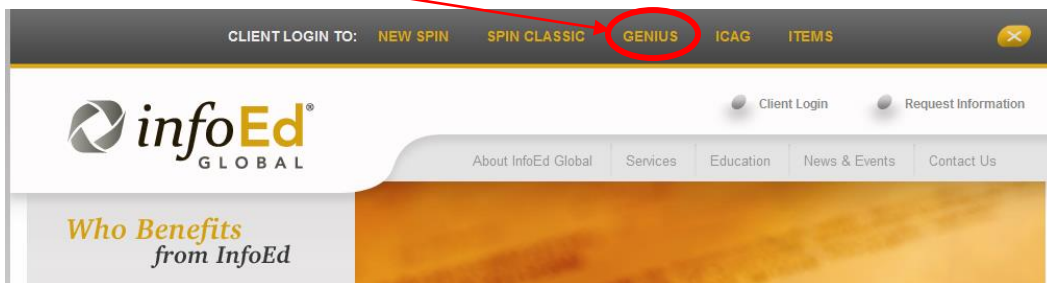


# CREATING A SMARTS/GENIUS PROFILE

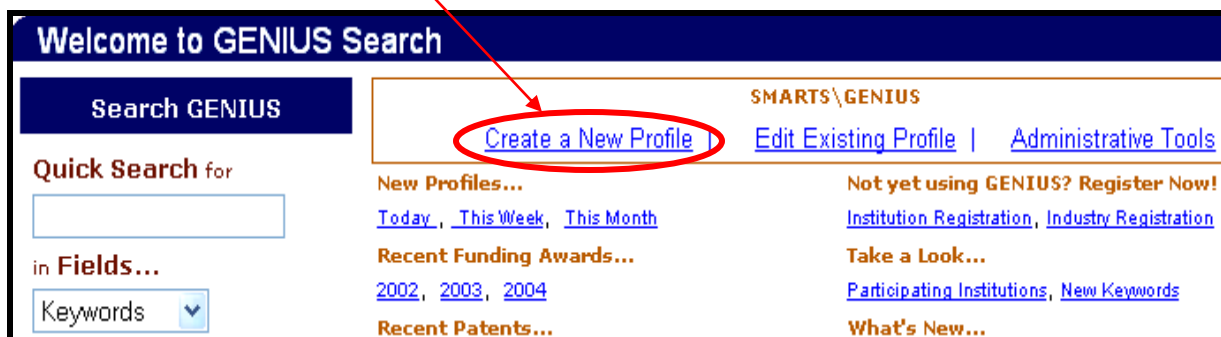
**Step 1:** Log on to [www.infoed.org](http://www.infoed.org)

**Step 2:** If you are working from off-campus, input TAMIU's Username: **spininternational** and Password: **spintexas**

**Step 3:** Click on **Genius** at the top of your screen.



**Step 4:** Click on the **Create a New Profile** link on the top of the page.



**Step 5:** Scroll down the list of participating institutions and select **Texas A&M International University**.

**Step 6:** Click on **Select**.

Welcome to SMARTS/GENIUS

Search GENIUS

Quick Search for

in Fields...  
Keywords

in Country...  
US

Return Results  
25 Search

Advanced Search

SMARTS/GENIUS  
[Create a New Profile](#) | [Edit Existing Profile](#) | [Administrative Tools](#)

Please Pick an Institution

- Technical University of Vienna
- Telstra Corporation
- Test Institution
- Texas A&M International University**
- Texas A&M University - TEES Research Services
- Texas Woman's University
- The College of New Jersey
- The Everyday Church
- Tidewater Community College
- Tidwell and Associates

Select Return

**Step 7:** On the **New Profile Registration** screen, populate the information requested, select your affiliated department, and create a unique **User Name** and **Password**. You will use this information to log on in the future, so keep it handy.

**Step 8:** Click on **Submit**.

New Profile Registration

Your Institution: **Texas A&M International University**

- Enter your first and last name and e-mail address.  
First Name: Freda Last Name: Fredoliak  
E-Mail: jfredoliak@tamiu.edu
- Select Your Department

- Texas A&M International University—College of Arts and Sciences—Behavioral, Applied Sciences and Criminal Justice
- Texas A&M International University—College of Arts and Sciences—Biology and Chemistry
- Texas A&M International University—College of Arts and Sciences—Fine and Performing Arts**
- Texas A&M International University—College of Arts and Sciences—Language and Literature
- Texas A&M International University—College of Arts and Sciences—Mathematical and Physical Sciences
- Texas A&M International University—College of Business Administration—Div. of International Business & Technology Studies
- Texas A&M International University—College of Business Administration—Div. of International Banking & Finance Studies
- Texas A&M International University—College of Business Administration—Office of the PhD Program
- Texas A&M International University—College of Business Administration—Texas Ctr. for Border Economics & Enterprise Dev.

