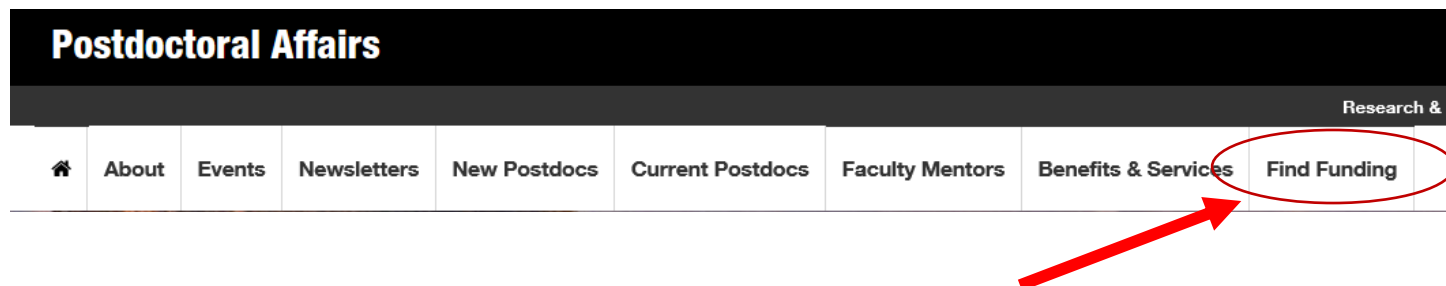


## CU Boulder SPIN Start-Up User Guide

1. Access the Office of Postdoctoral Affairs (OPA) website by going to <http://www.colorado.edu/postdoctoralaffairs>
2. Click on the **Find Funding** tab:



3. Click on **SPIN Funding Opportunities Database**:

The screenshot shows the 'Finding Funding' page on the Postdoctoral Affairs website. It features a table titled 'External Funding Platforms' with columns for 'Tool To Find:', 'SPIN', 'Dimensions', 'Foundation Directory Online', and 'Philanthropy News Digest'. The 'SPIN' column contains checkmarks for 'Funding Opportunities and Set Up Email Alerts', 'Grantees', 'Collaborators in my Field(s)', 'Funded Projects with Abstracts Similar to Mine', and 'Philanthropic Funders'. Below the table, the 'SPIN' link is circled in red, and a red arrow points to it from the left side of the image.

Tool To Find:	SPIN	Dimensions	Foundation Directory Online	Philanthropy News Digest
Funding Opportunities and Set Up Email Alerts	✓			✓
Grantees		✓	✓	
Collaborators in my Field(s)		✓		
Funded Projects with Abstracts Similar to Mine		✓		
Philanthropic Funders	✓		✓	✓

**SPIN** [SPIN Funding Opportunities Database](#)  
SPIN is a web-based, searchable funding opportunities database available to all CU Boulder faculty, staff, and students. **NOTE:** For best functionality use Google Chrome or Firefox web browsers. For assistance, call InfoEd Global SPIN at 1-800-727-8427.

- If you haven't recently logged into the platform, you will be taken to CU's Electronic Research and Administration page. Select your campus and log in using your CU Login Name and IdentiKey Password.

# Electronic Research and Administration (eRA)

Select your campus to log in:

✓ Choose One

System  
Boulder  
Denver  
Colorado Springs  
InfoEd

## Four Campuses, One University

The University of Colorado is a public research university with multiple campuses serving Colorado, the nation and the world through leadership in high-quality education and professional training, public service, advancing research and knowledge, and state-of-the-art health care. Each campus has a distinct role and mission as provided by Colorado law.

- Once logged in, you will need to click on the gold **Find Funding** link on the top of the page. This will take you to the SPIN Database.

