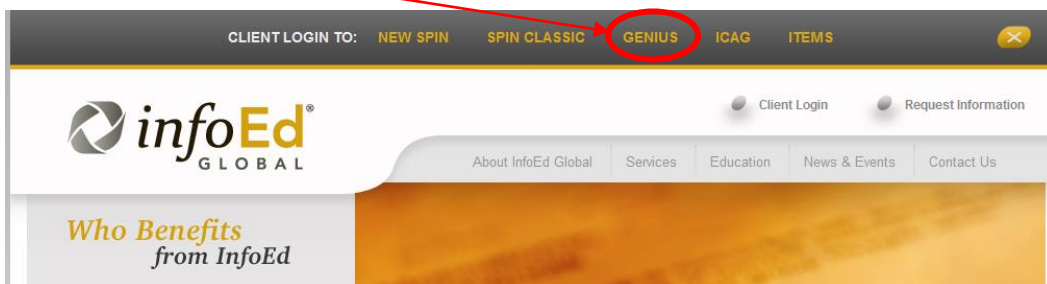


# EDITING KEYWORDS

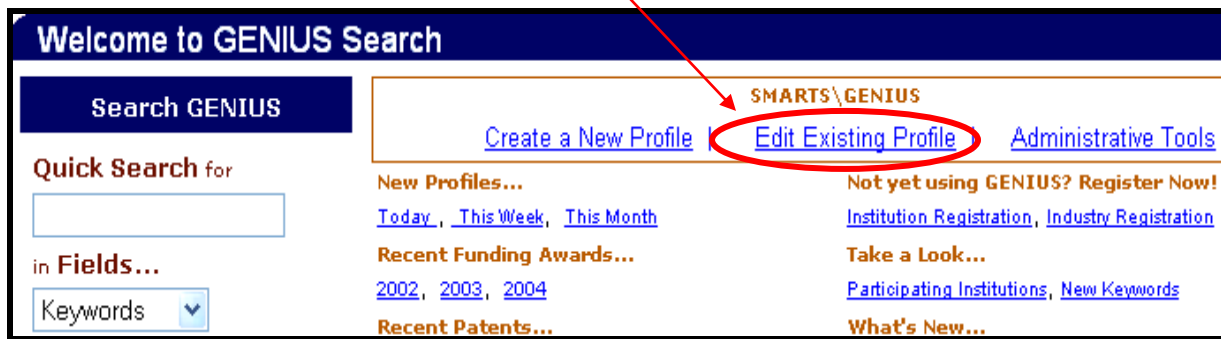
**Step 1:** Log on to [www.infoed.org](http://www.infoed.org), if you have forgotten your user name or password, contact [grants@tamiu.edu](mailto:grants@tamiu.edu) and we can tell you what they are.

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

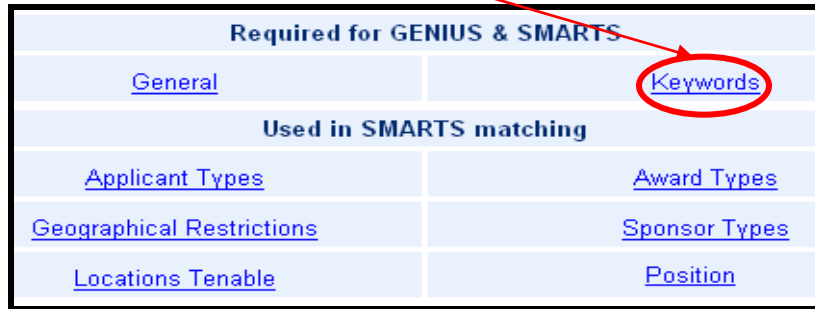
**Step 3:** Click on **Genius** at the top of your screen.



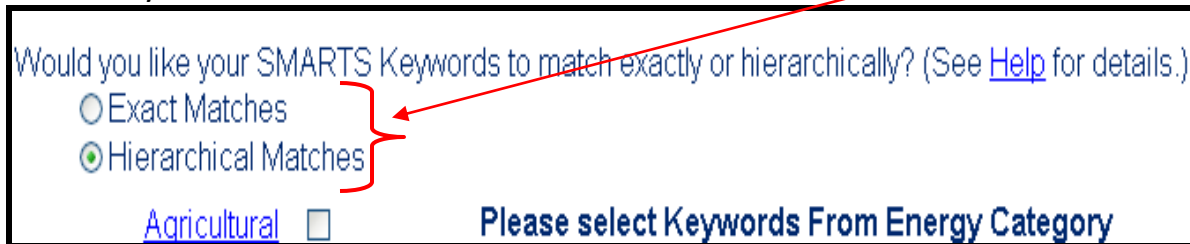
**Step 4:** Click on the **Edit Existing Profile** link on the top of the page.