- SSN (Not Required)
- Enter your *username and password*. These will be required each time you want to access your profile, as well as any other of your records or information in Info.Office. Each can be up to 20 alphanumeric characters in length, with **no spaces**, and is case-sensitive.  
Enter your **username**: jfredoliak  
Enter your **password**:  
Re-enter your **password**:

Submit Return

You will then be transported to the **Profile Summary Page**. It should tell you that your profile has been created, but is not yet validated.

Welcome to SMARTS/GENIUS

**Profile Summary Page**

**Congratulations**, your profile has been created. Your registration needs to be validated by your GENIUS administrator before use. This may take up to one work day. If you need to contact the GENIUS administrator, please e-mail : [afrey@tamiu.edu](mailto:afrey@tamiu.edu)  
[chernandez@tamiu.edu](mailto:chernandez@tamiu.edu)

This profile summary page displays each of the major profile information categories that can be maintained. You may review your entire profile by going to the [Full Profile View](#).

<b>Dandy, Apple</b> Texas A&M International University	<b>Account Status:</b> Unvalidated Profile
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**Step 9:** Click open **General** and provide your basic information. This is also where you set the parameters regarding your SMARTS daily e-mail alerts.

Required for GENIUS & SMARTS	
<a href="#">General</a>	<a href="#">Keywords</a>
Used in SMARTS matching	
<a href="#">Applicant Types</a>	<a href="#">Award Types</a>
<a href="#">Geographical Restrictions</a>	<a href="#">Sponsor Types</a>
<a href="#">Locations Tenable</a>	<a href="#">Position</a>

You do not need to fill out any more personal information here if you do not want to. This is for those who would like their full profile to be available in GENIUS for collaborators at other participating institutions to see his/her information in order to facilitate collaboration. You may skip all the way down to the questions at the end of this page about whether or not, and in what format, you would like to receive the emailed SMARTS announcing funding opportunities based on your interests.

**Step 10:** To begin receiving SMARTS email alerts, answer the questions pictured below and click on **Save Changes** at the bottom of the page.

**SMARTS output/"hits" will be e-mailed to you as SPIN matches are found on a daily basis. Select "Yes" to receive your hits ("No" will discontinue this e-mail service).**

Yes  
 No

**If you answered "Yes" above to receive SMARTS output, do you want to receive all of your daily "hits" in**

a single e-mail message; or would you like  
 one "hit" per e-mail?

**If you answered "Yes" above to receive SMARTS output, do you want to receive "hits" only from sponsors within the U.S. ?**

Yes  
 No

**In what format would you like your SMARTS output?(See [Help](#) for details.)**

Full Program  
 Summary

**Step 11:** Click open **Keywords**. This is where you will select all keywords which fall into your area(s) of research interest.

Please note that choosing **Exact Matches** (in the upper left portion of your window) will narrow your results returned and choosing **Hierarchical Matches** will broaden your results.

Would you like your SMARTS Keywords to match exactly or hierarchically? (See [Help](#) for details.)

Exact Matches  
 Hierarchical Matches

[Agricultural](#)  **Please select Keywords From Energy Category**

**Step 12:** Click on the **blue hyperlinked Main Topic** to the left (not the box) that fits your area. This will populate the **Keyword** box to the right with all **Subtopic Keywords** associated with the main topic.

Would you like your SMARTS Keywords to match exactly or hierarchically? (See [Help](#) for details.)

Exact Matches

Hierarchical Matches

[Agricultural](#)

[Education](#)

[Energy](#)

[Engineering](#)

[Geographical](#)

[Humanities](#)

[Law](#)

[Management and Commerce](#)

[Medical](#)

[Other](#)

[Science and Technology](#)

[Social Sciences](#)

**Please select Keywords From Energy Category**

- Electrohydrodynamic Generators
- Electrohydrodynamics
- Energy Biological/Biomedical Sciences**
- Energy Chemical Sciences
- Energy Conservation
- Energy Education
- Energy Engineering
- Energy Environmental Sciences
- Energy Faculty Support
- Energy Geosciences

**Step 13:** Click on the **Subtopic(s)** you are interested in, and then click on **Select/Save Changes**.

If you want to select multiple **Subtopic Keywords**, hold down the control key on your keyboard while making your selections. As always, click on **Select/Save Changes** when you have highlighted all your subtopics.

