

**SPIN Quick Start Guide**

**Need Help? Can't log in?**

Contact [SPA-eBiz@columbia.edu](mailto:SPA-eBiz@columbia.edu)

**Accessing SPIN:**

There are two ways to access SPIN.

**If Columbia University employee:**

Go to <https://www.infoed.columbia.edu/>

Click "Login" using your Columbia UNI & Password.

Click on  which appears on the left-hand menu.

You are now logged into SPIN. Your name and "Columbia University" will appear at the top.

**If student or fellow not paid by the University:**

Go to <https://spin.infoedglobal.com/>

Click "SPIN." You will automatically be able to conduct SPIN searches if on the Columbia campus, however, will not be able to save work. If you want to save work and create email alerts, you will need to create an InfoEd profile. Click "Sign In" and create a new profile. SPA-eBiz will take care of the rest.

**Training Videos:**

Training videos are available in the "Help" section.

**Available SPIN Search Modes:**

Using the *Search* menu at top left of the SPIN Home Page, you can conduct a Basic Search, InfoEd Keyword Search, or Advanced Search.

**Basic Search** – this is the defaulted search mode upon accessing SPIN. The Basic Search is a way to search for programs using a simple word or term, which is then run against the entire program announcement in SPIN - every field is searched (ex. Sponsor Name, Opportunity Title, Funding Opportunity Number, Synopsis, Eligibility, Keywords, etc.).

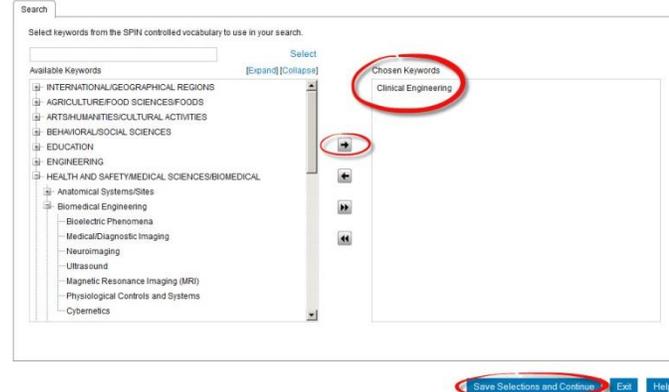


A standard entry textbox appears in the middle of the SPIN Home Page where you can enter your search term(s). When *Locate Funding* is clicked, the system will retrieve search results for any sponsored program containing your search terms. For tips on conducting basic searches, click on *Help*, then *Basic Search Help*.

**InfoEd Keyword Search** – this mode operates in a similar manner to the Basic Search except you select from a proprietary list of keywords to perform your search instead of typing in arbitrary word(s) or term(s). Select *InfoEd Keyword Search* in the *Search* menu. Then click *Select Keywords* link above the textbox:



The Keyword Selection screen pops up:



After selecting the terms you want, click *Save Selection and Continue*, which will close the popup and display the selected terms, in the SPIN search box. Click *Locate Funding* to carry out the search. The selected keywords are being compared with keyword terms associated with each funding opportunity rather than the full text of the opportunity.

**Advanced Search** – this search method allows you to tailor your search using advanced AND/OR branching logic functions to narrow down your search to retrieve more specific results. For more information, [watch training video #20](#) for a full demonstration.

**Save Searches and Create Email Alerts**

Conduct your search, using one of the search modes described above. Click the *Save* button, where you will be asked to name the search just conducted. In addition, you will be asked whether you would like email updates as new funding opportunities are available matching your search criteria, and how often you would like to receive emails (daily or weekly).

