Accessing SPIN

There are many benefits to establishing a SPIN username and password. Once you create a profile, the SPIN system will uniquely recognize you each time you search for funding opportunities. With your profile, you will be able to search for available funding, save funding searches, save filter configurations, and access the SMARTS funding e-mail notification system, among other features.

Creating a Username and Password

There are two ways to create a profile within SPIN. Either the investigator can establish his/her own profile, or the investigator can request assistance from the Office of Grants and Funded Research in setting up a profile. If you need assistance in setting up a profile, please email grants@ccsu.edu, and someone from the Office of Grants and Funded Research will contact you to provide support with this process.

Steps for creating a profile for the investigator:
• Select the link for "SPIN Database for External Funding Opportunities" found at www.ccsu.edu/gfr/externalGrants (if this link is broken, go to www.infoedglobal.com and select "SPIN" from the menu at the top of the page);
• Select "Need to Create a New Profile" at the bottom of the page;
• Populate with your information and click save;
• GFR Administrator will receive an e-mail with a prompt to log in to approve the profile request;
• Once approved, the investigator will receive an e-mail with a link to set their unique password;
• Once the investigator uses the provided link to set their password, they will be able to independently sign in and search for funding.

If you lose your password, please email grants@ccsu.edu for assistance in retrieving it to avoid creating duplicate profiles within the database and losing any searches or filters you may have previously saved.

Steps for creating a profile with the GFR administrator:
• Faculty or staff member contacts GFR (grants@ccsu.edu) with a new SPIN profile request;
• GFR Administrator logs into SPIN;
• GFR Administrator selects "Profile Management – Create Profile" under the Administration tab;
• GFR Administrator populates the information for the investigator;
• Once the investigator information is entered, the investigator will receive an e-mail with a link to set their unique password;
• Once the investigator uses the provided link to set their password, they will be able to independently sign in and search for funding.

Accessing SPIN anonymously

Anonymous access to the SPIN database is available as long as the computer from which you are accessing SPIN falls within the IP range supplied by the subscribing organization. To access SPIN anonymously you may visit www.infoedglobal.com and then select the SPIN icon at the top of the page. If your computer is within CCSU's supplied IP range, you will be transported directly into SPIN and may begin searching. If you are prompted to sign in to gain access, this indicates that you are not within the supplied IP range. Please note that not all functions are available to anonymous users, and you will not be able to save any searches or filters when logged in as an anonymous user.

Accessing Search Modes

There are 3 search modes available within SPIN:

- Text search
- Keyword search
- Advanced search

Text Search

Text search is the default search mode in SPIN. It permits a user to conduct searches by typing words directly into the search engine. Once a user launches a text search, SPIN will sift through the 40,000+ grants in the database and return those funding opportunities that contain the word or words searched. The text search mode searches all text within the grants contained in SPIN.

Keyword Search

Keyword search mode allows a user to browse through a list of terms that are presented via main topic, sub topic, and specific keywords. Once the desired keywords are selected, SPIN searches each grant in the database for those keywords. If one or more of the keywords that were selected by the user appears in a grant, that grant will be returned as a result on the search.

Advanced Search

In the advanced search mode users can move away from searching all text within the program and target specific areas of text such as the eligibility text or the objectives text within the available grants. Users also have the ability to add more fields to further customize their search beyond the text search mode.

Visiting the "Help" area in SPIN will provide additional insight into how to engage with each of these three search modes.   The "Help" tab can be found in the top right corner of the SPIN screen just below your personal login information. There you will find detailed instructions for all three of these search modes.

Setting Filters and Saving Searches

Setting Filters within the Preferences Tab

Setting filters will make your searches more relevant. If you are signed in when you configure your filters, these filters will be retained in the manner you had them set when you concluded your session and will be reapplied the next time you sign into SPIN. Visiting the "Preferences" tab will provide you access to the available filter choices. Based upon your filter configurations, you will be able to filter out grants that you would not be eligible to apply for. If you would like to learn more about setting these filters, please visit the "Help" section in SPIN for detailed training videos on this topic.

Saving Searches and Activating SMARTS Email Notifications

For users who would like to save searches and/or set up SMARTS email notifications, they can do so by creating searches in the text, keyword, or advanced search areas. From there users can save their searches. During the process of saving a current search, users will also have the option of directly receiving email alerts for new funding opportunities related to the search. The screenshot below illustrates the options available to users upon saving a search.