Loma Linda University

Conducting SPIN and SMARTS Searches
(**S**ponsored **P**rograms **I**nformation **N**etwork)

SPIN (immediate queries) and **SMARTS** (saved queries sent out on a daily basis) utilize a comprehensive database of funding opportunities gathered from federal agencies, foundations, professional societies, associations and corporations. This database is updated daily and can be searched by various criteria including, sponsor, award type, area of interest, and applicant qualifications.

[LOGIN] **[FORGOT YOUR PASSWORD?]** **[REGISTER]**

Getting started:
SPIN: Log in to LLeRA and click on the 'Find Funding' at the top of the page
SMARTS: Log into LLeRA> My Profile>SMARTS

Searching SPIN:

The **quick search** feature is used for an overview of what's available on a broad topic or to search for a specific title of a program. The **advanced search** feature is used to search with specific criteria such as keywords, applicant types, award types, geographic locations, etc.

Tips on doing a search in the SPIN database:

1. Use the **ctrl key when making multiple selections** within a category.
2. If you **can't find a keyword**, type it in the "Search for a Particular Keyword" box to see if it is under a different major topic. Results will appear in the keyword selection box for selection.
3. After highlighting selections in a particular category **hit the select key to save** before returning to the main search page or selecting from another main topic area. Saved selections will how in the search criteria list on the left side of the page.
4. To **delete a saved search criteria**, chose 'Delete Items' from the upper left corner on the main Advanced Search page (it will not work from a section page).
   > *TIP: Search criteria in free-text boxes or drop-down menus cannot be removed using Delete Items. Search terms entered into these fields must be manually cleared, or cleared using 'Delete Items' the option.*
5. Use the **Funding Opportunity Text Search** boxes to search **relevant words that are not keywords**.
6. Use the **Save feature** (at the bottom) to save the search criteria to use again.
7. To **re-run a saved search**, click 'Load' at the top of the Advanced Search page, chose a previously saved search to automatically fill in the appropriate fields on the Advanced Search page. The search can then be run, or modified and re-saved.
8. **To save the relevant programs of interest,** either use the "e-mail a colleague" feature in the full format version of an individual announcement, or build a report (using the full program, summary, or custom format) after selecting the desired search results.
   > *TIP: If you have chosen to select some, but not all, of the search results in your report by checking off the individual check boxes next to each program, DO NOT use the Report options under 'Select All Programs from' at the bottom of the search results page as these options will override the individual selections you have made. Additional Report program selection options are available at the bottom of the search results screen.*
9. When toggling back and forth between the page of search results and the full format view of the individual programs, always use the back button of the browser to return to the previous page. This will keep the previous selections of programs in which you have indicated an interest.
10. **Boolean logic:** If *'and'* is chosen, all selections must appear in the program in order for it to appear in the results. If *'or'* is chosen, only one of the selections needs to be present in order for the program to show up in the results.
11. **Past Deadline dates.** If a program looks like a good possibility, call or e-mail the contact for the next deadline date. Most programs are cyclical and will come up around the same time each year. You can also go to the sponsor's web site. Usually the most up-to-date information is there. If there is no website, call or e-mail the organization for most recent Annual Report, Guidelines, and Applications.

Tips on doing a search in the SMARTS database:

1. The SMARTS service begins the day following the submission of your profile and only searches new or updated opportunities that have been added to the SPIN database that day and thereafter. To search the complete database up until the daily SMARTS service begins, complete a one-time retroactive search in the SPIN database by entering the search criteria there.
2. It may be necessary to edit the search criteria again if you are receiving too many non-useful items (or very few items) in your daily SMARTS e-mails.
3. Use the **ctrl key when making multiple selections** within a category.
4. If you **can't find a keyword**, type it in the 'Search' box to see if it is under a different major topic.

5. After making selections in a particular category **hit the Save button** before proceeding to the next section. Saved selections will show in the list at the bottom of the page.

6. Under the preferences tab, chose whether the SMARTS or SPIN output will be formatted as ['full program' or 'summary.'](#)

Advanced Search Criteria

KEYWORDS:

Keywords (terms used to describe academic disciplines/areas of interest in which funding will be provided): Either choose a Major Topic Areas to automatically choose all keywords within that subject for your search or use the pick list. To select more than one keyword, hold down the control key.