[Agricultural](#)

[Education](#)

[Energy](#)

[Engineering](#)

[Geographical](#)

[Humanities](#)

[Law](#)

[Management and Commerce](#)

[Medical](#)

[Other](#)

[Science and Technology](#)

**Please select Keywords From Education Category**

- Academic Achievement
- Adult & Continuing Education
- Affective Development**
- After-School Programs**
- Agriculture Education
- Alcohol Education
- Allied Health Education
- Alternative Modes Education
- Art Education
- Basic Skills Education

You may also mix and match **Subtopic Keywords** from various main topics in your selection process if you choose. All the Keywords you select and save will appear on the bottom of the **Keywords** page. You can check to make sure all your Keywords appear and delete any unwanted Keywords before returning to the **Profile Summary Page**.

**Step 14:** If you would like to include **all** the **Subtopic Keywords** in your search criteria, place a check in the box next to the **Main Category** and click on **Select/Save Changes** and then the **Return** button and you are done.

**Step 15:** Once back on the **Profile Summary Page**, click open **Applicant Type**. Choose all fields which apply to **you** in the Applicant Type area, press **Save Changes** which returns you once again to the **Profile Summary Page**.

The following categories: **Award Types; Geographical Restrictions; Sponsor Types; Locations Tenable; and Position** are all defaulted to include all types and no restrictions in each category. If you would like to narrow your search by any of these categories follow the steps below. If not, you are finished.

**Step 16:** Click on **Award Types**. Choose all funding mechanisms in which you are interested, and then click on **Save Changes** and you will return to the **Profile Summary Page**.

**Step 17:** Click on **Geographical Restrictions**. When you click into this field the first thing you will notice is that **No Restrictions** is already checked – this is a default setting and it is important for it to remain checked. You should click on the box next to your geographic region as well as your state. Press **Save Changes** and you will return to the **Profile Summary Page**.

Welcome to SMARTS/GENIUS

Select all regions/locations that apply to your area.

<input checked="" type="checkbox"/> NO RESTRICTIONS	<input type="checkbox"/> U.S. ATLANTIC	<input type="checkbox"/> U.S. CENTRAL
<input type="checkbox"/> U.S. EAST	<input type="checkbox"/> U.S. MID-ATL.	<input type="checkbox"/> U.S. MIDWEST
<input type="checkbox"/> U.S. NORTH	<input type="checkbox"/> U.S. NORTHEAST	<input type="checkbox"/> U.S. NORTHWEST
<input type="checkbox"/> U.S. PACIFIC	<input type="checkbox"/> U.S. SOUTH	<input type="checkbox"/> U.S. SOUTHEAST
<input type="checkbox"/> U.S. SOUTHWEST	<input type="checkbox"/> U.S. WEST	<input type="checkbox"/> U.S. TERRITORY
<input type="checkbox"/> U.S. NEW ENGLAND	<input type="checkbox"/> ALASKA	<input type="checkbox"/> ALABAMA
<input type="checkbox"/> ARKANSAS	<input type="checkbox"/> ARIZONA	<input type="checkbox"/> CALIFORNIA
<input type="checkbox"/> COLORADO	<input type="checkbox"/> CONNECTICUT	<input type="checkbox"/> WASHINGTON D.C.
<input type="checkbox"/> DELAWARE	<input type="checkbox"/> EAST AFRICA	<input type="checkbox"/> FLORIDA

**Step 18:** Click on **Sponsor Types**. Select all sponsor types from which you will accept funding. If you make no selections, all categories will be used in your SMARTS matching. This will increase the number of opportunities you will receive in your SMARTS e-mail. Press **Save Changes** and you will return to the **Profile Summary Page**.

Select all types of sponsors from which you would accept funding.  
If you make no selections, 'ALL' will be used in SMARTS matching.

