# SPIN Quick Start Guide

Accessing SPIN

There are two basic entrées into SPIN including:

- Authenticated Access: Where SPIN is accessed by logging in to the application with a 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
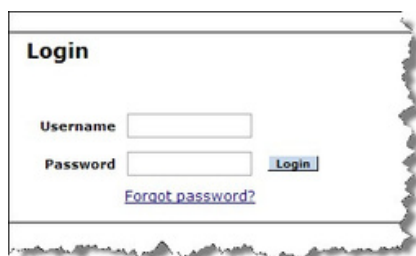
authorized User Name and Password combination on a designated Login Page similar to the one illustrated here.

Your Login Page may differ in appearance from the one shown above as each Institution may have their own individual login page or mechanism.

Also, please keep in mind that which page the user is brought to upon Login Authentication may vary based upon your Institution's InfoEd System setup.

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).

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 Pahe 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.
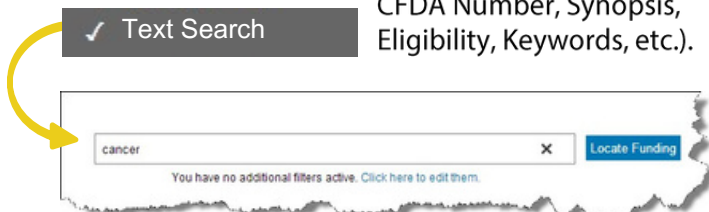
Available SPIN Search Modes

Once you have gained access to the SPIN application, there are three separate search modes for you to choose from including Text 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).
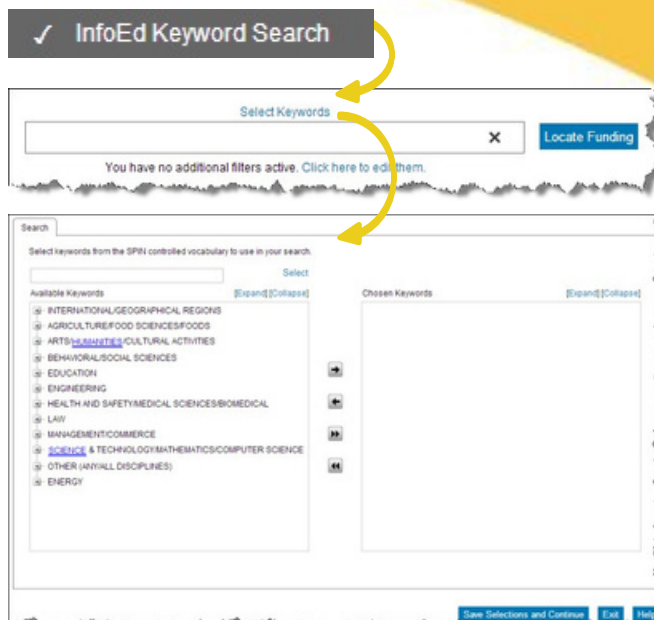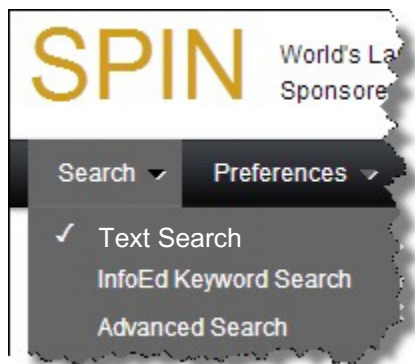
Text Search

This is the defaulted search mode upon accessing or refreshing the SPIN application. The Text 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 Text 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 Text 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 Text 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.
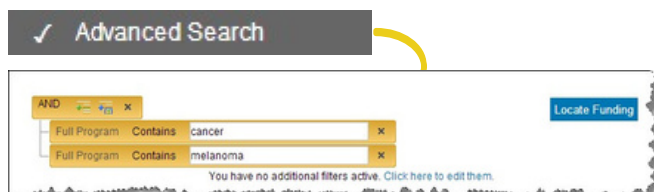
Please Note For more information on this Advanced Search mode and other SPIN functionality, please refer to the InfoEd SPIN User Guide as it is a much more detailed reference.