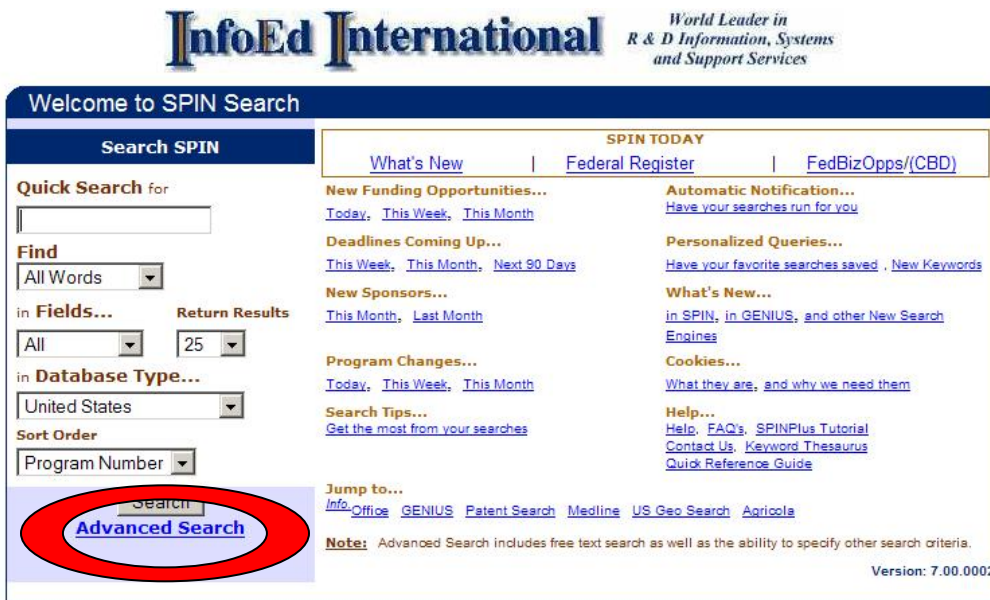


# The SPIN Low-down

You can access SPIN from any computer with an internet connection.

1. Go to: <http://grants.library.wisc.edu/individuals/graduate-databases.html> .
2. Click on the link to **SPIN: Sponsored Programs Information Network**.
3. Login using your Net ID if/when prompted.

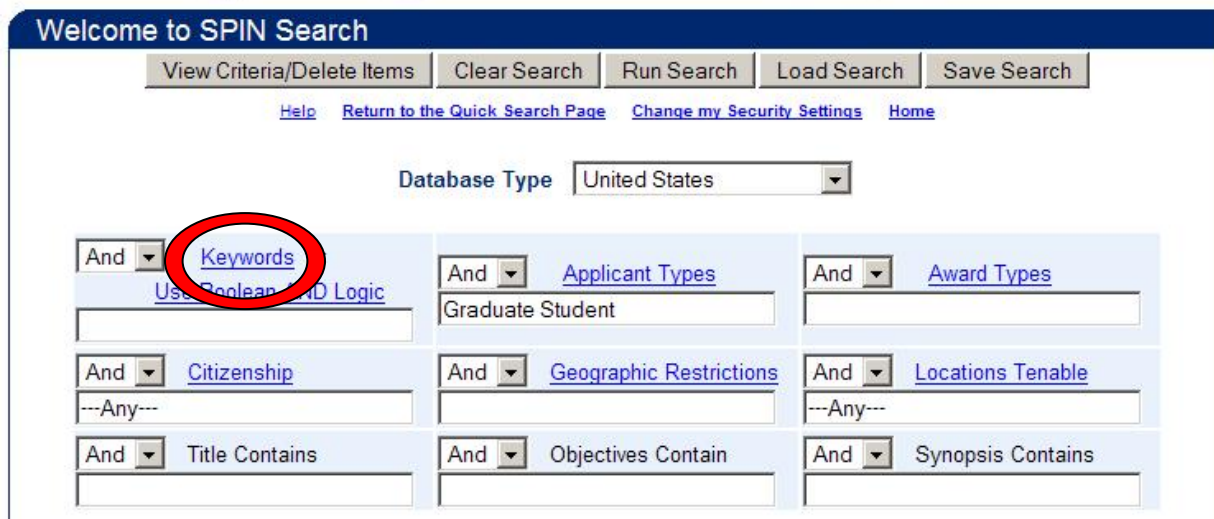
1. Once in the SPIN database, click on **Advanced Search**.