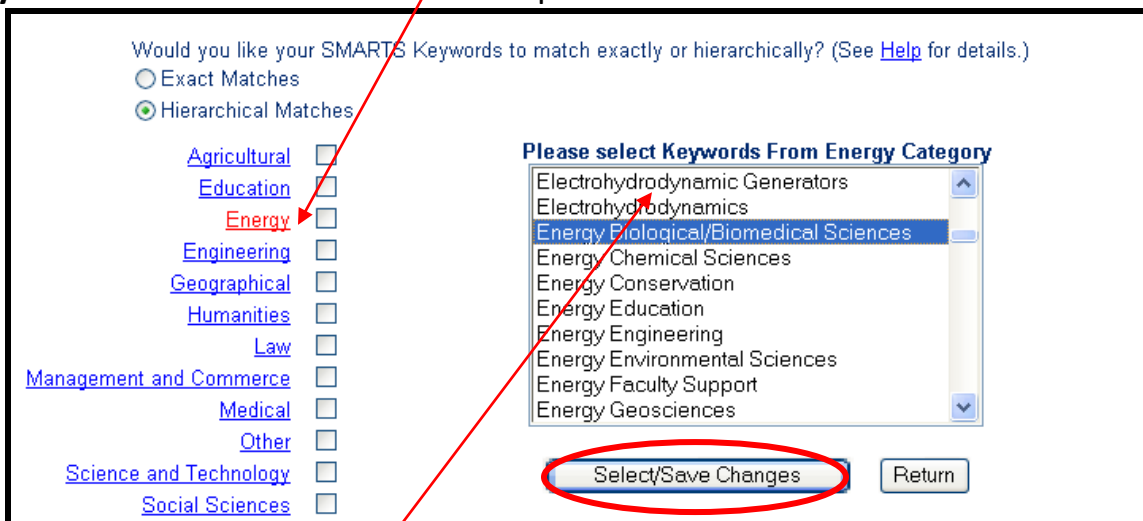
**Step 5:** Click open **Keywords**. This is where you will select all keywords which fall into your area(s) of research interest.



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 6:** 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 7:** 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. If you intend to select a large number of keywords, be sure to save frequently rather than select all your keywords and save at the end. If you select a large number and wait to save, it will freeze the system and you will have to start your selection process again.

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 8:** 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.

The screenshot shows a web form titled "Please select Keywords". On the left, there is a list of main categories with checkboxes: Agricultural, Education, Energy (checked), Engineering, Geographical, Humanities, Law, Management and Commerce, Medical, Other, and Science and Technology. A red circle highlights the "Energy" category. To the right, a dropdown menu is open, displaying a list of subtopic keywords including "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", and "Aboriginal Studies". Below the dropdown menu, there are two buttons: "Select/Save Changes" (highlighted with a red circle) and "Return". A red arrow points from the "Energy" category to the "Select/Save Changes" button.

**Step 9:** 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 screenshot shows the "Applicant Type" section of a web form. At the top, it says "Welcome to SMARTS/GENIUS" and "Select all Criteria that applies to you. Be sure to press 'Save Changes' at the bottom of this page after you make your selections!". Below this, there is a grid of checkboxes for various applicant types: Handicapped, Graduate Student, Individual, Non-Specific, Faculty Member, Precollegiate Educator/Personnel, Young Investigator/Junior Faculty, Medical Resident, Minority Individual, Undergraduate Student, Predoctoral-Non-Student, Artist/Writer/Etc., Librarian/Library Professional, Higher Ed. Administrators/Staff, Postdoctoral, Woman, Researcher/Investigator, Doctoral-Midcareer/Senior In, Physician/Medical Profession, and Nurse. At the bottom, there are two buttons: "Save Changes" (highlighted with a red circle) and "Return". A red arrow points from the "Save Changes" button to the "Applicant Type" section.

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 10:** 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**.

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"/> Conferenc
<input type="checkbox"/> Curriculum Development	<input type="checkbox"/> Demonstration/Evaluation	<input type="checkbox"/> Developm
<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"/> Informati
<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 11:** 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 12:** 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 13:** 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 Institutio
<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 Ame
<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		

For questions call The Office of Grant Resources at **326-3028** or send an email to [grants@tamiu.edu](mailto:grants@tamiu.edu) during normal office hours.  
For InfoEd Technical Support call **1-800-727-6427**.