How to Save a Search & Setup Funding Email Alerts

Step 1: Go to https://spin.infoedglobal.com

Step 2: "Sign In" with Username and Password or using Federated Login to access personal features such as Saved Searches and Email Alerts. You might need to click the 'Sign In' link at the top right of the screen to get to the login screen.

Log	in	
	Sign in using SPIN™ credentials	Sign in using institutional credentials
	Username Password	InfoEd Global became an authorized service provider with the InCommon Federation to provide SPIN [™] users with easier access. If your institution appears below or in the pick list, you may login using your institutional credentials. If your institution does not appear, contact your institutional SPIN [™] administrator to inquire about InCommon federated access.
	Remember me? What's this? Login Sign In Help	Select your organization from the list below: Please select your organization Login Help
	Need to create a new profile?	

Step 3: Enter search terms.

Click Locate Funding to execute search.

Ensure Category Filters and Search Options are configured as desired.

	business	-conference						Clear Loca	ate Funding Sav	е
		You have a	Iditional filters	s active. Cli	ck h	ere to edit them.				
Results Fou	ınd: 60								Reset Filters	Export 👻
Drag a column header and drop it here to group by that column										
SP	PIN ID 🛛 🍸	Opportunity Title	Sponse	or Name	7	Sponsor Number	Y	Deadline Date 🍸	Funding Amount *	7
		Horizon 2020 Dedicated S								



Category Filters and Search Options can also be viewed / edited via the Preferences menu

Preferences 🖌 Saved Searches 🗸	Funding #							
✓ Applicant Location								
✓ Applicant Type								
✓ Project Type								
✓ Project Location								
Citizenship								
Sponsor Type								
Limit to New/Updated Opportunities								
US Federal Opportunities: Exclud								
Limited Submission Opportunities: Include								
Closed Opportunities: Include								
Display Currency: Euro								
Export Data Options								

Step 4: Click Save button

Enter Search Name

Select the email format and update frequency

Save Changes

Save Current Search							
Search name	Business Facul	ty Funding					
Would you like to configure SMARTS™ automation? Help Note: This can be setup or edited under Funding Alerts later.							
Receive email	Receive email updates?			•			
Update freque	ncy		Weekly	•			
		Sa	ve Changes	Cancel			

All new and updated funding opportunities which match this Saved Search will be delivered to the user via email or RSS feed depending on your choices.



Step 5: Manage Funding Email Alerts from the Funding Alerts menu

From this screen you may execute a search manually and manage the automation preferences

Search ᠵ	Preferences 🤝 Saved Searches 🤝	Funding Alerts 🗸	Boc kmarks 🤝	Administration 🔻		Help 🗸
		Manage Funding A	Alerts			
Manag	e Funding Alerts	✓ Wind Energy		Loa	d Funding Alerts	Save Changes
		Management		SMARTS™ A	utomotion	
Run	Search Name	Mechanical Er	ngineering	SWARTS *** A	utomation	His
	Management	Renewable Er	nergy _ô	None v	None •	3 ^
	Mechanical Engineering	25-Oct-2016	25-Oct-2016	None v	None •	3
	Renewable Energy	25-Oct-2016	25-Oct-2016	None •	None •	3
	Wind Energy	18-Nov-2016	18-Nov-2016	Weekly 🔻	HTML v	3

