Setting up SMARTS
in the
VCUeRA Portal

Last Updated: Mar. 24 2010

Login to the VCUeRA Portal using your VCUeID and password.

Click on the sidebar **Profile** tab.

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

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.

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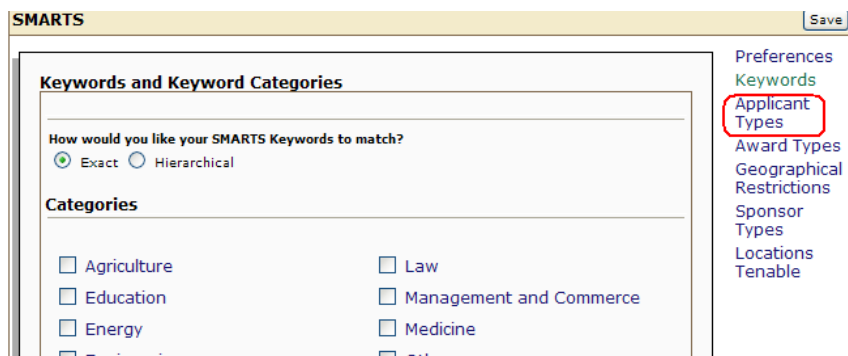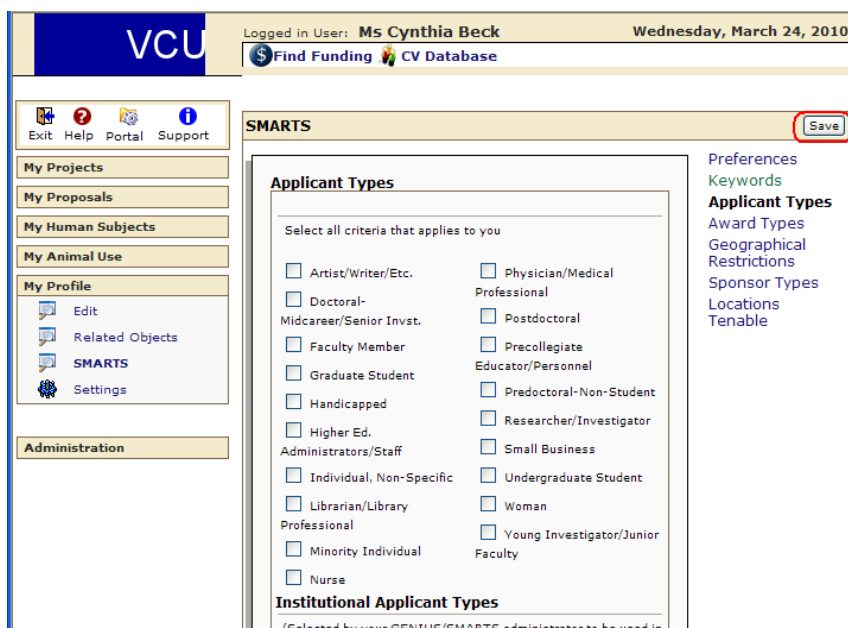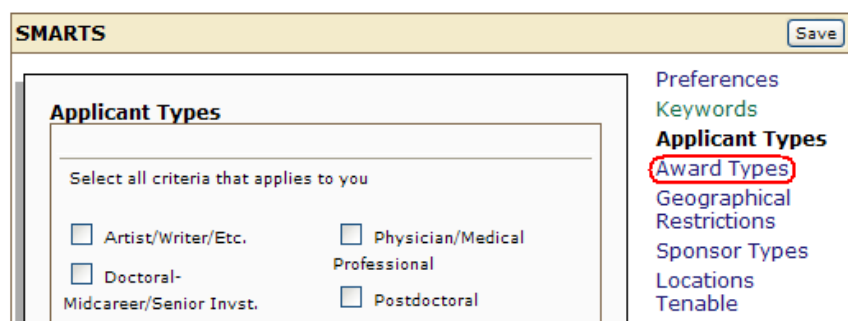
After all of your Applicant Types have been selected, click on the **Save** button.

