

TO SEARCH THE SPIN DATABASE OF FUNDING OPPORTUNITIES

1. Start at the ORSP website: www.sfsu.edu/~orspwww
2. Under "Funding Resources," click on:
 "Search the SPIN database" – you will come to ORSP's main SPIN page.
 On this page click on "Search the SPIN database"
3. NOTE: The SPIN database is automatically accessible from any on-campus computer. If you are **not on campus**, you will be prompted to login. Use the username and password you set up to receive e-mail funding announcements (your "GENIUS" profile).
4. Click on "Advanced Search"
5. Click on the "Keywords" link
6. 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"
 When you're all done, click "Return"
7. Click the "Applicant Types" link
8. Highlight all the categories that apply to you and to the University, then click "Select"
9. Click on the "Geographic Restrictions" link
10. Highlight these three categories: No Restrictions, U.S. West, California
 Then click "Select."
11. Near the bottom of the page, click the "Deadline(s)" link
12. To limit your hits to programs that currently have open deadlines...
 Click the radio button beside the drop-down menu; in the drop-down menu select "Greater Than" and enter today's date, then "Save Changes" (This will give you all programs with deadlines after today).
 OR, click the radio button beside "Open Dates Only" and "Save Changes." (This will give you all programs with *no specific* deadline date).
13. Click "Run Search."
14. Review your hits.
 By clicking the hyperlinked number beside each program title, you can drill down to further information about that program.
 By checking the box beside any program, you can add it to a report.
15. When you have selected all the hits of interest, go to the Report section at the bottom of the page.
 Click on "Save to File" and "Build."
 Click to download the file and save it to your computer. This will be a file in rtf format that includes all the details of each program you selected.

Options while using Advanced Search:

You can use the various fields on the Advanced Search page to limit your search. For example, you can choose a specific **Sponsor Type** (e.g., Federal Government or Foundation); a specific **Sponsor** (e.g., National Science Foundation); a specific **Award Type** (e.g., Travel funds, Start-up Funds, Conference Funds); etc.

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