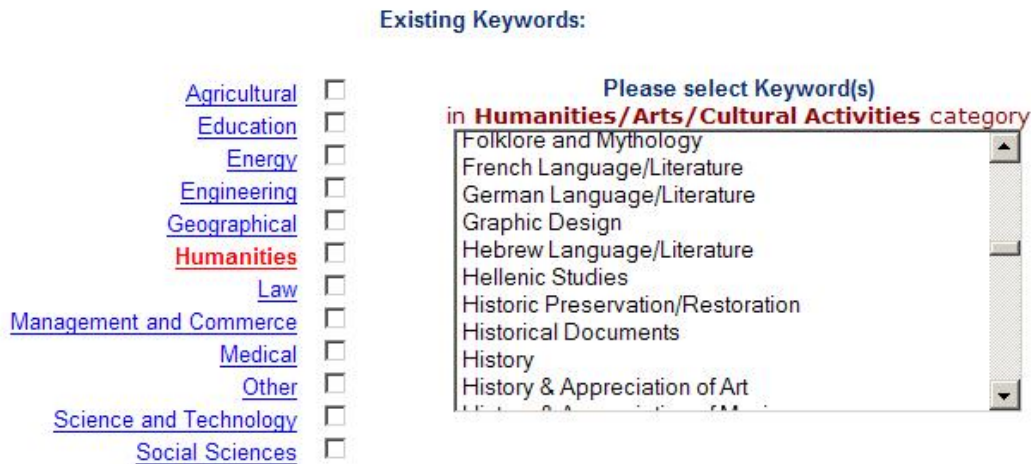
In Advanced Search, you will likely want to fill in the following search boxes ONLY:  
**Keywords, Applicant Types, Award Types, Citizenship, and Geographic Restrictions.**

All of these fields use “controlled vocabulary,” meaning you must pick from the list of search words provided. A separate index is provided for each search field.

2. Click on the **link next to the search box** to view the approved list and make your choices.



- To select Keywords, click on the broad subject area on the left of the screen.
- Now you can highlight the (more specific) terms on the right.  
(Use the CTRL key to select more than one.) The more you select the more hits you will likely get in return.



- Then, click the **Select** button to enter them into your search.
- Click Return to return to the **Advanced Search** Screen.
- Repeat this procedure for all of the recommended search fields.
- You **MUST** click on **View Criteria/Delete Items** to remove any words from the search. If you do not, they will not truly be removed.



- Click on **Save Search** to create a login and password in order to save your search to run again at a later time.

### Advice from the database vendor

The more efficient your queries are, the better your results will be. The key is to be specific without being too specific. You need to include enough information to locate relevant programs without being too specific, and excluding programs you may be interested in.

### Sample of Search Selections by Field

There is no one right search. You will probably want to experiment and see what words best for your subject area, emphases, and goals.

#### Keywords

- History
- Urban History
- Women's History
- Cultural History
- British History
- Byzantine History

Canadian History  
Australian History  
Economic History  
European History  
Historical Documents  
History of Medicine  
History of Nursing  
History of Philosophy  
History of Science & Technology  
Medieval History  
Modern History  
Non-Western History  
North American History  
Oral History  
Religious History  
Renaissance History  
Russian History  
Social History  
Twentieth Century History

#### Applicant Types

Graduate Student  
Researcher/Investigator  
Individual, Non-Specific  
Minority Individual  
Woman

#### Award Types

Conference--Attend  
Dissertation  
Fellowship  
Fulbright Programs  
Prizes/Awards  
Student Scholarship  
Travel Abroad  
Travel Domestic  
Publication

#### Citizenship Types

Any/No Restrictions  
U.S.A. Citizenship (including U.S. Territories)

#### Geographical Restrictions

NO RESTRICTIONS

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### Saved Searches Q and A

#### ▪ How do I run my saved searches?

In Advanced Search, click on Load Search and enter your username and password. Select from the list of searches and hit load search. The chosen criteria from that search will automatically be loaded onto the Advanced Search screen.

#### ▪ How do I save my Personalized Queries?

Once you have chosen your desired criteria in SPIN Advanced Search, you may save your queries by clicking on the Save button. You will then be prompted to fill out a profile and name your search.

- **How do I receive Automatic Notification of my Personalized Queries?**

When you save a search, you will be prompted to choose whether or not you'd like to receive Emails on a Daily, Weekly, or Monthly basis.

