

Funding – Finding Additional Sources

Past funding opportunities can be searched in **InfoEd** to:

- find opportunities that were added prior to your account set-up for funding alerts in InfoEd Profile;
- locate funding opportunities with past deadlines that may be repeating; and
- determine if funding exists for new project ideas.

Important tips to remember when using InfoEd modules:

- To receive automatic e-mail alerts of funding opportunities, you will need a **Profile** in InfoEd. If you have never used InfoEd, contact crisb@clemson.edu or clarisw@clemson.edu so that your basic profile can be verified in InfoEd.
- Use Microsoft Internet Explorer (IE) v6 or higher.
- Clemson University's Office of Sponsored Programs recommends using the Advanced Search feature of **SPIN** to search for additional funding opportunities.

Getting Started

1. From Microsoft Internet Explorer version 6, enter <http://infoed.clemson.edu>.
2. Select "**Login**" on the left sidebar.
3. Enter your Novell username and password.
4. Hit the "Enter" key on your keyboard or select the "Login" button.

Advanced Search for Funding Opportunities

1. Click "**Find Funding**" in blue sidebar on left of screen.
2. Click "**SPIN**" hyperlink.
3. Click "**Advanced Search**" hyperlink.
4. The database defaults to "United States." Select another Database Type if desired.
5. Select "**Keywords (list 1)**."
6. Type a word or portion of a word in the free text search box.
7. Select the "Search" button. Searching may take several seconds.
8. Matching keywords appear in Keyword Box. Select appropriate keyword(s) by holding "Ctrl" key and highlighting desired word(s) in Keyword Box. Click "Select."
9. If "and" Boolean logic is desired, select "**Keywords (list 2)**." Repeat steps 6-8 above.
10. Select "**Applicant Types**" hyperlink.
11. Select "College, 4 year," "Colleges/Universities," and pertinent personal applicant type(s) by holding "Ctrl"

key and highlighting appropriate terms in Applicant Type box. Click "Select."

12. Select "**Geographic Restrictions**" hyperlink.
13. Select "No Restrictions," "South Carolina," "U.S. Atlantic," "U.S. East," "U.S. South," and "U.S. Southeast," by holding "Ctrl" key and highlighting terms in Geographic Restrictions box. Click "Select."
14. Select the "**Run**" button
15. Results are published to new screen. Select hyperlinked title to view funding opportunity listing in InfoEd. Click URL to go to sponsor's description of funding opportunity.

Delete Criteria to Update Search

1. To delete unwanted criteria and re-run search, click "Back" button.
2. Select "**Delete Items**" button.
3. Check boxes beside unwanted criteria, and select "Delete" button.
4. Add any desired criteria, following steps 4-14 under "Advanced Search For Funding Opportunities" above.

Saving and Printing SPIN Search Results

1. To save results for reading and/or printing, scroll to bottom of page upon completing step 14 under "Advanced Search For Funding Opportunities" above. Under "Report Options," check "Select All Programs from," "Whole Search," and "Full Program." Under "Destination Options," select "Save to File."
2. Select "**Build**" button.
3. Select the hyperlinked "**here**" on next displayed screen.
4. Select "**Save**" button in "File Download" box. Save file to desired destination on hard drive.
5. Click "**Open**" button when "Download Complete" box appears.
6. Results are displayed in an RTF document. Use the "Find" feature under "Edit" to locate specific information within the downloaded file. Print the downloaded file by choosing "Print" from the "File" menu.

For Assistance

Training, questions, report related problems,
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