-   Keywords may be chosen from more than one Major Topic Area, but always click *'Select'* before going into the new Major Topic Area.
-   To choose some but not all of the keywords that fall under a major topic in SMARTS, select *'Exact'* matching (allows you to receive SMARTS matches of SPIN programs that contain an exact keyword) rather than '*Hierarchical*' matching (which allows you to receive SMARTS matches of SPIN programs that contain that exact keyword, plus SPIN programs containing any keywords that fall hierarchically under that keyword.)

-   To specify combinations of keywords for a funding opportunities search in SPIN, make selections from '*Keywords (list 1)'* and '*Keywords (list 2)'* (Boolean feature).
    Student Tip: *keep keyword selections fairly broad and simple.*

APPLICANT TYPES:

Applicant Types (describe your eligibility): Select the criteria that describe who you are as an individual as well as criteria that describe the organization/institution you're associated with.
    Student Tip: *to find opportunities appropriate to apply to as the 'PI,' select only 'Graduate Student' or 'Undergraduate Student' and do not include institution criteria.*

AWARD TYPES:

Award Types (type of funding desired): e.g., research, a fellowship, student support. Often more than one will apply. If no selections are made, the default will use all search criteria.

CITIZENSHIP: Since many funding opportunities allow persons of any citizenship to apply, it is **recommended to include 'Any/No Restrictions'** as a selection in SPIN. (This is set in your GENIUS profile for SMARTS searches). Also select the value(s) that describe the applicant's citizenship in order to view funding opportunities that are restricted to applicants of a certain citizenship.

GEOGRAPHICAL RESTRICTIONS:

Geographical Restrictions (values that describe the applicant's state/region): In addition to 'No Restrictions,' select the applicable territory, region, etc. to show programs that are specific to applicants from those areas and to exclude other region-specific programs for which you would not be eligible.

SPONSOR TYPE:

Select all sponsor types you would accept funding from. If no selections are made, matches from all sponsor types will be shown. This is part of the 'Funding Opportunity Sponsor Search' section in SPIN.

LOCATIONS TENABLE:
Locations Tenable (where the work will be done): If you do not wish to leave the U.S., choose 'Any/No Restrictions' & 'US Institution (including U.S. Territories).' Otherwise select any other countries in which you would be willing or want to work.

SPIN/SMARTS report formats

SPIN Fields	Summary Format	Full Program Format
SPIN Program Number	X	X
Program Title	X	X
Established Date		X
Last Updated		X
Sponsor Name	X	X
Sponsor Type		X
Contact	X	X
Address	X	X
Telephone	X	X
Fax	X	X
Email	X	X
Website	X	X
Program URL	X	X
Deadline Note	X	X
Deadline(s)	X	X
Deadline Type		X
Deadline Open	X	X
Cost Sharing		X
CFDA Number		X
Funding Limit		X
Indirect Costs		X
Duration		X
Cost Sharing Percentage		X
Sponsor Program Number		X
Proposal Restrictions		X
Indirect Costs Cap		X
Applicant Type(s)		X
Award Type(s)		X
Target Group(s)		X
Citizenship(s)		X
Geographical Restrictions		X
Locations Tenable		X
Synopsis	X	X

Objectives		X
Eligibility		X
Funding		X
Keywords		X

Applicant Type Definitions

Note: *obvious terms will not be defined unless those terms are required through some specific regulatory guideline.*

Artist/Writer/Etc.: Use when the "creative" person such as the artist or writer is the applicant (musicians often fit into this category also)

College, 2-year: Only use if sponsor specifies, otherwise use just colleges/universities

College, 4-year: Only use if sponsor specifies, otherwise use just colleges/universities

Doctoral-Midcareer/Senior Investigator: Use when an individual who holds a Ph.D. and is established in his/her career (as opposed to a young investigator) is eligible; individual usually has had the Ph.D. for more than seven years; individual is usually in his/her second appointment

Educational Agencies (SLAs/LEAs): Use when State or local educational agencies is specified

Educational Organizations/Institutions: Use when the applicant is not necessarily a college or university, but when applicants may be organizations which are involved in the field of education

Faculty Member: Use when an individual who teaches at a college or university is eligible

For-profit: Use when an institution which earns a profit (sponsor will specify) is eligible

Graduate Student: Use when the individual holds a Bachelor's degree (in U.S., a four-year degree) and/or a Master's degree (in U.S., another or to two years) and is in the process of receiving either a Master's or Doctoral degree. Also use for medical students.

