

## **Quick Start for SPINPlus, SMARTS and GENIUS**

Contact Mary Hensel, Grant and Contract Coordinator in the Office of Research Administration with any questions at X8074 and [mhensel@umassd.edu](mailto:mhensel@umassd.edu)

### Create a Profile

Log on to [www.umassd.edu](http://www.umassd.edu)

Select Research from list at top of page

Select Office of Research Administration from the list at left.

Select Grant Databases and Funding Resources from the list at top

Select SPIN and SMARTS link

At the bottom of the box on the last blue line find "Jump to" Click on the option GENIUS

Click on "Create New Profile" at the top of the page

Click on University of Massachusetts Dartmouth

Complete the short registration form

- Select your department., If your department is not listed, please notify Mary Hensel at [mhensel@umassd.edu](mailto:mhensel@umassd.edu) to add your Department, Center or Program to the list
- DO NOT give your SSN
- Choose a user name and password

Your registration must be validated before you can set up your search parameters. This can take anywhere from 30 minutes to a day. Please be patient.

### Set Your Funding Alert Parameters

As above go to SPIN and choose the GENIUS link.

Choose Edit Existing Profile and login

At the top of your profile you will see the options General and Keywords

Click on General to get your personal profile.

- You can change your user name here.
- Fields in the middle of the page are required.
- Choose your options for receiving mail.
- A single e-mail with summary format is recommended. Summaries include links to the program URL for more detailed information.
- Click on Save Changes and return to the main profile page.

### Choose Your Keywords for Funding Searches

- Click on Keywords. Keywords determine which funding notifications you receive.
- Checking the box next to a topic gets you all the funding opportunities for that topic.
- Clicking on the topic, lets you refine your search by choosing subtopics from the box on the right.
- You can also search for Keywords at the bottom of the page and then choose them.
- You can pick multiple Keywords by using Control Click and then selecting.
- Return to Main Profile Page.

### Update Profile

- Under geographic restrictions select No Restrictions and New England and Massachusetts. This will limit the return of grants for residents of other parts of the US.
- Complete GENIUS section if you want potential collaborators to find you.
- You can change your password at the bottom of the page.