Find Funding | Welcome Eric Carlson | Logout

Help

My Proposals

My Awards

My Financials

Human Subjects

My Profile

Records found: 0. Displaying page 0 of 0

Order By Assigned | Ascending | Sort

My Open Action Items

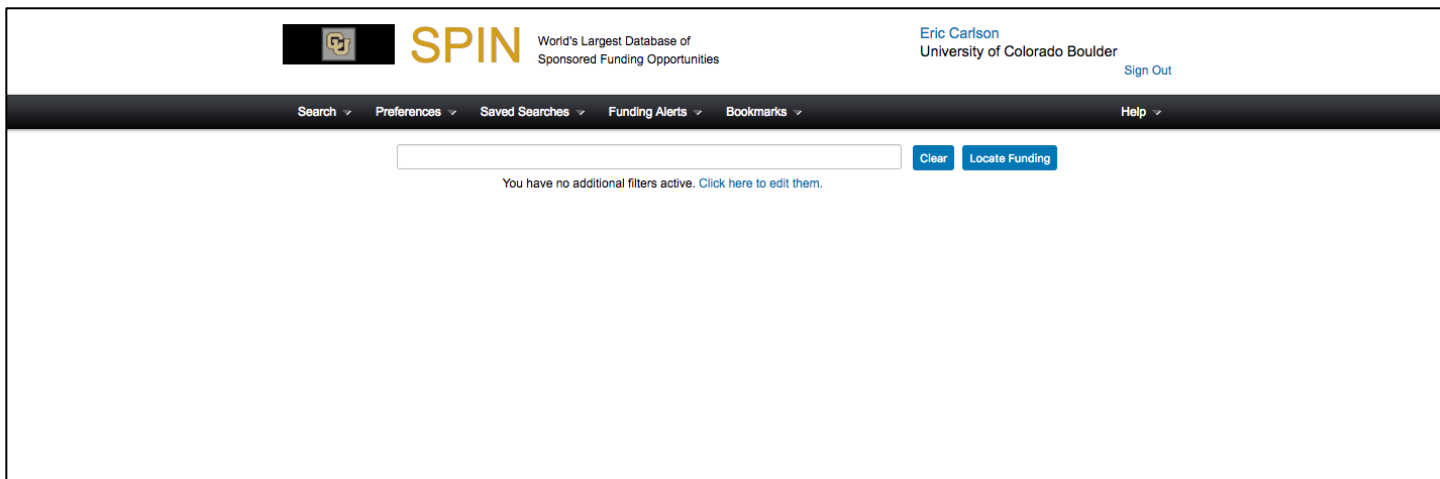
Powered By infoEd  
infoEd International, Inc.  
Version: 13.858.015

My Calendar  
May 2017  
S M T W T F S  
1 2 3 4 5 6  
7 8 9 10 11 12 13  
14 15 16 17 18 19 20  
21 22 23 24 25 26 27  
28 29 30 31  
May 2017  
1-Day 1 hr.

My Action Items  
Open  
Completed

My Workflow Maps

- You should now see the home screen for the SPIN Database linked to CU Boulder. The SPIN Database is a service provided to CU by *infoEd Global* and is updated and managed by their team.



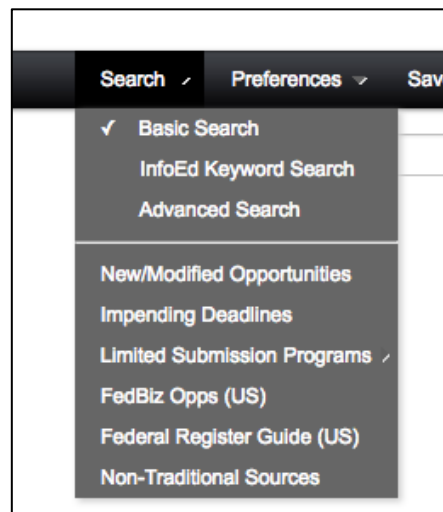
You will notice five pull-down tabs along the black bar on the top of the screen: 'Search', 'Preferences', 'Saved Searches', 'Funding Alerts', and 'Bookmarks'. We will first look at the 'Search' and 'Preferences' tab.

**Search:** This menu lets you choose your search type. You can perform a basic search using standard search engine logic (what we will do in this user guide), a keyword search using SPIN's predetermined keywords, or an advanced search allowing you to build a more specific search. The advanced search has other specialized search options here as well.

\*You can find out more about search logic in the 'Help' tab under 'Basic Search Help'

Click [here](#) to learn more about building basic searches.

**GENERAL RULE:** Broader is better. You don't want to miss an opportunity because you have too many defined preferences.

