



**Massachusetts
Eye and Ear
Infirmary**

Massachusetts Eye and Ear Infirmary
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Wednesday, May 10, 2006

To: MEEI Research Community
From: Todd Conley, Pre-Award Specialist, Research Administration
Re: Rollout of InfoEd SPIN Module to find Funding Opportunities

May 10, 2006

The office of Research Administration would like to officially announce the implementation of InfoEd's SPIN feature. SPIN (the Sponsored Programs Information Network) is the first component of the SPINPlus module, and is the most widely used, comprehensive database of funding opportunities in the world.

With SPIN, you decide how broad or narrow of a search you'd like to perform, and using SPIN on a regular basis should greatly increase your chances of locating attractive funding opportunities that fit your needs and interests.

You will receive your InfoEd username and password within the next couple of days. Please see the attached instructions on how to gain access to and use the SPIN funding mechanism.

In a couple of weeks, Research Administration will be rolling out SMARTS (the SPIN Matching and Research Transmittal Service), an automated daily alert system that sends email notification of new funding programs directly to researchers whose profiles match up with the available funding opportunity. You will have the choice to create your own SMARTS profile, or have one created for you by Research Administration.

Please feel free to call me at 617-573-3018 with any questions.

Thank you,

Todd Conley

To Gain Access:

SPIN can be accessed using three methods:

1. From the Intranet, go to The Source, Research Administration, click on the InfoEd box. From here, once you click on the Login tab you will be asked to provide your Username and Password. To continue, see “Detailed Instructions” below.
2. Another way to access SPIN from the Intranet is by following a similar route as in step 1, but by clicking on the “Find Funding” tab instead of the “InfoEd” tab.
3. You can go directly to the login page by opening an Internet page and typing: <http://infoed.meei.harvard.edu>. After clicking on the Login tab and providing your Username and Password, please see “Detailed Instructions” below.

Detailed SPIN Instructions:

1. After logging in, scroll down to the **Find Funding** tab.
2. Click on **SPIN**, and you will be brought to the main page where you can conduct a general search. On this page, you will notice available choices which will aid you in a general search. Type in a keyword or phrase and begin your search.
3. Another option from this page is the **Advanced Search** link which can be found next to the Search tab. This type of search brings you through different steps which enable you to drill down as much as you prefer.