

**Setting up SMARTS  
in the  
VCUeRA Portal**

Last Updated: Mar. 24 2010

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**Personal**  
[» Messages](#)  
Beck, Cynthia L  
Delorenzo, Robert J  
ERAHELP, VCU  
IACUC, VCU  
Ward, James H  
**Profile**  
Calendar  
Contacts  
Find Funding  
CV Database

**Messages**  

InBox	Unread	Total Messages
Beck, Cynthia L	241	248
Delorenzo, Robert J	66	69
ERAHELP, VCU	297	382
IACUC, VCU	5257	5340
Ward, James H	396	410

On the left hand side of the screen under My Profile, click on **SMARTS**

**VCU** Logged in User: **Ms Cynthia Beck** Wednesday, March 24, 2010  
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**My Projects**  
**My Proposals**  
**My Human Subjects**  
**My Animal Use**  
**My Profile**  
Edit  
Related Objects  
**SMARTS**  
Settings  
**Administration**

**General**     

**Ms Cynthia L Beck**  
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**General**  
Electronic Signature  
Advisees (3)  
Backups  
Biosketch  
Certifications  
Collaborators (5)  
Creative Activities (1)  
Custom Category (0)  
Education (4)  
Employment (1)  
Honors and Awards (2)  
Languages (3)  
MD Information  
Memberships (1)  
Other Information  
Patents (0)  
Portal Preferences  
Professional Assn. and Soc. (1)  
Professional Lic. and Cert. (0)  
Publications (0)  
Resources  
Research Interests (0)  
Sponsored Funding (0)

Answer the **Preferences** questions by clicking in the appropriate radio button.

Then click on the **Save** button to retain your changes.

Click on **Preferences -> Keywords** to begin adding keywords to your profile.

**Keywords** – word or terms used to describe academic disciplines/areas of interest in which funding will be supported

Add Keywords to your profile by

1. Clicking on the First letter of the word or term
2. Clicking on the category name
3. Entering all or part of a word/term in the **Search** textbox and clicking the **Go** button
4. Clicking in a Category checkbox and clicking on the **Save** button

Once the select list is populated, click on the Keyword or term to be added to your profile. Then click on the **Select** button.

The selected Keyword or Term will appear at the bottom of the screen.

**NOTE:** Multiple Keywords/terms maybe selected from the same select list by holding down the **Ctrl** key as you click on the Keywords/terms.

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**SMARTS**

**Preferences**

SMARTS output/"hits" will be e-mailed to you as SPIN matches are found on a daily basis. Select "Yes" to receive your hits ("No" will discontinue this e-mail service)

Do you want to receive all of your daily "hits" in

Do you want to receive "hits" only from sponsors within the U.S.?

In what format would you like your SMARTS output?(See Help for details.)

Keywords  
Applicant Types  
Award Types  
Geographical Restrictions  
Sponsor Types  
Locations Tenable

Save

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**SMARTS**

**Keywords and Keyword Categories**

How would you like your SMARTS Keywords to match?

Categories

Keywords

0 - 9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

- None found - Select

Search GO

**Selected Keywords**

None

Preferences  
Keywords  
Applicant Types  
Award Types  
Geographical Restrictions  
Sponsor Types  
Locations Tenable

**Keywords**

0 - 9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

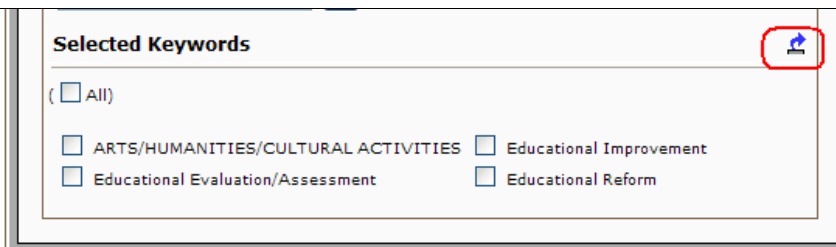
Education/Instructional Programs  
Educational Administration and Policy  
Educational Evaluation/Assessment  
Educational Finance  
Educational Improvement  
Educational Law  
Educational Modes/Psychology/Theory  
Educational Planning/Policy  
Educational Psychology  
Educational Reform