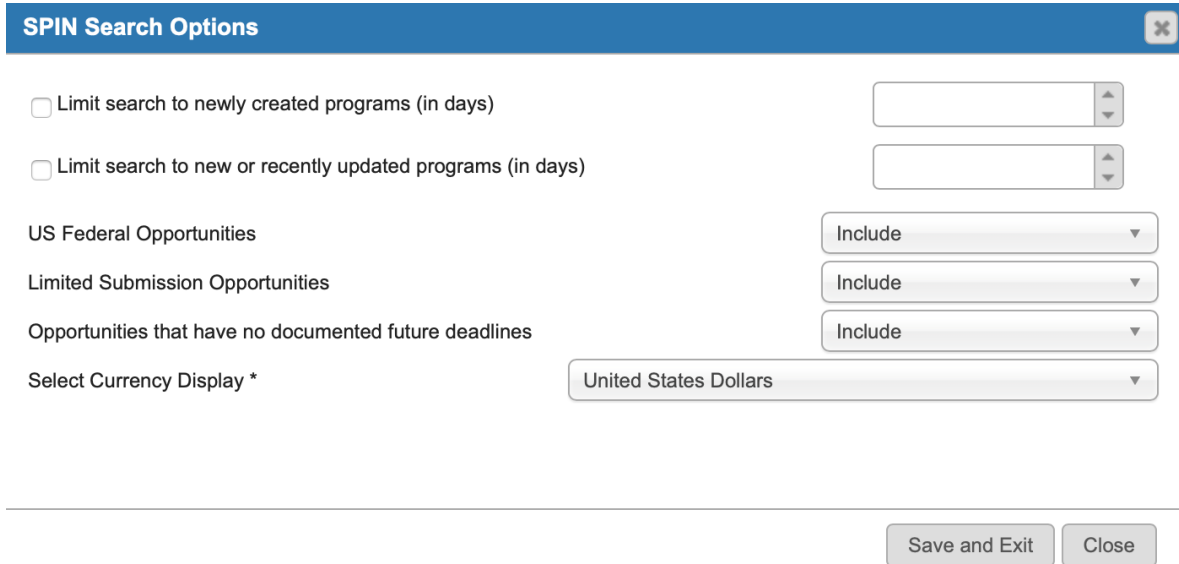


**Preferences:** This menu lets you add global search preferences to your profile including your location, position, project type, project location, citizenship, and sponsor type. Make sure to set these first so that the returned searches are relevant. You can move to a different tab without clicking "Save & Exit" first; your preferences will automatically be saved as you move from tab to tab. Preferences will save between sessions and can be changed or reset at any time.

- **Applicant Location:**
  - Choose Colorado (you will still receive opportunities applicable to the Americas; this will provide opportunities from the State of Colorado and filter other state opportunities);
- **Applicant Type:** Post-Docs should select “postdoctoral” under Professional Individual;
- **Project Type:** select “Individual Funding”, “Project Resources”, “Prize or Award”, and “Temporary Government Assignments.” (Note: “Prizes or Awards” may deliver many irrelevant opportunities, so if you are seeking a grant, it is recommended to not select “Prize or Award.” “Temporary Government Assignments” are sometimes offered by federal sponsors, such as NASA’s ROSES program;
- **Project Location:** This is where the actual work is or will be taking place. For example, if you are doing lab or research work in Colorado, you will select Colorado;
- **Citizenship:** U.S. Americans select “U.S. Citizen” (note: be sure to type exactly “U.S.”). International postdocs should select “U.S. Non-Citizen National” (e.g. if they are on a H1B visa) or “U.S. Permanent Resident” (e.g. if they are a “green card” holder);
- **Sponsor Type:** it is recommended to select all types. If you are strictly looking for foundation or industry opportunities, select “Foundations” or “Industrial Organization.”
- **CLICK SAVE & EXIT**

