

# CREATING A SMARTS/GENIUS PROFILE

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

**Step 2:** Click on **Genius** in the upper right-hand corner of your screen.



**Step 3:** Click on the **Create a New Profile** link on the top of the page.



**Step 4:** Scroll down the list of participating institutions and select **Texas A&M International University**.

**Step 5:** 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 6:** On the **New Profile Registration** screen, populate the information requested, select your affiliated department, and create a unique **User Name** and **Password**.

**Step 7:** 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: fredoliak@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**: ffredoliak  
Enter your **password**: [masked]  
Re-enter your **password**: [masked]

Submit Return

You will then be transported to the **Profile Summary Page**.

Welcome to SMARTS/GENIUS

### Profile Summary Page

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](#).

**DeCocco, William**  
InfoEd International, Inc.

**Account Status:** Validated Profile

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>

To create a profile which will allow you to begin receiving the SMARTS daily e-mail alerts containing new funding opportunities, you will need to populate the following categories: **General; Keywords; Applicant Type; Award Types; Geographical Restrictions; Sponsor Types; Locations Tenable; and Position.**

**Step 8:** 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>

**Step 9:** When you are finished filling out the information on the **General Information / User Preferences** page, click on **Save Changes** at the bottom of the page.

<a href="#">Save Changes</a>	<a href="#">Return</a>	<a href="#">Logout</a>
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**Step 10:** Click open **Keywords**. This is where you will select all keywords which fall into your area(s) of research interest.

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**

AGRICULTURE/FOOD SCIENCES/FOODS  
AIDS  
AIDS Counseling  
AIDS-Mental Health  
AIDS-Perinatal/Pediatric  
AIDS-Sexually Transmitted  
AIDS-Substance Abuse  
ARTS/HUMANITIES/CULTURAL ACTIVITIES  
Aboriginal Health  
Aboriginal Studies

Select/Save Changes Return

Search for a Particular Keyword  
 Search

Existing Keywords Delete Checked Keywords

**Step 11:** 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**

Electric Powered Systems  
Electrohydrodynamic Generators  
Electrohydrodynamics  
Energy Biological/Biomedical Sciences  
Energy Chemical Sciences  
Energy Conservation  
Energy Education  
Energy Engineering  
Energy Environmental Sciences  
Energy Faculty Support

Select/Save Changes Return

**Step 12:** Click on the **Subtopic** 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.

**Please select Keywords From Education Category**

[Agricultural](#)   
[Education](#)   
[Energy](#)   
[Engineering](#)   
[Geographical](#)   
[Humanities](#)   
[Law](#)   
[Management and Commerce](#)   
[Medical](#)   
[Other](#)   
[Science and Technology](#)

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

Select/Save Changes Return

If you would like to include **all** the **Subtopic Keywords** in your search criteria, you may place a check in the box next to the **Main Category** and click on **Select/Save Changes**.

**Please select Keywords**

[Agricultural](#)   
[Education](#)   
[Energy](#)   
[Engineering](#)   
[Geographical](#)   
[Humanities](#)   
[Law](#)   
[Management and Commerce](#)   
[Medical](#)   
[Other](#)   
[Science and Technology](#)

AGRICULTURE/FOOD SCIENCES/FOODS  
AIDS  
AIDS Counseling  
AIDS-Mental Health  
AIDS-Perinatal/Pediatric  
AIDS-Sexually Transmitted  
AIDS-Substance Abuse  
ARTS/HUMANITIES/CULTURAL ACTIVITIES  
Aboriginal Health  
Aboriginal Studies

Select/Save Changes Return

You may also mix and match subtopic keywords from various main topics in your selection process if you choose. Please note that choosing **Exact Matches** 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 13:** Click open **Applicant Type**. Choose all fields which apply to you in the Applicant Type area, press **Save Changes** which returns you to the **Profile Summary Page**.

Welcome to SMARTS/GENIUS

Select all Criteria that applies to you.  
Be sure to press 'Save Changes' at the bottom of this page after you make your selections!

