SPIN Funding Opportunities Database
A Guide for Investigators

Sponsored Programs at Hobart and William Smith Colleges provides subscription access for HWS faculty and staff to InfoEd SPIN, a database containing thousands of grant, contract, and fellowship funding opportunities.

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This guide was adapted from a document developed by the Office of Sponsored Programs at the University of Northern Colorado.
1. ACCESSING SPIN

Anonymous Access: If you are connecting through an HWS IP address, you may access SPIN without a username and password. You will be able to search the database for funding opportunities; however, certain functions such as filtering, saving searches and bookmarking specific opportunities for future use will not be available to you.

Log-In Access: To take advantage of the enhanced SPIN functions, you must log in to the system, which requires creating a personal profile (in the InfoEd Global GENIUS module) and assigning a username and password. You will then be able to access SPIN wherever you are, from any computer with Internet connectivity.

From the InfoEd Global website (http://infoedglobal.com/), select the SPIN link from the navigation menu at the top of the screen.

The SPIN Main Screen will open, where you may continue to work as an anonymous user. SPIN will recognize you as an HWS user when you access the database from a HWS IP address. You need do nothing more to continue working in the database as an anonymous user. You can return to the main SPIN page at any time by clicking the logo in the upper left corner.

To have access to all of SPIN’s features, you will need to sign in with the username and password from your GENIUS profile. If you haven’t created a GENIUS profile, you may do so by selecting the GENIUS link from the InfoEd homepage. If you are registered, selecting the Sign In link will open the login window.
When you have logged in, SPIN recognizes you as an identified user, and the Sign Out link replaces the Sign In link.

NOTE: If some of what shown in these instructions does not appear the same as what you see in SPIN, it is probably because you are not logged in. These instructions are written primarily for authenticated users.

2. STARTING A SEARCH

SPIN is designed to allow you to use either a basic or advanced search mode. Both will use a full-text search engine to scan all the words in all SPIN fields such as titles of grant programs, sponsor names, program synopses and objectives, as well as funding opportunity numbers, email addresses, keywords, and several other fields. The advanced search is geared more towards administrators and “power” users who are familiar with SPIN and know what types of programs they want to see.

SPIN is set up to default to the basic search, and a toggle button in the top right of the main screen is used to switch between basic and advanced.

Running a Basic search can be as simple as typing a word or phrase into the search term text box and clicking on the Search button.

The Advanced search mode allows the use of and/or search logic, adding expressions and adding search groups to define a tailored search that returns fewer but more specific results.
2.A. SETTING SEARCH FILTERS

At the top of the SPIN main screen, beneath the InfoEd SPIN logo, there is a gold tool bar containing numerous elements of SPIN functionality.

As shown in Figure 6, the first section of the Gold Tool Bar located at the top left of the main screen is Category Filters. Use these filters to describe yourself and your institution as an applicant; they filter your search results based on sponsors’ eligibility requirements.

SPIN will use these selections, and will display only those opportunities for which you and your institution are eligible. Move your cursor over the Category Filters tab, and the five filter options will display in a drop down menu. Click a category to open that search filter’s popup window.

Figure 7 illustrates the popup window for the “Applicant Location” filter. You will see that tabs are available across the top for the other four filter categories so that you can define all your filters by moving from one tab to the next within this window.
Each category filter window contains unique information for that specific category as well as standardized features such as the save and exit button, the exit button, and the help or question button.

Choosing filters and then clicking on the Save and Exit button saves the filter information you have selected and applies it to your search.

Clicking the Exit button closes the screen without saving the information.

Clicking on the Help button will open a popup window with information on how to use the selection tool.

**IMPORTANT** Moving back and forth between the tabs while in the category filter window retains any information you previously selected without the need to save and exit in each category. However, when you are finished with all of the category filters selections, be sure to save your settings by selecting the Save and Exit button.

In the Category Filters windows, the left column contains selections that can be made, and the right column contains the selections that have been made. Selections can be made by dragging and dropping from one side to the other, by double clicking a selection, or by selecting an item and clicking the single arrow button. *The double arrow buttons will move everything from one side to the other.*

Parent and child relationships are applied when a selection is made, allowing you to select only those items that pertain specifically to you, but ensuring that you receive all opportunities for which you are eligible.