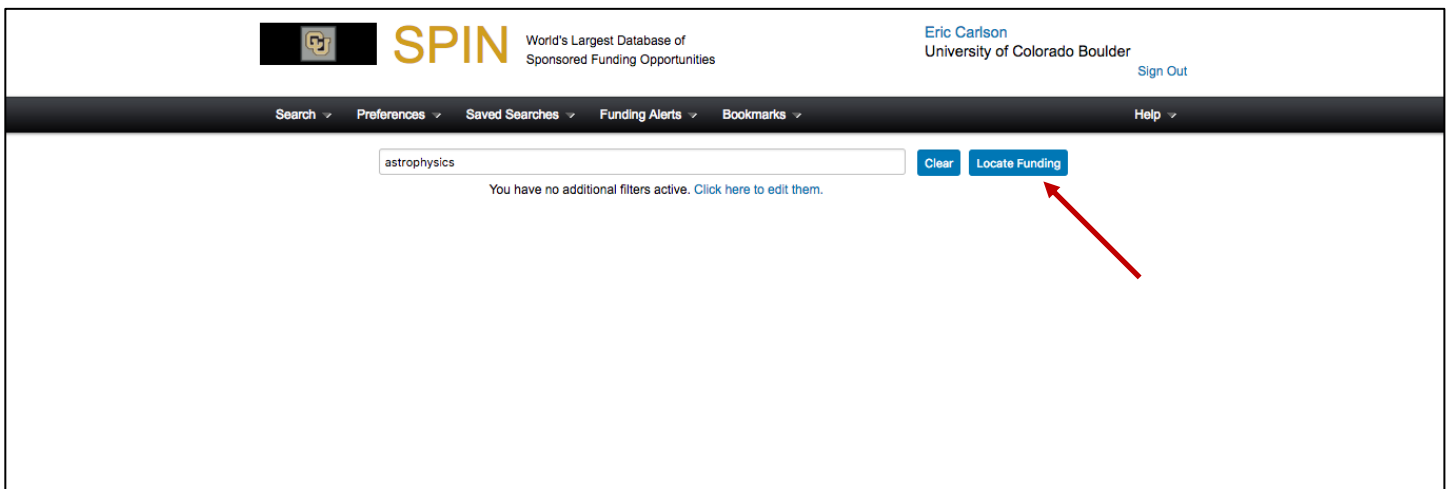
## FINAL STEP:

Under Preferences, click on “**Limit to:**”



The image shows a 'SPIN Search Options' dialog box with a blue header and a close button in the top right. It contains several settings: two unchecked checkboxes for limiting search to newly created or recently updated programs (each with an adjacent empty text box and up/down arrows); three dropdown menus set to 'Include' for 'US Federal Opportunities', 'Limited Submission Opportunities', and 'Opportunities that have no documented future deadlines'; and a 'Select Currency Display' dropdown set to 'United States Dollars'. At the bottom right are 'Save and Exit' and 'Close' buttons.

- Here, you can select to Include “Opportunities that have no documented future deadline”
    - It is always best to actually check the sponsor’s site for the latest deadlines and information;
    - On the flip-side, you may want to select Exclude if the number of defunct opportunities becomes overwhelming;
  - Make sure that the first text box (“Limit search to newly created programs (in days)”) is unchecked and the text box to the right of it, blank.
7. After setting your preferences under the ‘Preferences’ tab, you may choose to perform a basic search. Here, “astrophysics” will be used as an example. First, type “astrophysics” into the search bar and click ‘Locate Funding’. The database should search for opportunities that list “astrophysics” somewhere within the full program record listing. Note the “Help” button in the upper right has a helpful guide on Text Search.



The image shows the SPIN website interface. The header includes the SPIN logo, the tagline 'World's Largest Database of Sponsored Funding Opportunities', and user information for Eric Carlson at the University of Colorado Boulder, with a 'Sign Out' link. A navigation bar contains links for Search, Preferences, Saved Searches, Funding Alerts, Bookmarks, and Help. The main search area features a text input with 'astrophysics', a 'Clear' button, and a 'Locate Funding' button. A red arrow points to the 'Locate Funding' button. Below the search bar, a message states 'You have no additional filters active. Click here to edit them.'

Below is an example of the returned results for “astrophysics.” From the program record results page, you can click on the title of an opportunity to see the full program listing in a new window. The number of listings per page can be increased to 25, 50, 100, or All by clicking on the arrow near the ‘10’ at the bottom of the results list. The order of the results can be sorted by column by clicking on the header of any column. If you would like to filter results further, click the funnel icon in any header to filter using that field.

