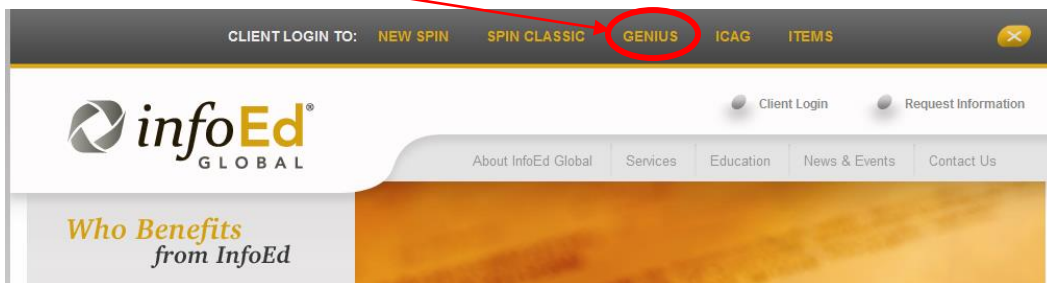# CREATING A SMARTS/GENIUS PROFILE
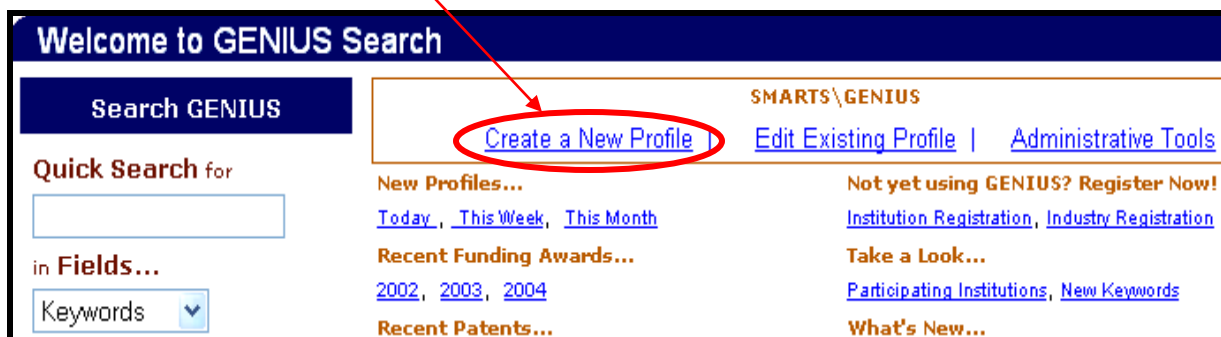
Step 1: Log on to www.infoed.org

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**.

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.**

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
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.

| Dandy, Apple | Account Status: |
| Texas A&M International University | Unvalidated Profile |

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	
General	Keywords
Used in SMARTS matching	
Applicant Types	Award Types
Geographical Restrictions	Sponsor Types
Locations Tenable	Position

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.

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.

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.

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.

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**.

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**.

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**.

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.

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.

9

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 during normal office hours.

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