

## CREATING A SMARTS/GENIUS PROFILE

Go to the SMARTS/GENIUS portion of the SPINPlus database. Once there, you will want to select the 'Create a New Profile' link.

**GENIUS Search - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

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Address <http://www.infoed.org/GeniusSearch/genius.asp> Go Links

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World Leader in R & D Information, Systems and Support Services

## Welcome to GENIUS Search

**Search GENIUS**

**SMARTS\GENIUS**

[Create a New Profile](#) | [Edit Existing Profile](#) | [Administrative Tools](#)

**Quick Search for**

in **Fields...**

Keywords

in **Country...**

US

**Return Results**

25

[Advanced Search](#)

[Mentor Search](#)

**New Profiles...**

[Today](#), [This Week](#), [This Month](#)

**Recent Funding Awards...**

[2002](#), [2003](#), [2004](#)

**Recent Patents...**

[This Month](#), [Last Month](#)

**Recent Publications...**

[2001](#), [2002](#), [2003](#), [2004](#)

**Search Tips...**

[Get the most from your searches](#)

**Jump to...**

[Office](#) [SPIN](#) [Patent Search](#) [Medline](#) [US Geo Search](#) [Agricola](#)

**Note:** Advanced Search includes free text search as well as the ability to specify other search criteria.

**Not yet using GENIUS? Register Now!**

[Institution Registration](#), [Industry Registration](#)

**Take a Look...**

[Participating Institutions](#), [New Keywords](#)

**What's New...**

[in GENIUS, in SPIN, and other New Search Engines](#)

**Cookies...**

[What they are, and why we need them](#)

**Help...**

[Help, FAQ's](#), [SPINPlus Tutorial](#), [Keyword Thesaurus](#), [Contact Us](#), [Quick Reference Guide](#)

Version: 7.00.0004

start     Internet 5:10 PM

You will then be brought to a pick list of participating institutions. Scroll down the list and select your affiliated institution.

GENIUS Search Page - Microsoft Internet Explorer

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Address [http://www.infoed.org/genius\\_live/create\\_new.asp](http://www.infoed.org/genius_live/create_new.asp) Go Links

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[Advanced Search](#)  
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**SMARTS/GENIUS**  
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**Please Pick an Institution**

- University of Louisiana at Monroe
- University of Louisville
- University of Maastricht
- University of Mary Washington**
- University of Maryland at College Park
- University of Massachusetts Boston
- University of Massachusetts Dartmouth
- University of Massachusetts Lowell
- University of Melbourne
- University of Michigan - Dearborn

Select Return

**Jump to...**  
[Office](#) [SPIN](#) [GENIUS](#) [Patent Search](#) [Medline](#) [US Geo Search](#) [Agricola](#)

Done Internet

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You will now enter the ‘**New Profile Registration**’ screen. Here you will want to populate the information requested, select your affiliated department, and create a unique User Name and Password.

SMARTS/GENIUS Login Page - Microsoft Internet Explorer

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Address [http://www.infoed.org/genius\\_live/first\\_user.asp](http://www.infoed.org/genius_live/first_user.asp) Go Links

Your Institution: **University of Mary Washington**

Enter your first and last name and e-mail address.

First Name:  Last Name:

E-Mail :

Select Your Department

Main Site—Main Site—Admissions  
Main Site—Main Site—Alumni Relations  
**Main Site—Main Site—Art and Art History**  
Main Site—Main Site—Athletics  
Main Site—Main Site—Bachelor of Liberal Studies  
Main Site—Main Site—Belmont  
Main Site—Main Site—Biology  
Main Site—Main Site—Bookstore  
Main Site—Main Site—Budget

SSN (Not Required)

Enter your *username and password*. These will be required each time you want to access your profile, as well as any other of your records or information in Info.Office. Each can be up to 20 alphanumeric characters in length, with **no spaces**, and is case-sensitive.

Enter your **username**:

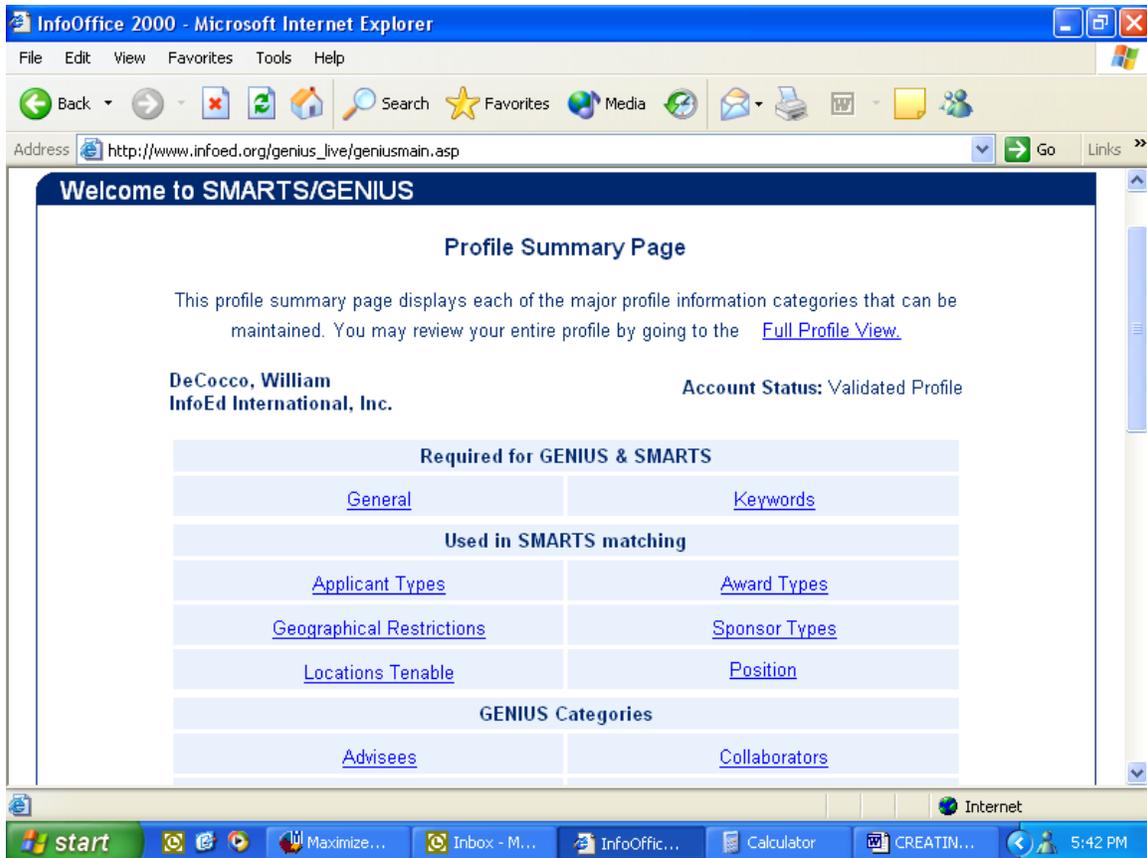
Enter your **password**:

Done Internet

start Maximize... Inbox - M... SMARTS/... Calculator CREATIN... 5:25 PM

Once you have completed these steps, you will be transported to the ‘**Profile Summary Page.**’ For the purpose of creating a profile which will allow you to begin receiving the SMARTS daily e-mail alerts - containing new funding opportunities, you will need to populate the following categories:

1. General
2. Keywords
3. Applicant Type
4. Award Types
5. Geographical Restrictions
6. Sponsor Types
7. Locations Tenable
8. Position



Let us review the first eight fields above in greater detail.

- **General:** Here you will want to provide your basic information which is requested. This is also where you set the parameters regarding your SMARTS daily e-mail alerts.

- **Keywords:** The Keywords link is where you will select all keywords which fall in your area(s) of research interest. To the left will be blue hyperlink keywords which are the main categories (ie: Agriculture, Education, Energy, etc.), by clicking on the blue hyperlink you will populate the keyword box to the right with all subtopic keywords associated with the main topic. If you would like to include all the subtopic keywords in your search criteria, you may place a check in the box next to the main category keyword. If you are looking to select multiple subtopic keywords, this is achieved by holding down the control key on your keyboard while making your selections. You may also mix and match subtopic keywords from various main topics in your selection process if you choose. Please note that choosing Exact Matches will narrow your results returned and choosing Hierarchical Matches will broaden your results. A list of all keywords may be obtained from the Help section of the main SMARTS/GENIUS page for your reference.
- **Applicant Type:** You will want to choose all fields which apply to you in the Applicant Type area.
- **Award Types:** Here you will want to choose all funding mechanisms which you are interested in. You may choose to not check any of the options and if so, all will be used in your SMARTS matching which will increase the number of opportunities received on a daily basis.
- **Geographical Restrictions:** When you click into this field the first thing you will notice is that 'No Restrictions' is already checked – this is a default setting and it is important for it to remain checked. You should proceed to check your geographic region as well as your state.
- **Sponsor Types:** Within this field you will want to select all sponsor types from which you will accept funding. If you make no selections, all categories will be used in your SMARTS matching. This will increase the number of opportunities you will receive in your SMARTS mail.
- **Locations Tenable:** Choose all countries/regions in which you would be interested in carrying out your project. If you make no selections, all categories will be used in your SMARTS matching. This will increase the number of opportunities you will receive in your SMARTS mail.
- **Position:** Please select all positions (roles) which properly represent you.

Once you have populated the fields outlined above for the purpose of receiving SMARTS e-mail alerts, you may opt to continue on and populate the GENIUS Categories if you so choose. The GENIUS Categories will allow you to build a more comprehensive profile. The primary purpose of completing the GENIUS portion is so individuals at other participating institutions may browse your profile and contact you if they have similar research interests.

Once you have completed populating the fields required to build out your SMARTS/GENIUS profile, your institution's SPINPlus Administrator will receive an e-mail notifying them that your profile has been completed. They will then validate your

newly created profile and you will be ready to begin receiving your daily SMARTS mail, alerting you of relevant funding opportunities.

During the creation of your SMARTS/GENIUS profile if you encounter any questions or need further assistance – you may contact your institution's SPINPlus Administrator or you may contact InfoEd directly at 1-800-727-6427.