HBCU: Stands for Historically Black College or University, use when sponsor specifies

Higher Education Administrators/Staff: Use when individuals who do not teach at a college or university, but are involved in the administration of the college or university are eligible

Individual, Non-Specific: Use when "any" individual is potentially eligible to apply, but first try to determine if the individual can fit into a more appropriate category (researcher, artist/writer, etc.)

Institution, Non-Specific: Use when "any" organization is potentially eligible to apply, but first try to determine if the institution can fit into a more appropriate category (non-profit, for-profit, etc.)

Medical Resident: Use if eligibility is for a resident/intern

Minority Individual: Use when an individual who belongs to a minority group (sponsor will specify money is set-aside) is eligible

Minority Institution/Organization: Use when an institution that is predominantly composed of minorities (sponsor will specify money is set-aside) is eligible

Non-profit: If the sponsor specifies "private nonprofit organizations," use this code in combination with private institution/organization. If specific organization types are specified by the sponsor, also use the appropriate organizational codes.

Organizations—Art/Cultural: See notes under non-profit

Organizations—Business/Industry/Labor: See notes under non-profit

Organizations—Community/Social Service: See notes under non-profit

Organizations—Health/Medical: See notes under non-profit

Organizations—Policy/International/Public Affairs: See notes under non-profit

Organizations—Scientific/Environmental: See notes under non-profit

Physician/Medical Professional: If eligibility is for a medical student, do not use, just code for graduate student. If eligibility is for a physician or M.D., code for physician/medical professional.

Postdoctoral: Use when an individual who has the Ph.D. (usually has received the doctoral degree within the past five to seven years) is eligible

Precollegiate Educator/Personnel: Use when an individual who teaches below the college or university level is eligible

Precollegiate Institution: Use when a non-higher education institution, including an elementary or secondary school is eligible

Predoctoral-Non-Student: Use if person must have a bachelor's or master's degree, but is no longer a student and is not required to have a Ph.D.

Private Institution/Organization: When the sponsor specifies "private nonprofit organizations," use this code in combination with nonprofit

Public Institution: When the sponsor specifies "public agency," use this in combination with state/local agency

Small Business: Use if the guidelines specifically state that a small business is eligible

State/Local Agencies: When the sponsor specifies "public agency," use this in combination with public institution. Also use when state/local governments are eligible

Tax-exempt: Use when an institution does not have to pay taxes to the government (sponsor will specify) is eligible

Undergraduate Student: Use when a student in the process of obtaining either an Associate's (U.S. two-year) or Bachelor's (U.S. four-year) degree is eligible

Young Investigator/Junior Faculty: Use when an individual who has a Ph.D., but is in the early stages of his/her career –less than ten years (as opposed to an established investigator "DC") is eligible. Also use this code when the term "tenure track" is used.

Award Type Definitions

Capital Construction/Renovation: Awards to support building, expanding, or major renovations/alterations to physical facilities.

Centers, Research/Service: Awards to start or maintain a center, the focus of which is research, service delivery, etc. Do not use the Research Grant award type in conjunction with this.

Challenge Grant: Awards that are matching grants, to encourage new and increased support, usually for cultural institutions. Challenge grants require a match of, for example, "three-for-one" or four-for-one," meaning that for every three or four dollars raised from other sources, the sponsor will "match," or award, one dollar. These are one-time, multi-year grants, generally allowing the recipient a specified time period, usually up to three years, to come up with the "other sources" portion to be matched.

Collaborative Project: Awards for programs which encourage/require collaboration on the part of applicants. Typically used on programs where the sponsor provides funding to one party who then uses the funds to administer a project where several parties will work together. Not used when the award recipient is to collaborate with the sponsoring agency. Also used for programs where an investigator conducts research with a foreign investigator. Note: These projects should not be confused with EXCHANGE programs (see below).