Drag a column header and drop it here to group by that column							
	SPIN ID	Opportunity Title	Sponsor Name	Sponsor Number	Deadline Date	Funding Amount *	
	41673	Particle Astrophysics - Experiment	Directorate for Mathematics and Physical Sciences/NSF	16-566	25-Oct-2017	Not Specified	
	60395	ROSES 2017: Nancy Grace Roman Technology Fellowship for Start-up funds for Named Fellows	National Aeronautics & Space Administration	NNH17ZDA001N-RTF	29-Mar-2018	Not Specified	
	00368	Smithsonian Astrophysical Observatory Visiting Scientist Program	Smithsonian Institution		Continuous Submission	Not Specified	
	41682	Experimental Elementary Particle Physics	Directorate for Mathematics and Physical Sciences/NSF	16-566	25-Oct-2017	Not Specified	
	41662	Nuclear Physics - Experiment	Directorate for Mathematics and Physical Sciences/NSF	16-566	10-Nov-2017	Not Specified	
1 10							Displaying items 1 - 5 of 5

8. If you click on the first listing, 'Particle Astrophysics – Experiment', you will open up its full program in a new window (below). Here you will be able to read the project description including synopsis and program objectives, the eligibility requirements, funding guidelines, sponsor information, and deadline.

If the opportunity is something you would like to save, you can bookmark it by clicking the blue **+ Bookmark Program** button in the full program or the 'plus sign' in the results list. You will find your bookmarked programs in the 'Bookmarks' tab on the top of the page.

Email ▾ Options ▾

## Particle Astrophysics - Experiment

**Sponsor Name:** Directorate for Mathematics and Physical Sciences/NSF

[+ Bookmark Program](#)

Opportunity Description
Eligibility Requirements
Funding Guidelines
Sponsor Information

### Synopsis

Particle Physics seeks to explore the fundamental nature of matter, energy, space, and time. It asks such questions as: What are the origins of mass? Can the basic forces of nature be unified? How did the universe begin? How will it evolve in the future? What are dark matter and dark energy? Are there extra dimensions of space-time? Formerly separate questions in cosmology (the universe on the largest scales) and quantum phenomena (the universe on the smallest scales) become connected through our understanding that the early universe can be explored through the techniques of particle physics. These questions are addressed by programs in both theoretical and experimental particle physics in the Division of Physics.

**Funding Opportunity Number:** 16-566

**CFDA Number:** 47.049

**Deadline Date:** 25-Oct-2017

**All Deadline Dates:** 25-Oct-2017

**Deadline Type:** Receipt

**Established Date:** 24-Jun-2014

**Last Revised Date:** 30-Nov-2016

**Next Followup Date:** 01-Jul-2017

	00368	<a href="#">Smithsonian Astrophysical Observatory Visiting Scientist Program</a>	Smithsonian Institution		Continuous Submission	Not Specified	
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**Bookmarks:** This tab allows you to view and manage the bookmarks you have made during searches. By clicking on 'Manage Bookmarks' you will be able to edit your bookmarks (below). Here you will be able to see the various opportunities that you have bookmarked to be saved under topic headings. You can delete either the individual opportunity or entire headings from this view by clicking the 'x' on the right side of the screen. You are also able to view the full program details by clicking on the blue link in any listing.

General Scientific Research						
SPIN ID	Opportunity Title	Sponsor Name	Sponsor Number	Deadline Date	Last Revised	Delete
61598	<a href="#">Army Research Office Broad Agency Announcement for Basic and Applied Scientific Research</a>	Department of the Army	W911NF-17-S-0002		04-Apr-2017	
60916	<a href="#">Department of Defense Multidisciplinary Research Program of the University Research Initiative (MURI) (Temporarily Suspended)</a>	Office of Naval Research	N00014-17-S-F006	17-Jul-2017	16-Mar-2017	

9. You may want to export the listing to either Microsoft Word or Excel. To do this, click the white space in any result in the listings to highlight it and click the blue 'Export' tab (see below). You will have the option to export in either Microsoft Word or Excel.

