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**:
4. 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)](image)

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.

5. 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 Link](image)

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.

6. 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.

![SPIN Database Home Screen](image)

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:**

- Click the arrow to move to the right (SELECT)
- Click the “X” to move to the left (DE-SELECT)
Under Preferences, click on “Limit to:”

- 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.

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.
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.
**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 Table](image)

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.

![Export Tab](image)

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.
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.

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.
**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 Plan 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.

<table>
<thead>
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<th>Run</th>
<th>Search Name</th>
<th>Created Date</th>
<th>Date Last Modified</th>
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