Search GO

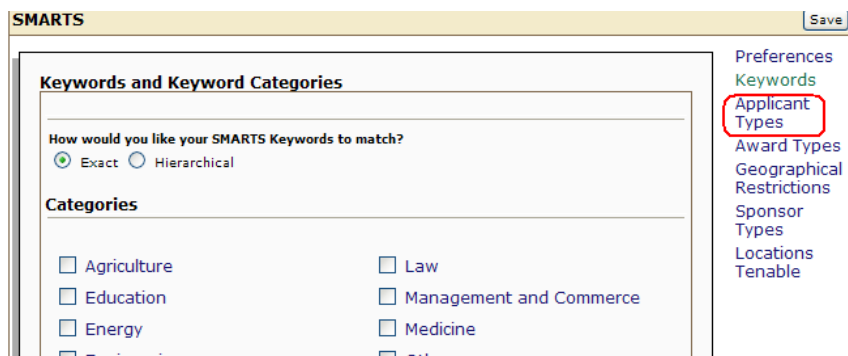
Select

## Removing Keywords/terms

Click in the appropriate checkbox or checkboxes and click on the **Remove** icon circled in red.



Scroll back to the top of the screen and click on **Applicant Types**.



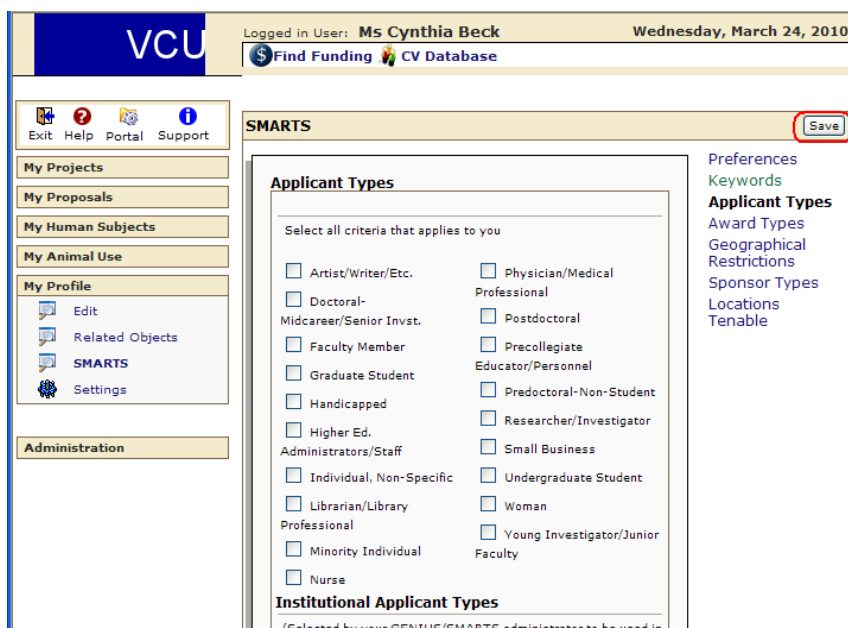
**Applicant Types** – describe the eligibility of the applicant

Select Applicant Types by clicking in the checkbox of the desired type.

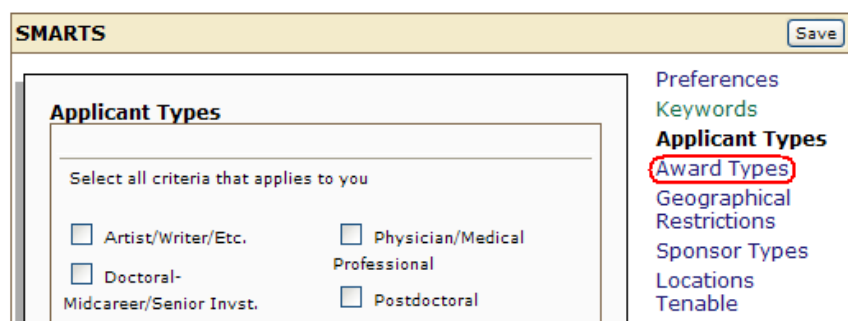
After all of your Applicant Types have been selected, click on the **Save** button.

