

TO EDIT YOUR FUNDING ANNOUNCEMENT PROFILE

1. Start at the ORSP website: www.sfsu.edu/~orspwww
2. Under "Funding Resources," click on:
 "Receive Email Funding Announcements"
 Then, "Go to the GENIUS/SMARTS System"
3. Click on "Edit Existing Profile"
4. Enter your username and password, then click "Login to SMARTS/GENIUS"
5. **TO EDIT YOUR KEYWORDS**
 - Click the "Keywords" link.
 - All keywords currently in your profile will be listed at the bottom of this page.
 - **TO ADD KEYWORDS**, find keywords that relate to your interest area or project(s) by **browsing alphabetically** (index at top of page), **browsing by discipline** (links on left side of page), or by **searching for a particular keyword** (e.g., type "biology" in the search box and click "Search").
Select your keywords by highlighting them, then clicking "Select/Save Changes"
When you're all done, click "Return"
 - **TO REMOVE KEYWORDS**, put a check in the box beside each existing keyword (listed at the bottom of the page) that you want to delete.
Click "Delete Checked Keywords"
 - When you're all done, click "Return"
6. **TO EDIT YOUR APPLICANT TYPES PARAMETERS**
 - Click the "Applicant Types" link, and select all the categories that apply to you.
Click "Save," then "Return."
7. **TO EDIT YOUR GEOGRAPHIC RESTRICTIONS PARAMETERS**
 - Click the "Geographical Restrictions" link and make sure the following are checked:
 No Restrictions
 U.S. West
 California
 - Click "Save Changes"
8. Click "Logout"

Your username and password allows you to edit your profile at any time, or to search the SPIN database remotely.

Any difficulties or questions, please contact Paul Barrows, Funding Information Specialist, pbarrows@sfsu.edu, 415-338-6414. Office Hours: Mon. – Thurs., 8 am – 1 pm.

Or you can contact SPIN tech support directly at: 1-800-727-6427