Collaborators – Finding Additional Expertise

Information in your **InfoEd Profile** will be used to:

- match and receive e-mails of new funding opportunities from **SPIN** on a daily basis;
- prepare and print multiple custom-formatted vitae;
- auto-fill appropriate fields in InfoEd's Proposal Development, when available; and,
- allow potential collaborators to find you.

Important tips to remember when using InfoEd modules:

- To receive automatic e-mail alerts of funding opportunities, you will need a **Profile** in InfoEd. You will login using your <u>Novell</u> username and password. If you have never used InfoEd, contact crisb@clemson.edu or kpless@clemson.edu so that your basic profile can be validated in InfoEd.
- Use MicroSoft Internet Explorer (IE) v6 or higher.
- Clemson University's Office of Sponsored Programs recommends using the Advanced Search feature of **GENIUS / CV Database** to search for collaborators, and using the "Full Profile Search" free text box.

Getting Started

1. From MicroSoft Internet Explorer version 6, enter http://infoed.clemson.edu .
2. Click "**Login**" on the left sidebar.
3. Enter your Novell Username and Password.
4. Hit the "Enter" key on your keyboard or click the "Login" button.

Quick Search for Collaborators

1. Click "**CV Database**" in blue sidebar on left of screen.
2. Select a radio button for database to be searched. The database defaults to "Local," i.e., Clemson University.
3. Select a radio button for the search category of your choice: Keywords, Research, Patents, or Publications.
4. Type a word in the free text search box. If searching by Keyword, the word must be typed in the search field exactly as it is listed in InfoEd's Keyword listing.
5. Select the "Search" button. Searching may take several seconds.
6. Results are published to a new screen. Under "Reporting Options," check "All profiles from" and select the radio button for "this search." Select the radio button "Full Profile" under "Layout" and "Save to File" under "Destination."
7. Select the "Build" button.

8. Select the hyperlinked word "here" to download the resulting file.
9. Select "Save" from the "File Download" box.
10. Name and save the document.
11. Select "Open" from the "Download Complete" pop-up box.
12. Results are displayed in an RTF document. Use the "Find" feature under "Edit" to locate specific information within the downloaded file. Print the downloaded file by choosing "Print" from the "File" menu.

Advanced Search for Collaborators

1. Click "**CV Database**" in blue sidebar on left of screen.
2. Select the hyperlinked "Advanced Search."
3. Advanced Search defaults the database to "Local," i.e., Clemson University. Select another database to search InfoEd's listing of experts in other countries or worldwide.
4. Type a word in the free text search box titled "Full Profile Search."
5. Select the "Run" button. Searching may take several seconds.
6. Results are published to a new screen. Under "Reporting Options," check "All profiles from" and select the radio button for "this search." Select the radio button "Full Profile" under "Layout" and "Save to File" under "Destination."
7. Select the "Build" button.
8. Select the hyperlinked word "here" to download the resulting file.
9. Select "Save" from the "File Download" box.
10. Name and save the document.
11. Select "Open" from the "Download Complete" pop-up box.
12. Results are displayed in an RTF document. Use the "Find" feature under "Edit" to locate specific information within the downloaded file. Print the downloaded file by choosing "Print" from the "File" menu.

For Assistance