If no Applicant Types are selected, all will apply.

**NOTE: Selecting Applicant Types will reduce the number of matches you will receive from SMARTS. Only those funding opportunities with the selected types will be matched and sent to you via SMARTS.**



Click on **Award Types**.

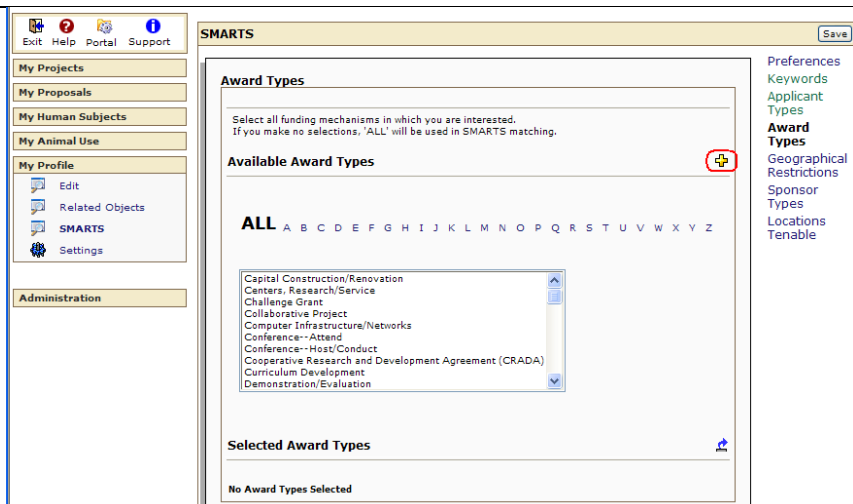


**Award Types** – describe the type of funding sought

Select Award Types by clicking on the desired type in the select list and clicking on the yellow **Plus Sign** icon.

The selected Types will appear at the bottom of the screen.

**NOTE:** Multiple Types maybe selected from the same select list by holding down the **Ctrl** key as you click on the Types.



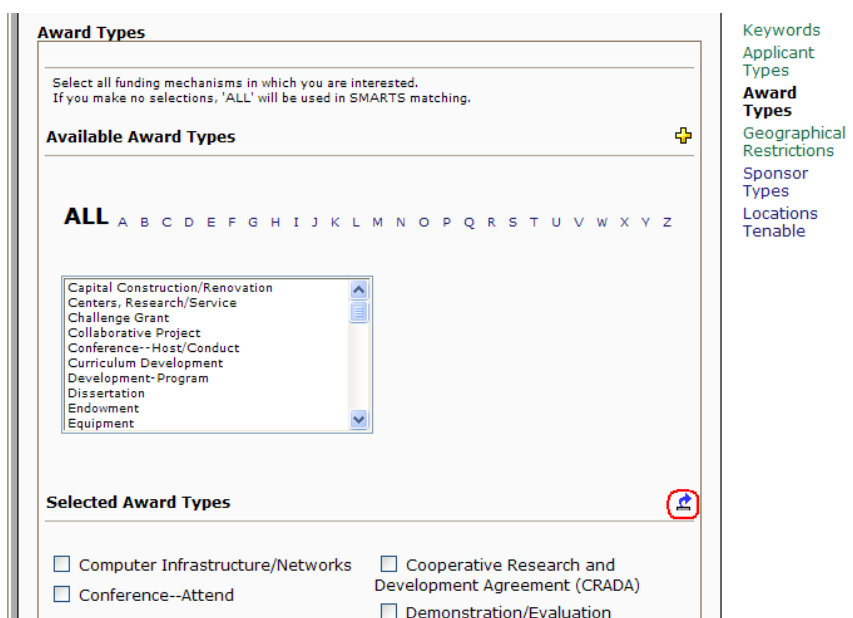
The screenshot shows the SMARTS interface. On the left is a navigation menu with options like 'My Projects', 'My Proposals', 'My Human Subjects', 'My Animal Use', 'My Profile', and 'Administration'. The main area is titled 'SMARTS' and contains the 'Award Types' section. It prompts the user to 'Select all funding mechanisms in which you are interested.' Below this is a list of 'Available Award Types' with a yellow plus sign icon circled in red. The list includes: Capital Construction/Renovation, Centers, Research/Service, Challenge Grant, Collaborative Project, Computer Infrastructure/Networks, Conference--Attend, Conference--Host/Conduct, Cooperative Research and Development Agreement (CRADA), Curriculum Development, and Demonstration/Evaluation. At the bottom, the 'Selected Award Types' section is empty, displaying 'No Award Types Selected'.