- **What if I forget my SPIN Personalized Profile username and password?**

You may call our toll free customer support number, 800-727-6427, from 8AM to 5PM Eastern Standard Time, Mon-Fri, or send an Email to [office@infoed.org](mailto:office@infoed.org).

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## Advanced Search

The available Advanced Search fields and their descriptions are listed below. The fields indicated with an asterisk are free text fields, meaning you may type in a search word. The fields without an asterisk indicate that the search criteria will be selected via the hyperlink associated with that particular field.

**\*Title Contains:** This field allows you to enter a word or phrase to search for a particular funding opportunity by Title. Keep in mind that abbreviations and/or acronyms may have been used in this field, so if you don't find what you are looking for right away, try to search by an abbreviation. Numbers may be used. This free text search field allows you to use the Boolean operators *AND*, *OR*, or *NOT*.

**\*Objectives Contain:** This field allows you to enter a word(s) to search for funding opportunities within the objectives and restrictions of the SPIN program.

**\*Synopsis Contains:** This field allows you to search for a word(s) within the synopsis of the program.

**Applicant Types:** Describe eligibility. Select all values, which describe both the individual and the institution applying for the award. To obtain maximum results, choose both specific and broad values.

**Award Types:** Select the values which most accurately describe the type of funding desired, i.e., research project, fellowship support, seed money, etc. To obtain maximum results, select all values for which you would accept funding.

**Keywords:** The most common field on which to search, keywords are words and terms which are used to describe academic disciplines/areas of interest. The SPIN Keyword Thesaurus (this is actually the NIH-NSF-DOE Thesaurus, version 4.0, modified to include hundreds of terms as added by our Information Specialists on an ongoing basis) consists of over 3,000 Keywords, broken into twelve subject areas. When you click on the Keywords field on the Search screen, these subject areas will be listed. Placing a check next to a major subject heading (in the "All" column) will select all Keywords (or search hierarchically) within that subject area for your search. Or, you can click on the subject-heading link to see a list of keywords in that area, from which you can select specific keywords for your search. Selecting specific keywords will search on the exact keywords selected (not hierarchically). Once you are finished selecting Keywords, click on "Return."

If you are uncertain about which major subject heading might contain the keywords you are looking for, use the "Search for a Particular Keyword" box at the bottom of the keywords screen to enter a word or phrase, and click on "Search". You can then select keywords from the resulting list, or type different text in the box at the bottom of the screen and click "Search" again.

You may select as many keywords as desired from as many subject areas as desired. All of the keywords selected on the Keywords screen will be linked by "OR" logic. To combine one or more keywords using Boolean "AND" logic, select "Use Boolean AND Logic". Then click on "Keywords." This will bring you to the Keywords Main Page listing the major keyword topic areas. You can make one or multiple selections. Once you are finished making selections, click "Select" and then "Return" to bring you back to the Advanced Search Screen. Once again, click "Keywords" and make keyword selections to AND with the first selection(s) of keywords.

**Citizenship:** Select the value(s) that describe the individual's citizenship. For maximum results, always include "Any/No Restrictions" as one of your value selections. (*Please note:* The value "Any/No Restrictions" is coded on opportunities for which there are no eligibility restrictions with regard to an applicant's citizenship.)

**Geographic Restrictions:** Describe award restrictions due to locale. Select the values, which describe your area/region, in addition to the value "No Restrictions." (For example, if you are from New York, select No Restrictions, U.S. Northeast, and New York, to obtain programs, which meet any of these criteria; if you are from England, select No Restrictions and England.) If no values are selected for this field, then your search results may include opportunities, which are specifically for applicants from other states/provinces/regions of the country. (*Please note:* The value "No Restrictions" is coded on opportunities that have no specified restrictions with regard to the geographic location of the applicant.)

**Locations Tenable** - Describes where the award must be undertaken. Select the value(s) that describe the location where you wish to carry out your project. For maximum results, include "Any/No Restrictions" as one of your value selections. (*Please note:* The value "Any/No Restrictions" is coded on opportunities that do not specify where an award must be undertaken.)

**Sponsors:** Use these fields if you only want to see funding opportunities offered by a certain sponsor(s). If you choose a Federal (government) sponsor who is a "parent" organization to other Federal (government) sponsors, you will get opportunities offered by both the parent organization as well as those underneath it hierarchically. (For example, if you search on National Institutes of Health, you will also get hits from the National Eye Institute, National Institute on Alcohol Abuse & Alcoholism, etc.)