Computer Infrastructure/Networks: To be used when the sponsor provides funding for an institution to be connected to the Internet or to link the institution's computer system to another. Can also be used to support the maintenance, expansion, or creation of internal or external networks.

Conference—Attend: Awards to attend a conference, symposium, seminar, workshop, etc. Awards may include per diem and administrative costs and cost of publishing the proceedings. Publication should not be coded in conjunction with this award type.

Conference—Host/Conduct: Awards to hold/conduct a conference, symposium, seminar, workshop, etc.

Cooperative Research and Development Agreement (CRADA): Use only on programs that specifically mention this as the award mechanism.

Curriculum Development: Awards in support of educational programs, designing/developing/revising educational curricula, instructional methods, etc. NOT for research ABOUT educational programs, curricula, etc.

Demonstration/Evaluation: Awards for demonstration/evaluation projects (also for model and pilot projects). These awards are used for projects to illustrate the effectiveness of a procedure/methodology; an example of a demonstration project might be a proposal for establishing the feasibility of an art restoration method.

Development—Program: Awards to develop ("begin") or initiate a program (NOT for development as used in fundraising).

Dissertation: Used for programs to support the research and writing of doctoral dissertations and master's theses.

Endowment: Awards for endowment, generally for educational institutions.

Equipment: Awards for purchase of major equipment (generally, laboratory/scientific equipment, but also audio-visual materials). This award type is NOT used for programs in which equipment is only an allowable budget item/expense on a grant award that is for RESEARCH.

Exchange Program: Award code for those programs where an actual (reciprocal) exchange of personnel/researchers or students or faculty members takes place.

Exhibits/Collections: Awards to design or fund exhibits and collections (generally, art or similar). Also used for awards of books and written materials to augment a library's collections (but use equipment code if sponsor awards audio-visual materials). Use access to facilities code if sponsor provides ACCESS to collections/exhibits for scholarly/research purposes.

Facilities—Access To: Award code for use on programs in which library/art/scholarly materials collections or scientific equipment, etc. is made available for someone to conduct research/scholarly endeavors. Money may or may not be involved.

Federal Register Weekly Ref. Guide: Code used only on SPIN's Federal Register Weekly Reference Guide programs. Four weeks' worth of the Guide are kept on the SPIN database at a time. Guides advise of updates to existing SPIN federal programs, as well as new programs to be added (and SPIN program numbers when assigned); proposed and final rules of such programs; and also comment on programs announced, but not included, on SPIN.

Fellowship: Awards to individuals for research, often used in conjunction with codes that indicate where (in-residence, travel abroad, travel domestic) or for what (training/professional development, temporary government assignment) the fellowship is being offered. Not used in conjunction with research grants/R&D when fellowship is for research; this is implied. Also may be used when an institution is awarded money to offer a fellowship.

Fulbright Programs: Code for those programs called Fulbright programs.

General Operating Funds: Awards for the general costs of maintaining a program or organization.

General Project: Awards that may be used for a non-specified/general project.

Information Dissemination: Awards to be used to spread/disseminate information/ideas.

Internships: Awards for periods generally ranging from a few weeks to a year of training/work experience (often unpaid), sometimes in-residence, at a sponsor's facilities.

In-Residence: Award code that indicates that an awardee must be resident (relocate); usually requires involvement in sponsor programs or activities, in addition to the research or training "experience" element of the award. Duration of stay is usually a set one pre-determined by the sponsor. This code is always used with other award mechanisms (i.e., research grants/R&D, fellowship, summer).

Land Acquisition: Awards to purchase land/real estate/property.

Lectureship: Awards which provide funds for the delivery of a set number/series of lectures or "talks" of a scholarly nature at an academic institution library, etc.

Outreach: Award code when the term "outreach" is (usually) explicitly used in the program; refers to efforts to reach a group or "make inroads" into an area in a particular community that is not ordinarily "touched" or affected by a particular discipline, e.g., an outreach program that might endeavor to bring art into public places in the inner city.

