RESP Funding Search Quick Steps

SPIN by InfoEd Global

We recommend creating an account before you begin since it allows you to save your searches and settings which *saves you time* whenever you use SPIN.

To create an account:

- Go to: www.infoedglobal.com, click "GENIUS", located in the top bar. Select "**Create a New Profile**", and follow prompts. RESP will get an auto validation request, then send you notice of account activation.

To begin searching (with or without an account):

- Go to: www.infoedglobal.com, click "SPIN" located in the top bar.
- Type the keyword(s) you want to search for in the search box.

To customize your search:

- Set up **Category Filters** under the "Preferences" tab. Filters include: Applicant Location, Applicant Type, Project Type, Project Location, Citizenship Status. Double click (or click the arrow pointing to the right) to add a category filter. Double click from the right list (or click the arrow pointing to the left) to remove a category filter. Click "**Save and Exit**" to save your filters. *Why do this? To focus your search, ensure eligibility, and save filters to your account.*
- Customize the preview screen of your search results: click the "**Preferences**" tab at the top, then "**Export Data Options.**" Double click (or click the arrow pointing to the right) to add a feature. Double click from the right list (or click the arrow pointing to the left) to remove a feature. Click "**Save and Exit**" to save your features. *Why do this? To prioritize or customize the display of grant leads on your screen.*
- Change the timeframe of the results or add a thesaurus option to your results, click the **"Preferences"** tab, then **"Use search term synonyms"**. Click on the boxes you wish to apply to your results. Newly updated and newly created programs can only be used one at a time. Click on the number next to those options to change the number of days. Click "**Save and Exit**" to save your settings. *Why do this? To expand keywords, view only recently announced/updated grant programs, or exclude certain programs.*
- Save your search results: click on "Export" in the upper right of your screen, select Word doc and open. Make sure you "save as" Word doc (not the default web page). *Why do this? To store select search results; and to share your results.*

For assistance with funding searches and proposal development, contact your RESP Development Specialist:

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