**Sponsor Type:** This field allows you to narrow your search by the type of organization administering an award. You can make selections from Federal, State, or Non-Federal as broken down by specific type.

**\*Contact:** This field is used to search by a particular sponsor's contact person.

**\*Address:** Refers to a contact's address.

**\*State:** Refers to a contact's state.

**\*Zip:** Refers to a contact's zip code.

**\*Telephone:** Refers to a contact's telephone number, including area code.

**\*Fax:** Refers to a contact's fax number, including area code.

**\*Email:** Refers to a contact's email address.

**\*Web site:** This field allows you to search for a sponsor's web site address.

**\*Establish Date:** This is the date in which the program was added to the SPIN database.

**\*Review Date:** This is the date the program was last updated in SPIN.

**\*Follow-up Date:** This is the date on which the program is due to be revised.

**Program Numbers:** This is a unique identifier automatically assigned to and associated with each SPIN funding opportunity. If you know the 5-digit SPIN Program Number(s) you are looking for, this field allows you to run a search to find those funding opportunities. Separate each Program Number by a comma (,).

**Deadlines:** Use this field to obtain search results narrowed by deadline date, or with continuous (open) application. Selecting Deadline Dates from the Search screen will open a window/table where you can select your condition and then select specific dates. The first row of the table is the default selection, to include "All" deadlines, inclusive of those that are Open (indicated lower in the table). The second row allows you to select a deadline that is Equal To a particular date; clicking on Equals allows you to change the condition to Greater Than or Less Than. Or, you can use the third row of the table to define a Range of deadlines on which to search. Manually enter your deadline date range as shown in the screen shot below. If you use the Range condition, the "from" and "to" dates selected will be inclusive. If you just use the "Open Dates Only" setting, then your search results will contain funding opportunities with continuous application.

**Deadline Indicator:** Available values are postmark, receipt, and target.

**Deadline Open:** This field is a Yes/No indicator. "Yes" indicates programs that have open deadline dates.

**Cost Sharing:** This field is a Yes/No indicator. "Yes" indicates programs that require cost sharing.

**Cost Sharing Cap (%):** The maximum percentage of cost sharing the program allows.

**Indirect Costs:** This field is a Yes/No indicator. "Yes" indicates programs that allow indirect costs.

**Indirect Cost Cap (%):** The maximum percentage of indirect costs the program allows.

**\*CFDA Number:** Refers to the Catalogue For Domestic Assistance number.

**Proposal Restrictions:** This field is a Yes/No indicator. "True" indicates programs that have proposal restrictions.

**\*Duration:** The length of the project period (in years).

**Funding Limit:** This field searches for program funding limits *Greater Than* or *Less Than* the funding limit you specify in the text box.

**Sponsor Program Number:** This field is a free text field. Enter the specific sponsor program number you want to find.

After you select your search criteria, you can either run, save, or delete search items from the command buttons at the top and bottom of the Advanced Search page.

**Delete Items:** To delete search criteria items, click the "View Criteria/Delete Items" command button and check the search items that you want to remove.

**Clear Search:** To clear the search, click the "Clear Search" command button.

**Save and Load Searches:** In Advanced Search mode, you have the ability to save and reuse your searches. To save a search, select your criteria and click the "Save Search" command button. You will be prompted to enter your username and password before you can enter the name and description of your saved search. As illustrated in the screen shot below, if you are a first time user, you have the option to 1) create a new account, or 2) use your GENIUS account username and password.

If you are a new InfoEd user, you are required to create an account. Therefore, you should select the "Create a New Account" radio button, and click the "Continue" command button. You will be required to enter some personal information, such as name, contact information, desired username and password. Once you have entered all of the required information, you must click the "Create Account" command button. The other option for new SPIN users is to use your registered GENIUS username and password to save advanced searches. You can use your GENIUS information to save SPIN searches by selecting the "Use GENIUS Account" radio button, and typing your username and password inside the respective text boxes on that screen.

If you are an existing InfoEd user, you can immediately type in your username and password. For your added convenience, you can elect to have SPIN remember your username and password automatically for you, or you can opt to always type in the information yourself. We track your username and password information using cookies.

After you have saved at least one search, you can reuse that search, by clicking the "Load Search" command button at the top and bottom of the Advanced Search page. When you click the "Load Search" command button, you will either be prompted to enter your username and password, or the system will automatically log you in. Once you are logged into the system, if you are not already, you will be asked to select the search you wish to load. Please refer to the illustration below. From this screen you can either delete or load a previously saved search, or return to the Advanced Search page.