SPIN Quick Start Guide

SPIN is accessed from within the University of Nevada, Reno (UNR) InfoEd portal. Therefore, in order to access SPIN, one must always log into the UNR InfoEd portal first.

To access the UNR InfoEd portal, launch an internet browser and enter the following URL in your browser’s address bar: https://unrprod.infoedglobal.com.

When you arrive at the UNR InfoEd portal home page, click the Login button on the left side of the screen (illustration below).

You will then see an access authentication screen (illustration below) where your login credentials will be validated.

Enter your NetID and password and click the Sign in button.

Accessing SPIN

Once inside UNR’s InfoEd portal, you will then be able to access SPIN.

To access SPIN, click the Find Funding link near the top of the screen (illustration below).

SPIN will open via a pop-up window, and you will be viewing the SPIN home page (illustration below).

As you can see, SPIN is being accessed by an authenticated user which is designated by the user name to the right of the page header (circled in gold). The user’s institution name is listed as well (University of Nevada).

Now, let’s take a look at the three SPIN Search Modes.
Available SPIN Search Modes

Once you have gained access to the SPIN application, there are three separate search modes for you to choose from including Basic Search, InfoEd Keyword Search, and Advanced Search.

All of these various search modes can be accessed via the Search menu at the top left of the SPIN Home Page Header (as illustrated to the right).

Basic Search

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

When Basic search mode is selected (illustration above), a standard entry textbox appears in the middle of the SPIN Home Page where you can enter your search term(s) to perform a simple SPIN search. As you can see, the above user has entered ‘cancer’ in the Basic Search box. When Locate Funding is clicked, the system will retrieve search results for any SPIN sponsored program record with the word ‘cancer’ in any field including Opportunity Title, Sponsor Name, Synopsis etc.

InfoEd Keyword Search

The InfoEd Keyword Search 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).

For this mechanism, InfoEd maintains its own proprietary curated list of search terms called the InfoEd Keyword List which you can select from to execute your sponsored program search.

Click on the Select Keywords link to select terms from the keyword list. 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. In this mode, the selected terms are being compared with keyword terms associated with each funding opportunity rather than the full text of the opportunity.

Advanced Search

Another way to search for results is to use the Advanced Search. This customized 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 on all SPIN functionality, please view the Training Videos under Help (illustration below).