



## Finding Funding Sources Using InfoEd's SPIN

### Logging In

- As of October 2016, OSPR will set up an account for you.
- You may receive one or more automated emails in the process.
- ***OSPR will link your account to your KSC netid so that you can log into this system without needing to remember a special userid or password.***
- If your account was set up before October 2016 and you can't log in with your normal KSC credentials, please contact OSPR to remedy.

Go to: <https://www.keene.edu/office/ospr/external/funding/>

Click: Launch SPIN

**OR**

Login at: <https://infoedresearch.unh.edu/login.asp>

On InfoEd Home page: click "SPIN"

**Search** menu provides multiple ways to search the database

- Basic Search:
  - Type your own keywords and click "Locate Funding"
  - Click small "+" on far left column to see program details
  - Click on program name to view details, email details, or bookmark program
  - Click "Save" to name search and schedule update frequency and email updates; click "Save Changes"
  - To change filter options on your results click "Reset Filters"
  - To export results to Word or Excel click "Export" icon
  - To bookmark funding program click blue "+" on far right column
- InfoEd Keyword Search:
  - Click "Select Keywords" to access controlled vocabulary used by database
  - Using + and -, expand and collapse categories for options
  - Click on keywords and select with arrow icons
  - Click "Save Selections and Continue"; keywords with number of search hits will be visible
  - Click "Locate Funding" to show results
  - Click on program name to view details, email details, or bookmark program
  - Click "Save" to name search and schedule update frequency and email updates; click "Save Changes"
  - To bookmark funding program click blue "+" on far right column

#### SEARCH TIP

**tech\*** = an asterisk tells SPIN to search using any keywords that begin with the preceding letters.

**Preferences** menu shows categories to filter search data

- Filters include applicant location and type, project location and type, citizenship, sponsor type
- To set and edit filters click the text beneath the search field "Click here to edit them"

**Saved Searches** menu provides options for working with saved searches

- Manage Saved Searches:

- Click the “Run” arrow icon to update search parameters and results with current and updated information
- To change filter options on your results click “Reset Filters”
- To export results to Word or Excel click “Export” icon
- Public Searches:
  - Provides access to searches saved by faculty and OSPR staff
  - Click the “Run” arrow icon to update search parameters and results with current and updated information
  - To change filter options on your results click “Reset Filters”
  - To export results to Word or Excel click “Export” icon

**Bookmarks** menu provides option for working with your own and publicly saved bookmarks

- Manage Bookmarks:
  - To refresh a bookmarked program you have saved click on the arrow icon at bottom left of table
  - To export results to Word or Excel click “Export” icon
- Public Bookmarks:
  - To refresh a publicly available bookmarked program click on the arrow icon at bottom left of table
  - To export results to Word or Excel click “Export” icon