<input type="checkbox"/> Handicapped	<input type="checkbox"/> Minority Individual	<input type="checkbox"/> Postdoctoral
<input type="checkbox"/> Graduate Student	<input type="checkbox"/> Undergraduate Student	<input type="checkbox"/> Woman
<input type="checkbox"/> Individual, Non-Specific	<input type="checkbox"/> Predoctoral-Non-Student	<input type="checkbox"/> Researcher/Investigator
<input type="checkbox"/> Faculty Member	<input type="checkbox"/> Artist/Writer/Etc.	<input type="checkbox"/> Doctoral-Midcareer/Senior I
<input type="checkbox"/> Precollegiate Educator/Personnel	<input type="checkbox"/> Librarian/Library Professional	<input type="checkbox"/> Physician/Medical Profession
<input type="checkbox"/> Young Investigator/Junior Faculty	<input type="checkbox"/> Higher Ed. Administrators/Staff	<input type="checkbox"/> Nurse
<input type="checkbox"/> Medical Resident		

**Step 14:** Click on **Award Types**. Choose all funding mechanisms which you are interested in, press **Save Changes** and you will return to the **Profile Summary Page**.

Welcome to SMARTS/GENIUS

Select all funding mechanisms in which you are interested.  
If you make no selections, 'ALL' will be used in SMARTS matching.

<input type="checkbox"/> Capital Construction/Renovation	<input type="checkbox"/> Centers, Research/Service	<input type="checkbox"/> Conference
<input type="checkbox"/> Curriculum Development	<input type="checkbox"/> Demonstration/Evaluation	<input type="checkbox"/> Development
<input type="checkbox"/> Equipment	<input type="checkbox"/> Exhibits/Collections	<input type="checkbox"/> Facilities-
<input type="checkbox"/> Fellowship	<input type="checkbox"/> Fulbright Programs	<input type="checkbox"/> General C
<input type="checkbox"/> General Project	<input type="checkbox"/> In-Residence	<input type="checkbox"/> Informatio
<input type="checkbox"/> Internships	<input type="checkbox"/> Performances	<input type="checkbox"/> Prizes/Aw
<input type="checkbox"/> Public Awareness/Education	<input type="checkbox"/> Publication	<input type="checkbox"/> Requests
<input type="checkbox"/> Requests For Proposals (FBO)	<input type="checkbox"/> Sabbatical	<input type="checkbox"/> Service D
<input type="checkbox"/> Small Business Innovative Research	<input type="checkbox"/> Summer	<input type="checkbox"/> Temporar
<input type="checkbox"/> Training/Professional Development	<input type="checkbox"/> Travel Abroad	<input type="checkbox"/> Travel Do
<input type="checkbox"/> Challenge Grant	<input type="checkbox"/> Endowment	<input type="checkbox"/> Exchange
<input type="checkbox"/> Land Acquisition	<input type="checkbox"/> Planning Grants	<input type="checkbox"/> Professor
<input type="checkbox"/> Seed Money/Start-Up Funds	<input type="checkbox"/> Student Scholarship	<input type="checkbox"/> Technical
<input type="checkbox"/> Lectureship	<input type="checkbox"/> Outreach	<input type="checkbox"/> Federal R
<input type="checkbox"/> Projects Outside the U.S.	<input type="checkbox"/> Research Grants/R & D	<input type="checkbox"/> Writing Pr
<input type="checkbox"/> Conference--Attend	<input type="checkbox"/> Collaborative Project	<input type="checkbox"/> Computer
<input type="checkbox"/> Cooperative Research and Development Agreement (CRADA)	<input type="checkbox"/> Small Business Technology Transfer (STTR)	<input type="checkbox"/> Dissertati

**Step 15:** 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 check your geographic region as well as your state. Press **Save Changes** and you will return to the **Profile Summary Page**.

**Step 16:** 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 mail. Press **Save Changes** and you will return to the **Profile Summary Page**.

**Step 17:** 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**.

**Step 18:** Click open **Position**. Select all positions (roles) which properly represent you. Press **Save Changes** and you will return to the **Profile Summary Page**.

Welcome to SMARTS/GENIUS

Select all the positions in which you are interested.

Administrative Only
  Investigator
  Adjunct Faculty  
 IRB Member
  Staff
  Student/Grad  
 Student/Undergrad

**Step 19:** 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 of completing the GENIUS portion is so individuals at other participating institutions may browse your profile and contact you if they have similar research interests.

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, **Cristina Hernandez** in the **Office of Grant Resources** will receive an e-mail notifying her that your profile has been completed. She will then validate your newly created profile and you will be ready to begin receiving your daily **SMARTS** mail, alerting you of relevant funding opportunities.

If you have any questions, call **3024** during regular office hours.  
For technical support call **1-800-727-6427**.