

TO CREATE YOUR PROFILE AND SET UP E-MAIL FUNDING ANNOUNCEMENTS

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 "Create a New Profile"
4. Find "San Francisco State University" on the list, highlight and select it
5. Enter your name, email address, department, and create a username and password.
 Click "Submit"
6. Click the "Keywords" link.
7. Find all the keywords that relate to your interest area or project(s).
 You can do this 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"
8. Click the "Applicant Types" link, and select all the categories that apply to you.
 Click "Save," then "Return."
9. Click the "Geographical Restrictions" link and make sure the following are checked:
 No Restrictions
 U.S. West
 California
 Click "Save Changes"
10. Click "Logout"

Your username and password will allow you to edit your profile at any time, or to search the SPIN database remotely. (Please allow 1-2 business days for new username and password to become active when searching SPIN.)

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