The category filters you select will be retained when switching between search modes (basic or advanced), they will be included in the criteria when saving and loading a search, and are the most effective mechanism for including eligibility filters in your funding search.
2.A.1. Applicant Location Filter
This category is used to determine whether applicants are in a location where sponsors are willing to make awards. Using this filter ensures that you receive opportunities available to applicants based on your specific location.

To view your options, you may expand the entire list by clicking on the Expand (🧰) button at the top right of the list, or you may expand one area at a time by clicking on the small expand (►) icon to the left of an area.

Figure 8 illustrates drilling down through the Americas, then Northern America, the United States, and finally New York. This hierarchy ensures that your search results will only include opportunities that are open to applicants in New York, or in the United States, or in Northern America, or anywhere in the Americas. For example, a search using these filters would not include opportunities that are open to applicants in Canada but not in the U.S. or those that are open to applicants in New Jersey and Pennsylvania but not to applicants in New York.

It is recommended that you choose the most exact option for your location – select New York instead of the United States.

2.A.2. Applicant Type Filter
This filter, also set up as a hierarchy, is used to determine which attributes the sponsor will require of an applicant, both as an individual and as an organization.

There may be times when you would select an applicant organization other than, or in addition to, College or University. For example, if you are working with collaborators at a school district, there may be programs for which HWS would not be eligible, but another agency would. In that case, you may want to include another type of organization in your applicant type filters.
2.A.3. Project Type Filter

The project type filter, also a hierarchy, is used to determine the type of project the sponsor is going to fund or what type of work the sponsor wants done. You will most often want to select from the available options under Project Resources; however, you will want to look at all possible options to select those that best match your project. For example, if you wanted to find programs that provide funding for reaching out to communities and informing them about environmental education, you would go to Targeted Activities and select Community Outreach as your project type filter before searching on the term environmental education.

There are five main project type areas, two of which have sub-areas, as follows:

1. **Endowment**

2. **Individual Funding** (for awards typically made directly to you and not through the Colleges)
   - **Academic or Education Endeavor**
     - Dissertation
     - Exchange Program
     - Fellowship
     - Fulbright Programs
   - **Professional Endeavor**
     - Access to Facilities
     - Conference Attendance
     - In-Residence
     - Internship

3. **Prize or Award**
4. Project Resources

- **New or Existing Project**
  - Challenge Grant
  - Collaborative Project
  - Conference Hosting
  - Demonstration or Evaluation
  - Development of Existing Program
  - Information Dissemination
  - Publication Assistance
  - Research or Service Center Support
  - Seed Money or Start-up Funding
  - Service Delivery
  - Research Grant

- **Operating Support or Infrastructure**
  - Capital Construction or Renovation
  - Computer Infrastructure
  - Equipment
  - General Operating Funds
  - Land Acquisition
  - Planning Grants
  - Technical Assistance

- **Targeted Activity**
  - Artistic or Cultural Performance
  - Community Outreach
  - Curriculum Development
  - Exhibits/Collections
  - Public Awareness and Education
  - Writing Projects

- **U.S. Federal Specific**
  - Cooperative Research and Development Agreement (CRADA)
  - Requests for Applications (NIH)
  - Small Business Innovation Research (SBIR)
  - Small Business Technology Transfer (STTR)

5. Temporary Government Assignments

2.A.4 Project Location Filter
This filter is used to determine where a sponsor will allow a project to be carried out. Select the location where your project will be conducted just as you selected the applicant location.

2.A.5 Citizen Status Filter
The final category filter is Citizenship Status. This filter is used to determine if sponsors have specific citizenship requirements or restrictions for funding opportunities. The list of options contains all the possible citizenship types available. Select the type(s) that apply to you.

2.B. DEFINING SEARCH OPTIONS

The second section of the Gold Tool Bar at the top of the SPIN Main Screen is the Options tab that provides access to special search options, configurations, and user preferences. Some examples include having the ability to expand search terms, include additional opportunities in your search, and changing the currency display. Altering any of the available options will change the number and type of opportunities returned in your search.

Begin by holding your cursor over the Options tab; the menu will expand to the two main categories: Search Options and Detail View Column Options.

![Figure 10 Options Tab: Search Options](image)
2.B.1. Search Options
Selecting Search Options from the drop-down menu opens a new popup window that gives you the ability to adjust the multiple default settings described below.

Expand Search Terms via Thesaurus
This option examines each full text search term and attempts to expand it via an integrated thesaurus in the database. For example, a search for “cancer” will also search for tumors, carcinoma, sarcoma, malignancy, etc. Not all words or phrases expand, but those that do will bring back additional results because of the expanded search if that is your choice. Use this tool to increase the number of search results without having to type in additional search terms.

