

SPIN: STEP BY STEP

RUNNING SIMPLE & ADVANCED SEARCHES USING THE SPONSORED PROGRAMS INFORMATION NETWORK

ABOUT SPIN

Wayne State University subscribes to SPIN WWW, a version of the popular Sponsored Programs Information Network (SPIN) that is hosted on the world-wide web. The SPIN database contains information on thousands of current international programs from federal and private sources.

Anyone on Wayne State's campus using a computer with Internet access through the campus network may access SPIN WWW. Those who dial in to the University modem pool to connect to internet services will not be able to use SPIN; we suggest using a computer in one of the public laboratories on campus, or a colleague's computer, in order to access the service.

In the following short tutorial you will learn how to run keyword phrase searches. With some experimentation, you'll find yourself running advanced searches in not time.

A SIMPLE SPIN SEARCH

1. From your world-wide web browser, enter the URL of the SPIN World-Wide Web site:

http://spin2000.infoed.org/new_spin/spinmain.asp

If you choose to make a bookmark in order to return to the SPIN system regularly, you should bookmark this page.

2. You will find yourself on a page entitled *SPIN Search Page*. In the text box, type conceptual words or phrases related to your research interests—the fewer, the better.
3. With your mouse, click the **Search** button.
4. The search may take a few moments to run. When it is complete, you will be presented with a list of programs that match your search criteria. Depending upon the search's keywords, you may find as few as a half-dozen entries to as many as several hundred. The database presents program titles in blue. If you wish to view the program's entry in its entirety, simply click on its program number.

5. After reviewing the programs, you may choose to save your results as a report. At the bottom of the results page, you will notice a table marked **Report**. You may choose a *full report*, in which all the information in the SPIN database will be given to you; a *summary report* that contains deadline dates and essential information about the program; or a *deadline date* format, in which the programs are arranged in order of date due.

Once you have made your choice, specify a destination option. You may either *display to browser*, which will bring up your report in your browser window for printing or emailing, or you may *save to file* and review the report in your favorite word processor at a later time.

Click the **Build** button to begin, and follow the instructions on the screen.

That's it! You've performed a simple search.

AN ADVANCED SPIN SEARCH

1. From your world-wide web browser, enter the URL of the SPIN World-Wide Web site:

http://spin2000.infoed.org/new_spin/spinmain.asp

2. You will find yourself on a page entitled *SPIN Search Page*. With your mouse, click on the link entitled **Advanced Search**.

You will find yourself on a page entitled *SPIN Advanced Search*. As you scan this page, you will notice the many criteria with which you can perform SPIN searches. You can narrow your search by:

Applicant Types (for example, programs to which graduate students or postdoctoral applicants only can apply)

Award Types (exhibitions, publications, research, training, and the like)

Sponsor (if, for example, you wanted to search for all the programs of one specific sponsor)

Sponsor Types (for example, you may wish to specify that you are looking for private sector funds only)

Citizenships

Geographical Restrictions

Locations Tenable

Deadline Dates

The majority of SPIN searches are simple keyword phrase searches. Click on the link that reads **Keywords**.

3. You are now on the keyword phrase selection page. There are three ways you may choose keyword phrases.

Should you wish to investigate an alphabetical listing of all the keyword phrases in the SPIN keyword thesaurus, click with your mouse upon one of the letters of the alphabet at the top of the page.

If you wish to explore a hierarchical list of keywords by discipline, you may follow on of the links.

You may also use the **Search for a Particular Keyword** box. Click in the box once to bring a cursor into it, and type in a portion of your keyword. A list of associated terms will appear on your screen.

Hint: Typing in only a portion of your keyword may result in more associated keywords. For example, typing in "management" will find all keyword phrases with the word "management" in them, but will miss any keyword phrases with the word "manager". Try typing "manag" or "manage" to elicit both.

4. If certain keyword phrases appeal to you on the Keyword Search Results screen, highlight them by clicking on them with your mouse. If you want to select multiple keywords from a list, hold down your control key (Windows users) or command key (Macintosh users) while selecting. When you are done, choose the **Select** button.
5. You will note that you have returned to the keyword phrase selection page, but the keyword or keywords you have just chosen should appear near the top of the page.

You may add more keyword phrases to your list at this point, following the instructions in step 3 of this section.

*Hint: You must use the **Select** button in order to let SPIN know you wish to save the keywords you have selected. Do not use your browser's back button.*

When you have chosen all the keyword phrases for your search, click upon the button marked **Return**.

6. On the advanced search page, verify that the keywords you have selected appear in the box under **Keywords**. If you wish to search for programs that contain *any* of the keyword phrases you have selected, click on the pop-up menu next to **Keywords** and choose the option **OR**. If you want to search only for programs that contain *all* the keyword phrases you have selected, click on the pop-up menu next to **Keywords** and choose the option **AND**.

Hint: Using the AND option will severely limit your results. Try using the OR option for your first few searches.

If you are ready to conduct your search, press the button at the top or the bottom of the page marked **Run Search**.

7. The search may take a few moments to run. When it is complete, you will be presented with a list of programs that match your search criteria. Depending upon the search's keywords, you may find as few as a half-dozen entries to as many as several hundred. The database presents program titles in blue. If you wish to view the program's entry in its entirety, simply click on its program number.
8. After reviewing the programs, you may choose to save your results as a report. At the bottom of the results page, you will notice a table marked **Report**. You may choose a *full report*, in which all the information in the SPIN database will be given to you; a *summary report* that contains deadline dates and essential information about the program; or a *deadline date* format, in which the programs are arranged in order of date due.

Once you have made your choice, specify a destination option. You may either *display to browser*, which will bring up your report in your browser window for printing or emailing, or you may *save to file* and review the report in your favorite word processor at a later time.

Click the **Build** button to begin, and follow the instructions on the screen.

You're done! You've completed an advanced search.

SPIN'S ADVANCED FEATURES

SPIN has many advanced features that you may utilize during any search. You may, for example, perform an initial search and narrow your results by specifying additional criteria. You may save your SPIN search criteria in order to reload and run them at any time. You may also have your search run for you automatically at specified periods of time, or create custom report layouts. Press the **Help** button on any page for more information on any of these features.

NEED HELP?

If you have questions about SPIN, please contact Vance Briceland, Office of Research and Sponsored Programs Services, 577-2294, m.v.briceland@wayne.edu.