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.
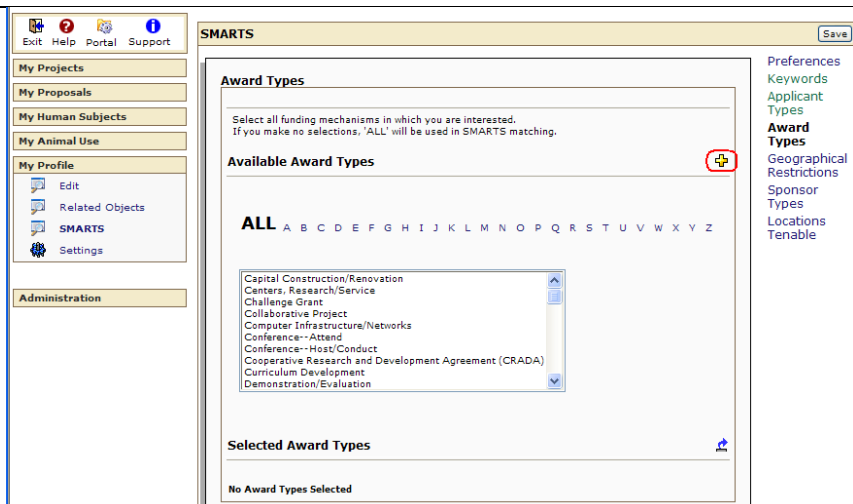

Click on **Award Types**.

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.
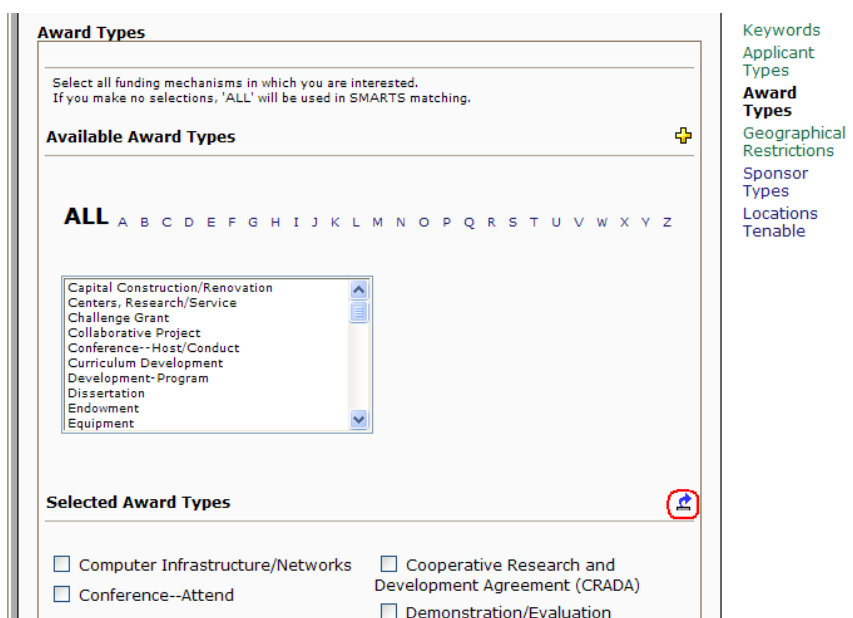

Removing Award Types

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

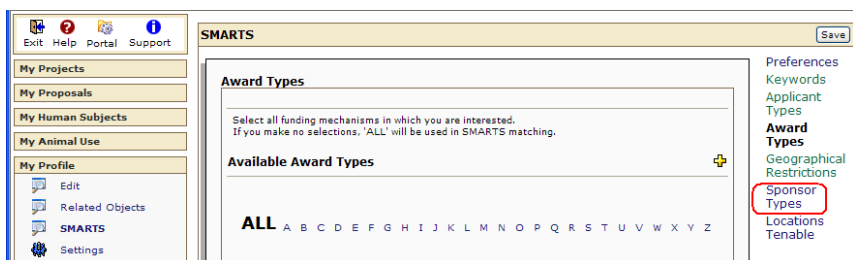If no AwardTypes are selected, all will apply.

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.

Click on **Sponsor Types**.

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

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.