Limit Search to New Programs
Check this option if you want your search to return ONLY those funding opportunities that were created during a set number of days specified by you. This can severely limit the number of results you see, and usually recommended only if you are searching regularly and elect to see results that are new since the date of your last search.

Limit Search to Recently Updated Programs
This is similar to the previous, New Programs, option, although it pertains not to new programs but to those with information that has been updated within the number of days you specify. A program may have been created more than a year ago, but if it was revised within the specified date range, it will be pulled in to your search results.

NOTE: You cannot use both the New Programs option and the Recently Updated option at the same time. If you select one, the other will be grayed out and no longer be available.

US Federal Opportunities
By default, any search you perform will return results that contain US Federal opportunities, including any programs created and funded by any Federal government agency. Normally these opportunities have very specific requirements, deadlines, and policies. This option allows you to define your search to include, exclude, or search only for US Federal opportunities.
| Limited Submission Opportunities | Limited submission opportunities are those that limit the number of proposals that may be submitted by an individual or organization. At UNC, OSP coordinates the application process to prior to submission of limited submission proposals. An internal competition may be necessary to select the proposals to be submitted. This search option allows you to define your search to include, exclude, or search only for limited submission opportunities. |
| Suspended Opportunities | Suspended opportunities are those that are normally excluded from searches for reasons such as: 
- They were not offered by the sponsor the previous year 
- They are no longer available 
- The program was put on hold due to limited funding, but not yet terminated by the sponsor 
- The sponsor had already selected individuals to participate 
Although these opportunities are not currently open, you may still wish to know about them. 
Opportunities that are, by definition, one time opportunities and those that have been confirmed by the sponsor as truly defunct will never be displayed after they are expired. Only those suspended programs that have a possibility of becoming available again in the future are ever displayed. |
| Currency Display | When you perform a search, whichever type of currency you select here will display in the search results, with the base currency and amounts included in the full opportunity description. Currency rates are downloaded in SPIN on a daily basis; they are never older than 24 hours and are calculated by XE.com. |

Once you have set all your search options, remember to save your selections by clicking the Save and Exit button. If you are logged in as a registered user, your options will be saved for future searches. If you use the Exit button to close the window, your options will not be saved.

2.B.2. Detail View Column Option
The results of a search are presented in a grid of funding opportunities. Clicking on the program name in the Opportunity Title column of the search results will open new Web page for that program, but clicking on the small arrow icon to the left of a funding opportunity will open the Detail View pop-up window with selected details about that funding opportunity. It is a quick and easy way to get an idea of what opportunities are about without opening each program’s full page.
You may select the fields you want to see in Detail View by selecting Detail View Column Options from the Options drop-down menu (see Figure 13). A window will open displaying a list of fields from which to select on the left side. Move the fields you want to see to the right side. You determine the order in which the fields will be displayed by dragging and dropping the field names until you have the order you want.

The number of fields you choose to see in Detail View, especially large text fields such as synopses or objectives, may cause your search to run more slowly.
3. DESIGNING A BASIC SEARCH

The basic search is a way to search for opportunities using words or terms that are run against every field in SPIN. Basic is the search mode default that appears when the SPIN main screen is first opened and/or refreshed. When basic search mode is selected, a standard entry textbox is available in which to type terms for a simple SPIN search. To begin, type the word or phrase on which you wish to search in the text box and click on the Search button. Clicking on the \( \times \) on the right of the text box will delete whatever you have typed in, and clicking the floppy disk (save) icon will launch the Save Current Criteria popup window allowing you to save your current search criteria for future use (See 2.B. for more on saving searches.).

SPIN searches for words using their inflectional forms, allowing multiple forms of the same word to pull into searches. For example, searching for the word “rain” will scan all SPIN opportunities for: rain, rains, rained, and raining.
3.A. CONSTRUCTING SEARCH TERMS

Clicking the Question button just to the right of the Save icon, will open a Help screen that describes some of the ways in which text can be entered to perform simple or complex searches. The following table includes those as well as some additional search term techniques.

