

**Southeastern Louisiana University  
Office of Sponsored Research and Programs**

**SMARTS/GENIUS Registration**

Enter the SMARTS program from the Office of Sponsored Research home page.

Click on **Create New Profile (or Edit Existing Profile)**. [Note: the **Instructions** included in the program are excellent and contain additional details about SMARTS and GENIUS.]

Select **Southeastern Louisiana University** from the pick list, then click the **Continue** box.

Enter your first and last name and e-mail address. Select your department from the list.

Select your username and password and enter them as requested. Write these down. This will enable you to make changes to your profile in the future. [You may use the same username and password that you use on the SLU system, if you would like.]

You must also enter a 9-digit identifier. This may be your social security number, or you may use any 9-digit combination, with no hyphens or spaces. You will not need to remember this number. You will also not be able to change it.

Click on **Submit**.

The *Profile Summary Page* will appear.

The **General** and **Keyword** categories are required for SMARTS matching and GENIUS registration. You have already entered the minimal amount of data about yourself the **General** category through your profile registration. You may add any information that you wish.

At the bottom of the **General** page, you determine whether the information you provide will be available to all users of this program or only to those at your institution. Here you also choose the format of e-mail notices for funding announcements.

Determine the **Keyword** selections that will be used for SMARTS matches, or "hits".

You may use **Applicant types, Award Types, Geographical Restrictions, and Sponsor Types** to further refine the daily notices that you will receive. These are the same categories and search lists used in SPIN searches.

Use any of the remaining categories to refine your information listed in the GENIUS database.

Any of the information or category selections may be changed at any time. You will need your username and password to make changes. To see your complete profile listing, click on **Full Profile View** at the top of the page.

**Log out** when finished.