Creating a SMARTS/GENUIS Profile

Go to [http://infoedglobal.com](http://infoedglobal.com), then click on the GENIUS link located on the top of the page then select the Create a New Profile link.

Scroll down the list and select **Ohio State University** then click Select.

Enter your first and last name, Ohio State email address, select your department/school, and create a unique username and password, then click Submit. Do not record your social security number.
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Configuring the Profile Summary Page - create a profile to begin receiving daily e-mail funding alerts. You may choose to populate the following categories: General, Keywords, Applicant Type, Award Types, Geographical Restrictions, Sponsor Types, Locations Tenable, and Position

![Profile Summary Page](image)

A definition of each category follows.

- **General**: Record your basic contact information. This is also where you set the parameters regarding your daily e-mail alerts.
- **Keywords**: Select all keywords which fall in your area(s) of research interest. The main categories (e.g., Agriculture, Education, Energy, etc.) are listed on the left side of the screen. Click any of the main topics and the system populates the keyword box to the right with all subtopic keywords. To include all the subtopic keywords in your search criteria, place a check in the box next to the main category keyword. Press the control key on your keyboard while making your selections to select multiple subtopics. You may also mix and match subtopic keywords from various main topics in your selection process. Please note that choosing Exact Matches will narrow your results and choosing Hierarchical Matches will broaden your results. A list of all keywords may be obtained from the Help section of the main SMARTS/GENIUS page for your reference.
- **Applicant Type**: Choose all fields which apply to you in the Applicant Type area.
- **Award Types**: Choose all funding mechanisms which you are interested in. You may choose to not check any of the options and if so, all will be used in your SMARTS matching which will increase the number of opportunities received on a daily basis.
- **Geographical Restrictions**: Notice that ‘No Restrictions’ is already checked – this is a default setting and it is important for it to remain checked. You should proceed to check your geographic region as well as the State of Ohio.
- **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 mail.
- **Locations Tenable**: Choose all countries/regions in which you would be interested in carrying out your project. 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 mail.
- **Position**: Please select all positions (roles) which properly represent you.

During the creation of your SMARTS/GENUIS profile if you encounter any questions or need further assistance – you may contact Jeff Agnoli, 614-292-6269 or agnoli.1@osu.edu, or InfoEd Global directly at 1-800-727-6427.