

How to Save a Search & Setup Funding Email Alerts

Step 1: Go to <https://spin.infoedglobal.com>

Step 2: “Sign In” with Username and Password to access personal features such as Saved Searches and Email Alerts.

Login

Username:

Password:

Remember me? [What's this?](#)

[Sign In Help](#)

[Need to create a new profile?](#)

Step 3: Enter search terms.

Click Locate Funding to execute search.

Ensure Category Filters and Search Options are configured as desired.

You have additional filters active. [Click here to edit them.](#)

Results Found: 60 [Reset Filters](#)

Drag a column header and drop it here to group by that column

<input type="checkbox"/>	SPIN ID	Opportunity Title	Sponsor Name	Sponsor Number	Deadline Date	Funding Amount *
		Horizon 2020 Dedicated SME Instrument - New Business				

Category Filters and Search Options can also be viewed / edited via the Preferences menu

Preferences | Saved Searches | Funding /

- ✓ Applicant Location
- ✓ Applicant Type
- ✓ Project Type
- ✓ Project Location
- Citizenship
- Sponsor Type

Limit to New/Updated Opportunities

US Federal Opportunities: Exclude

Limited Submission Opportunities: Include

Closed Opportunities: Include

Display Currency: Euro

Export Data Options

- Step 4:** Click Save button
 Enter Search Name
 Select the email format and update frequency
 Save Changes

Save Current Search

Search name:

Would you like to configure SMARTS™ automation? [Help](#)
Note: This can be setup or edited under Funding Alerts later.

Receive email updates?

Update frequency

All new and updated funding opportunities which match this Saved Search will be emailed to the user.

- Step 5:** Manage Funding Email Alerts from the Funding Alerts menu
 From this screen you may execute a search and manage the automated preferences

Search ▾ Preferences ▾ Saved Searches ▾ **Funding Alerts ▾** Bookmarks ▾ Administration ▾ Help ▾

Manage Funding Alerts

Load Funding Alerts Save Changes

Run	Search Name			SMARTS™ Automation		His...
<input type="checkbox"/>	Management			None ▾	None ▾	
<input type="checkbox"/>	Mechanical Engineering	25-Oct-2016	25-Oct-2016	None ▾	None ▾	
<input type="checkbox"/>	Renewable Energy	25-Oct-2016	25-Oct-2016	None ▾	None ▾	
<input checked="" type="checkbox"/>	Wind Energy	18-Nov-2016	18-Nov-2016	Weekly ▾	HTML ▾	