Title, Funding Opportunity Number, CFDA Number, Synopsis, Eligibility, Keywords, etc.).

When Basic search mode is selected (illustration above), a standard entry textbox appears in the middle of the SPIN Home Page where you can enter your search term(s) to perform a simple SPIN search. As you can see, the above user has entered ‘cancer’ in the Basic Search box. When Locate Funding is clicked, the system will retrieve search results for any SPIN sponsored program record with the word ‘cancer’ in any field including Opportunity Title, Sponsor Name, Synopsis, etc.

InfoEd Keyword Search

The InfoEd Keyword Search mode operates in a similar manner to the Basic Search except you select from a proprietary list of keywords to perform your search instead of typing in arbitrary word(s) or term(s).

For this mechanism, InfoEd maintains its own proprietary curated list of search terms called the InfoEd Keyword List which you can select from to execute your sponsored program search.

Click on the Select Keywords link to select terms from the keyword list. After selecting the terms you want, click Save Selection and Continue, which will close the popup and display the selected terms in the SPIN search box. Click Locate Funding to carry out the search. In this mode, the selected terms are being compared with keyword terms associated with each funding opportunity rather than the full text of the opportunity.

Advanced Search

Another way to search for results is to use the Advanced Search. This customized search method allows you to tailor your search using advanced AND/OR branching logic functions to narrow down your search to retrieve more specific results.

Please Note For more information on this Advanced Search mode and other SPIN functionality, please refer to the InfoEd SPIN User Guide as it is a much more detailed reference.