<table>
<thead>
<tr>
<th>If you type:</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>educate</td>
<td>Typing in one specific word searches for records containing that word and its inflectional forms. Entering “educate” would match programs including the word educate as well as those with educating and educated.</td>
</tr>
<tr>
<td>science education</td>
<td>Typing in the word “science” and the word “education,” causes SPIN to search for records containing both of the words and their inflectional forms. Both words must be present in an opportunity record, but they don’t need to be directly next to each other to be included in the search results. Using this example, the search would match a program description that includes, “The sponsor supports environmental science research and projects that educate the public about genetically modified organisms.”</td>
</tr>
<tr>
<td>“English literature”</td>
<td>Putting quotes around multiple words causes SPIN to search for records containing that specific phrase. All of the words need to be present in that particular order to be included in the search results. In this example, a program containing the phrase “English poetry as represented in the literature of Japan” would not be included, but one with the phrase “English literature projects must include examples of prose” would be.</td>
</tr>
<tr>
<td>cancer -NIH</td>
<td>Inserting a dash immediately before a word causes SPIN to omit programs that include the word following the dash. This example would result in programs including the word cancer but would exclude all NIH programs or other programs that include the term NIH.</td>
</tr>
<tr>
<td>+history</td>
<td>Inserting a plus symbol before a word disables expansion for inflectional forms. In this example, the results would search for opportunities containing the word history but not those containing the word histories.</td>
</tr>
<tr>
<td>anat*</td>
<td>Appending an asterisk to a term invokes a wildcard search, and SPIN searches for records containing that specific term and that term with any suffix. In this example, the results would include opportunities containing words such as anatomy, anatomists, anatomical, and anathema.</td>
</tr>
<tr>
<td>&lt;special education&gt;</td>
<td>If multiple terms are wrapped in angled brackets, SPIN will search for records that contain all of the terms and will rank the results by the proximity of the terms.</td>
</tr>
<tr>
<td>~materials chemistry</td>
<td>Inserting a tilde before one word causes SPIN to search for records containing that word or its related terms in the keyword thesaurus, and the second term</td>
</tr>
<tr>
<td>~“human genome”</td>
<td>Inserting a tilde before a quoted phrase searches for records containing that phrase or its related terms in the keyword thesaurus</td>
</tr>
</tbody>
</table>

NOTE: For information about keywords and related terms, see Section 4, below.
When you have entered your search term, clicking the Search button will cause the screen to refresh and display the search results. In the example shown in Figure 16, ~“math curriculum” was used as the search term, returning 11 results.

3.B SAVING SEARCH TERMS

If you are logged in as a registered user, you may save your search terms, either after typing them into the text box, or after you have run a search, by clicking on the Save button ( ) to the right of the search term text box. A small window will pop up asking that you provide a name for the search. You can then run the search at any time without re-entering your search terms.

Going back to the gold tool bar at the top of the SPIN main screen, the third tab is Searches, and this is where you are able to retrieve and run your saved searches.

Anonymous users (those who are not logged in) are not able to save searches or settings, and the Save button will not appear on their screens.

4. USING KEYWORDS

If you are not getting results with search terms you are using, you may want to use keywords found in SPIN’s controlled vocabulary list of over 300,000 terms.

To access the Keyword section of SPIN, move your cursor over the Keyword tab in the main gold tool bar, and a dropdown menu will display the three options, Search, Keyword Groups, and Shared Keyword Groups.
Anyone may search for keywords and view shared keyword groups; however, only registered, logged-in users may save keyword groups.

4.A. SEARCH FOR KEYWORDS

Select “Search” from the Keyword menu and a new keyword window opens with three tabs that correspond to the three options in the keyword dropdown menu (the Shared Groups tab will be available only to registered, logged-in users). The screen defaults to the Search tab.

To begin a search for keywords, type any term in the search text box and click on the Search button. The window will refresh displaying all keywords or terms related to the term you typed in. If you had previously run an opportunities search on the term “teacher training” and got only seven results, you could search here on “teacher training” to find other related keywords. When you search, the screen will refresh displaying a grid of the search results. SPIN did not bring up “teacher training” as a keyword (“Teachers--Training of” is used instead), but did identify six related keyword terms.
4.A.1. Keyword Search Options

The keyword search grid also provides a number of ways to use or modify the results.

- **Show unused terms in search results**: Checking this checkbox will cause SPIN to return keywords that are not associated with any programs in SPIN. Unused terms will not help to search for programs. The only function is to allow users to browse the keyword set.

- **Hide terms already selected from search results**: Checking this box will hide any keywords that are already included in a group of saved keywords.

- **(left column)**: Checking the box at the top of the first column in the gold header bar selects all of the keywords on that page.