Results Found: 5							Reset Filters	Export
Drag a column header and drop it here to group by that column								
<input type="checkbox"/>	SPIN ID	Opportunity Title	Sponsor Name	Sponsor Number	Deadline Date	Funding Amount *		
	41673	<a href="#">Particle Astrophysics - Experiment</a>	Directorate for Mathematics and Physical Sciences/NSF	16-566	25-Oct-2017	Not Specified		
	60395	<a href="#">ROSES 2017: Nancy Grace Roman Technology Fellowship for Start-up funds for Named Fellows</a>	National Aeronautics & Space Administration	NNH17ZDA001N-RTF	29-Mar-2018	Not Specified		

10. You can save the entire search specific to your set preferences and the word "astrophysics" by clicking **Save** at the top of the search. You will need to enter the name of your search and click 'Save Changes'. You will be able to access your saved searches in the 'Saved Searches' tab at the top of the page.



AND

Full Program Does Not Contain Fulbright

Locate Funding

Save

You have additional filters active. [Click here to edit them.](#)

Results Found: 1361

Reset Filters

Export

Drag a column header and drop it here to group by that column

	SPIN ID	Opportunity Title	Sponsor Name	Sponsor Number	Deadline Date	Funding Amount *	
+	00055	Research Fellowship Awards	Crohn's & Colitis Foundation of America		01-Jul-2017	174,750.00 USD	+
+	00056	Fellows Program	Young Center for Anabaptist and Pietist Studies		Continuous Submission	Not Specified	+
+	00125	Research Grants	Pardee (Elsa U.) Foundation		31-Aug-2017	Not Specified	+

**Saved Searches:** This menu gives you the option to run previously saved searches by name or manage searches. This lets you view all of your saved searches. You can either repeat the searches by clicking on the green play button on the left-hand side or delete them by clicking the 'x' on the right-hand side of the page.

Manage Saved Searches

Save Changes

Run	Search Name	Created Date	Date Last Used	Delete
	Semiconductor 1	16-May-2017	31-May-2017	
	Chemistry 1	16-May-2017	18-May-2017	
	Energy Storage 1	17-May-2017		
	New Electronics	18-May-2017	18-May-2017	
	Federal -no Fulbright	25-May-2017	30-May-2017	
	Non-Federal Funding	30-May-2017	30-May-2017	

1

Displaying items 1 - 6 of 6

While saving, you also can select to receive email updates either daily or weekly. These are *infoEd* SMARTS Email Notifications. All notifications will be sent to your colorado.edu email address. You can manage your SMARTS Email Notifications under the 'Funding Alerts' tab.

Drag a column header and drop it here to

	SPIN ID	Opportunity Title	Funding Amount *
30184	Hans A. Bethe Pr	10,000.00 USD	+
62637	ROSES 2017: Ast Theory Program	Not Specified	+
16243	Dannie Heineman Astrophysics	Not Specified	+
41673	Particle Astrophys Experiment	Not Specified	+

Save Current Search

Search name

Would you like to configure SMARTS™ automation? Help

Note: This can be setup or edited under Funding Alerts later.

Receive email updates?

Update frequency

Save Changes












Cancel



**Funding Alerts:** The funding alerts menu lets you manage your SMARTS Email Notifications. By clicking on 'Manage Alerts', you will be able to view all of the saved searches. For each saved search, you can select the frequency (None, Daily, or Weekly) and type (HTML or Plain Text) of your notifications under the 'SMARTS Automation' column. You can also run these specific searches from here by clicking on the green play button.

Manage Funding Alerts

Save Changes

Run	Search Name	Created D...	Date Last...	SMARTS™ Automation		Hist...
	Semiconductor 1	16-May-2017	31-May-2017	Daily	HTML	
	Chemistry 1	16-May-2017	18-May-2017	Daily	HTML	
	Energy Storage 1	17-May-2017		Daily	HTML	
	New Electronics	18-May-2017	18-May-2017	Daily	HTML	
	Federal -no Fulbright	25-May-2017	30-May-2017	Daily	HTML	
	Non-Federal Funding	30-May-2017	30-May-2017	Daily	HTML	