

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 Novell username and password. If you have never used infoEd, contact mccasl2@clemson.edu or crisb@clemson.edu to have your basic profile can be validated in infoEd.
- Use Microsoft Internet Explorer (IE) v7 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 7, 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 the top menu bar on the screen beneath your username.
2. Select search areas from the drop down arrow such as “Local,” i.e., Clemson University.
3. Select from the drop down menu beside the default “Keywords” 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 below the search area. You can select the number of results to show per page with the drop down arrow beside the default “5” per page.
7. Select the collaborators that interested you by checking the box beside their profile.

8. To print this report, you can click on “More Actions” above the “Next Page” button.
9. Select “Build PDF Report”. Be sure to have your pop-ups enabled.
10. A PDF with your results will open in a new window.
11. Print and/or save the document according to your needs.

For Assistance

Training:

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