  Checking a box in the first column to the left of a keyword selects that specific keyword.

  If you move to another page, these selections will not be saved.

**Term Label**: This is a list of all the keyword terms related to the term you are searching. Clicking the specific term link opens a box containing information on the alternate labels, broader terms, narrow terms, related terms and the Library of Congress link.

- **Preferred Label**: This is the specific label link you clicked under Term Label.
- **Alternate Label**: These are other possible terms that you may use.
- **Broader or Narrow Terms**: These are more or less specific terms affiliated with your Term Label. See explanation below.
- **Related Terms**: These are related words to your Term Label. This is rare, and most keywords will not have them.

- **(filter)**: Click the filter button next to the specific category you wish to filter.

  Using the drop down menu, choose the filter, type in the specification and click Filter at the end of the menu.

  The results list will refresh according to your decision, displaying the new information.
This is the number of programs in SPIN that are associated to your keyword. Clicking on this number will open a new results grid displaying the funding opportunities matched to the keyword that fall within any category filters and search options you have defined.

NOTE: While the keyword search grid may show that there are 240 programs matched to the keyword “Teachers—Training of,” if you have set filters and options, you may not get 240 results; but those you see should be a better match for you.

Include Related

Most keywords do not contain direct relationships with other words, so it is rare to get results from related terms.

4.A.2. Including Broader and Narrower Terms

On the keyword search options bar, you may also select to use the “Include Broader” and “Include Narrower” functions to create varying levels of searching depth and further customize your search.

Include Broader – This sets the level to which you want to broaden your search. By clicking the checkbox and selecting a number from 1-10, with 10 being the broadest level, you will be able to include up to 10 times broader terms in your search.

For example, if you went two levels broader in your search for the term “shipping,” you might return the terms “steamboat” or “lines.”

Include Narrower – Instead of selecting multiple keywords, you can select a single keyword and “Include Narrower Terms” to include all of the children terms contained in the number of levels down you select.

For example, selecting the term “metastasis” and setting narrower terms one level down, the search will also find opportunities that are associated with bone metastasis, lymphatic metastasis, or liver metastasis. Choosing two levels down will also include all of the narrower terms of those three terms as well.

5. PROGRAM SEARCH RESULTS

Your search results are displayed in a grid such as that shown in Figure 16.

5.A. CHANGING SEARCH FILTERS AND OPTIONS

At the top right of the results grid are the various categories or options you may use to filter your search. All that are available to an anonymous user are the Search Options that are described in Section 2.B.1., above.

A registered user who is logged in will see any of the five available Category Filters that have already been used to define search filters as described in Section 2.A., above.
As an authenticated user, any changes you save in your Category Filters or Search Options (whether from the drop-down menus or the tabs across the top of the results grid) will be saved for future searches. SPIN will not default back to filters and options you had selected previously.

5.B. NAVIGATING YOUR PROGRAM SEARCH RESULTS

Just above the top left corner of your results grid, there is a display-only count of programs that were returned for your current search.

Some searches may bring back many programs, but the results grid displays a default of ten programs at a time. If you prefer to view more programs at once, SPIN provides a page counter/navigation bar at the bottom of the results grid. You may view up to 100 programs per screen. The bottom right of the navigation bar tells you which programs are currently in view.

5.C. SORTING SEARCH RESULTS

The SPIN system provides several different ways to sort the results of your search.

5.C.1. Modifying the Order of the Grid Columns

Your search results grid presents your program matches in six columns: SPIN ID Number, Opportunity Title, Sponsor Name, Sponsor Number, Next Deadline Date, and Funding Amount. You may modify the order of the columns by clicking on a column you wish to move and dragging it horizontally to the location where you want to see it.
The default column locations are illustrated in Figure 25, but you may prefer to see the sponsor name first and then the opportunity (program) title. Figure 26 illustrates a modified column presentation.

5.C.2. Grouping by Columns
Columns can also be grouped to organize your results into a customized list with what you find most useful first. Select the column you want SPIN to sort by first, and drag it to the top left of the results grid where it says, “Group by: drag and drop a column header to this section” (top left in Figure 26). Figure 27 illustrates results grouped by Sponsor Name, then by Opportunity Title, and then Next Deadline Date.

To undo a column grouping, click the \( \times \) on the grouped column tab.