Performances: Awards that provide the opportunity/"venue" for performance, as in a music/voice/piano recital.

Planning Grant: Awards for planning, designing, and establishing the means of accomplishing a major objective. Often used in the first stage of a large project, to cover costs of preliminary steps leading up to the actual project. Support of a planning grant indicates definite interest in the future or merit of an idea, and the funder is often a source of at least partial assistance for the final project.

Prizes/Awards: Award code used for prizes or awards given on a competitive basis for work already done, often for lifetime achievement, outstanding accomplishment, or achievement in one's field. SPIN programs coded for prize/award are generally awards of at least $1,000; as well as any meritorious awards consisting ONLY of a plaque, statuette, or medal (but NO MONEY).

Professorship: Awards for a specified term of academic professorship (perhaps a visiting professorship) or for institutions to fund professorial faculty positions.

Projects Outside the U.S.: This code is used for awards to conduct a specific project in a country(ies) outside the U.S.; projects do not necessitate the recipient's presence in/travel to that country. This award is used with keyword(s) to indicate where project is to be conducted.

Public Awareness/Education: Award for projects which seek to inform and/or influence public opinion or public policy, often used in conjunction with health-related projects that target a broad audience.

Publication: Awards that acknowledge the merit of an article, manuscript, poem, by publishing it (usually a scholarly/university press), either as a book/pamphlet, or including it in an anthology or in a literary/scientific journal. Award may include royalties resulting from sales of the published work.

Requests for Applications (NIH): Code used for RFA (Requests for Applications) from the NIH (National Institutes of Health) Guide only.

Requests for Proposals (FBO): Code used for RFPs (Requests for Proposals) for SPIN programs from InfoEd review of the FBO (FedBizOpps) only.

Research Grants/R&D
Awards for experimentation/investigation aimed at the discovery and interpretation of facts, the revision of accepted theories in the light of new facts, or the application of such new and revised theories.

Sabbatical: Awards to support/supplement a faculty member's sabbatical leave. May be monetary/non-monetary support. Programs are coded for sabbatical if specifically for sabbatical or if faculty on sabbatical leave are eligible.

Seed Money/Start-Up Funds: Awards that provide funds to begin or start the financing of a new project, or to attract additional funds for a new (typically long-term) project.

Service Delivery: Code often used in conjunction with a target group, these are awards, often in the health care sector, that supply/deliver services to a group/community.

Small Business Innovation Research: Code used on Federal SBIR (Small Business Innovation Research) programs only.

Small Business Technology Transfer (STTR): Code used on Federal STTR programs only.

Student Scholarship: Awards providing monetary assistance for tuition or other education-related expenses of students at both the undergraduate and graduate levels. Individuals or institutions may be eligible applicants.

Summer: Code used for projects to be carried out during the summer period, or when summer is specifically designated as one of the suggested time periods when an award may be used. Always used in conjunction with other award type codes, such as sabbatical, research, or fellowship.

Technical Assistance: Code for funding provided to an organization to administer a specific program or award, or to provide technical advice. Often involves a sub-contracting relationship with the sponsor and a competitive bid process, with the contract offered to the lowest qualified bidder.

Temporary Government Assignments: Code for awards that are for a period of temporary assignment at a U.S. Federal/State government agency. Since this award implies residency for the time period, in-residence is not used in conjunction with this award type.

Training/Professional Development: Code for projects for will further a career or develop the professional skills of the recipient. May be used in conjunction with fellowship or other award types.

Travel Abroad: Awards for travel outside of one's own country-if the applicant must be a U.S. citizen, travel abroad would mean travel to any country outside the U.S. (including Canada); if the applicant is Canadian or another foreign nationality, meaning other than U.S. or Canadian citizenship, then travel abroad would mean travel to any country outside the applicant's own. This code is also used with country code keywords, or the "International" keyword, if the country is not specified.

Travel Domestic: Awards for travel within the applicant's own country. This code is not used when travel is part of other allowed costs to perform research or to access facilities. Not to be used for travel to attend a conference (use award to attend a conference, above).

Writing Projects: Awards which fund projects where the money is specifically for writing (NOT research), such as an award that specifically supports the writing of a handbook or manual.