SMARTS
PERSONLIZED EMAL ALERTS OF
FUNDING OPPORTUNITY
ANNOUNCEMENTS

INTRODUCTION AND INSTRUCTION
MANUAL Version 1.0
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**BACKGROUND**

Investigators can set up custom, personalized alerts of Funding Opportunity Announcements (FOA) using the InfoEd’s SPINPlus module. SPINPlus is a web-based system that includes a database of funding opportunities (Sponsored Programs Information Network (SPIN)), a database of investigator profiles (Global Expertise Network for Industry, Universities and Scholars (GENIUS)), and a matching alert service (SPIN Matching And Research Transmittal Service (SMARTS)) that matches a GENIUS profile with SPIN records (see Figure 1). Once setup, the alerts are emailed daily Tuesday – Saturday directly to the email address associated with the GENIUS profile. The system sends only alerts of new FOA that have not been already sent.

Because the UCHC subscribes to SPINPlus, the SPIN database on UCHC servers is updated nightly by InfoEd. So, you can rest assured that the alerts you receive are up-to-date.

The SPIN database is a funding opportunities database designed to provide up-to-date information on current funding opportunities, including: Fellowships, Research Grants, Publication Support, Sabbatical Support, RFAs (NIH Guide), Curriculum Development, Conference Support, RFPs (Commerce Business Daily), and more. It contains more than 2,500 sponsoring agencies, which together provide over 11,000 separate funding opportunities. SPIN includes federal, non-federal, and international sponsors. Some of the sponsors include the National Institutes of Health, Centers for Disease Control and Prevention, National Science Foundation, National Endowment for the Humanities, Department of Education, American Heart Association, American Cancer Society, New York State Department of Health, Doris Duke Charitable Foundation, and Rockefeller Foundation.
INSTRUCTIONS: GENIUS & SMARTS SETUP

Step 1. Obtain an InfoEd account/profile (if you have an account, skip to Step 2)

1. Call David Fearey at 679-4941 or email him at fearey@adp.uchc.edu and be ready to supply the following information:
   a. Your Name
   b. Title/Role (PI, Dept. Admin, etc.)
   c. Email
   d. Telephone Number

2. Once an account/profile has been created, you will receive an email notification with the URL, username, and password (see screenshot for a test account).

Step 2. Login

1. Point your browser to the url: http://infoed.uchc.edu
2. Press the Login control on the left and enter your username and password (see screenshot):
Step 3. Setup your personalized alerts in SMARTS

1. Once logged in, click the buttons “Find Funding”, then “SMARTS”: 
2. Under “Preferences”, you can enable/disable daily email alerts, and configure the format of the emails you will be receiving daily (see Screenshot for an example).

NOTE: IF YOU MAKE ANY CHANGES, PLEASE MAKE SURE TO SAVE THEM BY CLICKING THE SAVE ICON IN THE UPPER LEFT CORNER

3. Keywords. Press Keywords (in the left pane), enter keywords to match funding announcements on. To browse and select any of the standard keywords in SMARTS, type a word in the Search box and press “GO.” In the screenshot below, we typed computer.
All matching keywords/phrases will be displayed in the box just above the search box. The screenshot is the result of typing computer and pressing “GO.” You will notice that all entries have the word computer in them.

To add any of these words/phrases to your alert keywords, select the key word/phrase and press “Select.” To select multiple words simultaneously, click your mouse on all entries while pressing down the “CTRL” key on your keyboard. The entry selected will now appear at the bottom of the page under the title “Selected Keywords.”
To remove any of the entries from the keyword search, check off the checkbox next to the entry you want removed and press “Remove.”

**NOTE: PLEASE MAKE SURE TO SAVE YOUR CHANGES BEFORE CLOSING THIS KEYWORDS DIALOGUE BOX**

4. **Applicant Type.** Press Application Type (in the left pane) and check off all the applicant categories that you’re interested in receiving the alerts for (see screenshot for an example)

5. **Award Type.** Unless you want to restrict the type of awards, don’t check off any of the entries. The system will use “ALL” in SMARTS matching.
6. **Geographical Restrictions.** Unless you want to restrict the region/location, don’t check off any of the entries. The system will use “ALL” in SMARTS matching.

7. **Sponsor Types.** Unless you restrict the type of sponsor, don’t check off any of the entries. The system will use “ALL” in SMARTS matching.

8. **Location Tenable.** Unless you restrict the regions/countries where you want to carry out your research project, don’t check off any of the entries. The system will use “ALL” in SMARTS matching.

**REMINDER: IF YOU MAKE ANY CHANGES, PLEASE MAKE SURE TO SAVE!**

THAT’S YOU DONE! Wait for the alerts to start arriving at your email inbox daily, starting tomorrow (see Figure 2 for an example email alert). Please contact David Fear (679-4941 or fearey@adp.uchc.edu) if you have any questions or concerns. Good Luck!

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**Figure 2 – Example Email Alert**

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**SYNOPSIS:**

The Electronics and Electrical Engineering Laboratory (EELL) Grants Program will provide grants and cooperative agreements for the development of fundamental electrical metrology and of metrology supporting industry and government agencies in the broad areas of semiconductors, electronic instrumentation, radio-frequency technology, optoelectronics, magnetics, superconductors, electronic commerce as applied to electronic products and devices, the transmission and distribution of electrical power, national electrical standards (fundamental, generally quantum-based physical standards), and law enforcement standards. Financial support may be provided for conferences, workshops, or other technical research meetings that are relevant to the mission of the Electronics and Electrical Engineering Laboratory.

**Deadline(s):**

DEADLINE NOTE

Applications received after June 1, 2009 may be processed and considered for funding under this solicitation in the current fiscal year or in the next fiscal year, subject to the availability of funds.