5.C.3. Sorting Results by Column Headers
You may also adjust how results are sorted by clicking on the title of the column header. A small up-arrow will appear next to the column title; and, depending on the column, the results will be sorted by the newest, smallest, or...
first alphabetically. To reverse the sort order, click on the column title or the up-arrow; and to un-do the sort, click in the blank space of the column header.

5.C.4. Filtering Search Results
Filtering allows you to choose from specific fields to organize the information in your search results. Click on the filter button in the header of the column you want to filter, use the drop-down menu to specify how you want the information in the column to be filtered, and click [Filter] at the bottom of the drop-down menu.

You can clear any filters you have used, by clicking on the filter button of the column you want cleared and then clicking on [Clear Filter] in the drop-down menu.

6. VIEWING PROGRAM DETAILS
6.A. VIEWING DETAILS IN EXPANDED VIEW
As you review search results, you may want to know a little more about some of the programs listed before opening a new screen to view the complete program detail. You can do this easily by using the Program Details Checkbox and the small arrows on the far left of your search results grid.

When you select the checkbox, every program on the screen will expand to display additional detail. The default is set to display the sponsor’s contact name, email, website, and synopsis of the program. However, you can change the default by selecting the information you want to see here by using the Detail View Column Options as described above in Section 2.B.2. When the checkbox is unchecked, every program will collapse to display only the standard six fields in the grid row.
You may also choose to expand only those programs that interest you by clicking on the small arrows to the left of the row for those records (Figure 31).

6.B. VIEWING COMPLETE PROGRAM RECORDS

In the search results, click on the name of a program in the Opportunity Title column, and a new pop-up window will open displaying the Program Detail Record for that program. The record is presented in four tabs and an information box.

The Information Box is located on the right and contains the following, if applicable to the program:

- a funding opportunity number (if the sponsor uses program numbers),
- the Catalog of Federal Domestic Assistance (CFDA) number (if it is a federal program)
- the next deadline date
- all other known deadline dates
- type of deadline (i.e., an absolute deadline or a target date)
- established date (the date the program was added to the SPIN database)
- last revised date (the last time the program information was revised in SPIN)
Information provided in the four tabs includes the opportunity description, eligibility requirements, funding guidelines, sponsor information (including contacts and websites). This information is provided whenever applicable to an opportunity and made available by the sponsor.

6.B.1. Sharing Programs by Email
You may want to share a program record with colleagues, and that is easy to do using the email button. Selecting “html” or “text” from the Email drop-down list will open an email pop-up window. If you are logged in to SPIN as a registered user, your email address will be automatically populated into the “From:” field. You can then enter email addresses of individuals you want to receive the message. You can also edit the Subject line and edit or reformat the text of the message.

6.B.2. Finding Similar Opportunities
From any program’s Complete Record window, you can use the Options button to search for other similar programs. Clicking on the Options button and then on “Find Similar Opportunities” tells SPIN to search for other opportunities using the eligibility and keywords from the current program. The window will refresh, and the current program will be replaced with a search grid of other opportunities that may be similar.

6.B.3. Limited Submission Opportunity Alerts
If the sponsor of an opportunity sets a limit on the number of proposals that an institution or individual is allowed to submit, the Limited Submission Opportunity Alert will appear on the Complete Program Record window (Figure 36). If you plan to submit a proposal to one of these programs, you will need to inform Sponsored Programs as soon as possible.
7. BOOKMARKING PROGRAMS

Registered users who are logged in to SPIN have the option of bookmarking programs in their search results making it easy to quickly return to them. The right side column of your search results includes a bookmark button for each program listed. Clicking on a program’s bookmark button will open a new popup window.

Bookmarked programs are saved in groups that you create, and the bookmark popup gives you the option of creating a new bookmark group or adding your program to a previously created group.

Programs can be added to multiple groups.

To retrieve a bookmarked program, go to the Bookmarks tab in the gold tool bar of the main SPIN screen and select Bookmarked Opportunities.
The screen will refresh showing a list of all your bookmark groups. Clicking on the small arrow on the left side of a group name will open a list of programs you have bookmarked to that group. A specific opportunity or an entire group can be deleted by clicking the × to the right of the listing.

The name of a Bookmark Group can be changed by clicking on the name in the list of groups. A text box appears around the name, allowing you to edit it or type in a new name.

8. EXPORTING SEARCH RESULTS TO WORD OR EXCEL

Registered users who are logged in to SPIN have the ability to export search results into a Word or Excel document. To use this function, click on the “Export” button located at the top right of your search results grid and choose which format you would like to use.