## Removing Award Types

Click in the appropriate checkbox or checkboxes and click on the **Remove** icon circled in red.

If no AwardTypes are selected, all will apply.

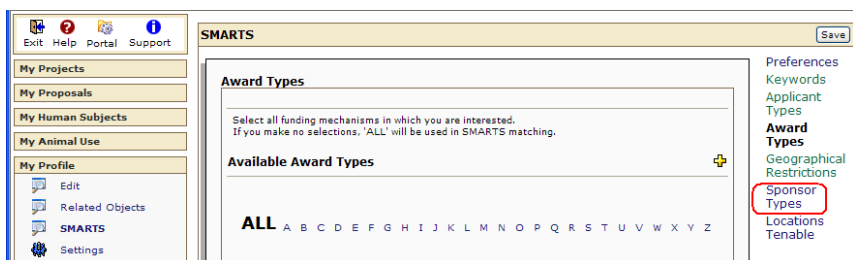
**NOTE:** Selecting Award Types will reduce the number of matches you will receive from SMARTS. Only those funding opportunities with the selected types will be matched and sent to you via SMARTS.



This screenshot shows the 'Award Types' section of the SMARTS interface. It includes the same navigation menu on the left. The main area prompts the user to 'Select all funding mechanisms in which you are interested.' Below this is a list of 'Available Award Types' with a yellow plus sign icon circled in red. The list includes: Capital Construction/Renovation, Centers, Research/Service, Challenge Grant, Collaborative Project, Computer Infrastructure/Networks, Conference--Attend, Conference--Host/Conduct, Cooperative Research and Development Agreement (CRADA), Curriculum Development, Development-Program, Dissertation, Endowment, and Equipment. At the bottom, the 'Selected Award Types' section is empty, displaying 'No Award Types Selected'.

Click on **Sponsor Types**.

**NOTE:** Geographical Restrictions has been skipped due to the fact that VCU does not impose any of these restrictions.



This screenshot shows the 'Award Types' section of the SMARTS interface. It includes the same navigation menu on the left. The main area prompts the user to 'Select all funding mechanisms in which you are interested.' Below this is a list of 'Available Award Types' with a yellow plus sign icon circled in red. The list includes: Capital Construction/Renovation, Centers, Research/Service, Challenge Grant, Collaborative Project, Computer Infrastructure/Networks, Conference--Attend, Conference--Host/Conduct, Cooperative Research and Development Agreement (CRADA), Curriculum Development, Development-Program, Dissertation, Endowment, and Equipment. At the bottom, the 'Selected Award Types' section is empty, displaying 'No Award Types Selected'.

**Sponsor Types** — describe the type of organization administering the grant/award

Select Sponsor Types by clicking in the checkbox of the desired type.

After all of your Sponsor Types have been selected, click on the **Save** button.

If no Sponsor Types are selected, all will apply.

**NOTE:** Selecting Sponsor Types will reduce the number of matches you will receive from SMARTS. Only those funding opportunities with the selected types will be matched and sent to you via SMARTS.

Click on **Locations Tenable**.

**Locations Tenable** — describes the location where the award must be carried out

Select Locations Tenable by clicking in the checkbox of the desired location.

**NOTE:** If you have made any selections from this list, you **must** include **Any/No Restrictions**. Otherwise you will not receive matches to funding opportunities who have not imposed a location.

After all of your Locations Tenable have been selected, click on the **Save** button.

If no Locations Tenable are selected, all will apply.