<input type="checkbox"/> Charity	<input type="checkbox"/> College/University	<input type="checkbox"/> European Organisat
<input type="checkbox"/> European Union Government	<input type="checkbox"/> Federal	<input type="checkbox"/> Government and Pu
<input type="checkbox"/> Industrial Organisation	<input type="checkbox"/> Drug Houses/Laboratories	<input type="checkbox"/> Miscellaneous Non-
<input type="checkbox"/> Industrial Groups/Organizations	<input type="checkbox"/> Memorial/Individual Funds	<input type="checkbox"/> Foundations
<input type="checkbox"/> Non-Profit Organizations	<input type="checkbox"/> Professional/Academic Assoc & Soc.	<input type="checkbox"/> Voluntary Health Or
<input type="checkbox"/> Other Federal Assistance	<input type="checkbox"/> Public	<input type="checkbox"/> Research Council
<input type="checkbox"/> State		



**Step 19:** Click open **Locations Tenable**. Choose all **countries/regions** in which you will be interested in carrying out your project. If you make no selections, all categories will be used in your SMARTS matching. Press **Save Changes** and you will return to the **Profile Summary Page**.

Select all the countries\regions where you are interested in carrying out your project. If you make no selections, 'ALL' will be used in SMARTS matching.

<input type="checkbox"/> African/South African/Sub-Saharan African Institution	<input type="checkbox"/> Antarctic/Arctic/Polar Regions	<input type="checkbox"/> Any/No Restrictions
<input type="checkbox"/> Asian Institution	<input type="checkbox"/> Australian Institution	<input type="checkbox"/> Canadian Institution
<input type="checkbox"/> Central/Eastern European Institution	<input type="checkbox"/> Caribbean	<input type="checkbox"/> Danish Institution
<input type="checkbox"/> Eurasia	<input type="checkbox"/> European Institution	<input type="checkbox"/> Indian Institution
<input type="checkbox"/> Irish Institution	<input type="checkbox"/> Israel Institution	<input type="checkbox"/> Mexican Institution
<input type="checkbox"/> Middle/Near Eastern Institution	<input type="checkbox"/> New Zealand Institution	<input type="checkbox"/> South/Central America
<input type="checkbox"/> Swedish Institution	<input type="checkbox"/> United Kingdom Institution	<input type="checkbox"/> U.S.A. Institution

The **Position** category already has **Investigator** selected for you. Selecting other fields will not affect the SMARTS matching, so you do not need to make any further selections here.

Welcome to SMARTS/GENIUS

Select all the positions in which you are interested.

<input type="checkbox"/> Administrative Only	<input checked="" type="checkbox"/> Investigator	<input type="checkbox"/> Adjunct Faculty
<input type="checkbox"/> IRB Member	<input type="checkbox"/> Staff	<input type="checkbox"/> Student/Grad
<input type="checkbox"/> Student/Undergrad		

**Step 20:** Once you have populated the fields outlined above for the purpose of receiving SMARTS e-mail alerts, you may opt to continue on and populate the **GENIUS Categories**. The **GENIUS Categories** will allow you to build a more comprehensive profile. The primary purpose for completing the **GENIUS Categories** is to provide Genius users at other participating institutions more information about you and your research interests in order to encourage collaboration.

GENIUS Categories	
<a href="#">Advisees</a>	<a href="#">Collaborators</a>
<a href="#">Committee Memberships</a>	<a href="#">Courses Taught</a>
<a href="#">Creative Activities</a>	<a href="#">Education</a>
<a href="#">Employment</a>	<a href="#">Honors &amp; Awards</a>
<a href="#">Languages</a>	<a href="#">Patents</a>
<a href="#">Professional Associations and Societies</a>	<a href="#">Professional Licenses/Certificates</a>
<a href="#">Publications</a>	<a href="#">Research</a>
<a href="#">Reviewed Works</a>	<a href="#">Sponsored Funding</a>

Once you have populated the fields required to build your **SMARTS/GENIUS** profile, **Anne Frey or Celeste Kidd** in the **Office of Research and Sponsored Projects** will receive an e-mail notifying her that your profile has been completed. One of them will then validate your newly created profile and you will begin receiving your daily **SMARTS** mail, alerting you of relevant funding opportunities.

For questions call The Office of Grant Resources at **326-3028** or send an email to [cekidd@tamiu.edu](mailto:cekidd@tamiu.edu) during normal office hours.

For InfoEd Technical Support call **1-800-727-6427**.