



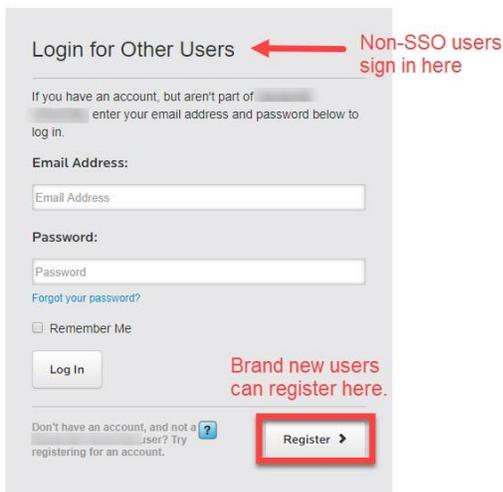
InfoReady Applicant Guide

Registration and Logging In

Internal Users - Do not need to register and are able to log in with their institutional credentials. Click **Log In** in the upper righthand corner and click the blue button with your institution's name. You will be taken to your institution's login page and redirected to InfoReady once authenticated.

Note: Single Sign-On (SSO) must be activated on the site to use this authentication method. Most clients have SSO enabled on their sites.

External Users and Non-SSO sites - External users and internal users for sites without SSO enabled need to register, activate the account via the confirmation email, and log in.



Viewing Opportunities

- Open opportunities are visible on the **homepage** (login not required to view).
- The **Calendar** contains all opportunities, both open and closed, and all dates/deadlines associated with the opportunities (login not required to view).



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Click the opportunity title to view the details:

Not logged-in view

Apply button appears on the right side of the screen.

Clicking the button will take you to the login screen.

Logged-in – 2-5 buttons appear on the right (depending on settings and application status)

Details – Shows the details of the opportunity

Apply – Displays the application form

My Applications – Shows your applications/drafts for this opportunity

Apply as Proxy – Appears if someone has designated you as a proxy

Progress Reports – Post award reports assigned to you

Submitting Applications and Saving Drafts

- Click the **Apply** button to display the application form.
- Fields marked with an asterisk (*) are required, others are optional. If the admin has associated files with the opportunity, then the files will appear on the right in the **Supporting Documents** section
- A pop-up box may appear when clicking on a field. This occurs if the admin has added instructions associated with the field.
- **Save as Draft** and **Submit** buttons are located at the end of the application form.
- Proxy experience (If you are submitting on behalf of another person)
 - Click Apply as Proxy.
 - From the dropdown, choose the applicant for whom you are applying
 - Fill out the form and submit
 - Please note that the applicant will have had to designate you as a proxy

Application History

Your application history can be accessed by clicking the **Applications** tab from the Global Navigation Bar at the top of the screen.

- The list can be searched, filtered, and sorted.
- Click the **application title** (first column) to view your application/draft.
- Drafts can be deleted by clicking the **trash can** in the last column.



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HOME APPLICATIONS PROGRESS REPORTS CALENDAR

Your Applications

Show 100 entries Search:

Always view draft applications from this tab. To open a draft, click the application title. To delete a draft, click the trash can in the far right column.

Application Title	Competition Title	Status	Due Date	Organizer	Award Cycle	
Name not specified	Generic Limited Submissions Competition	Draft	11/5/2021	All	2019-2020	
A sample application title	Generic Funding Opportunity	Draft	1/1/2022	All	2019-2020	
How the Brain Works (000003)	Undergraduate Research Award	Accepted (by Proxy)	12/1/2019		2019-2020	
One (000007)		Awarded (by Proxy)	4/24/2021		Testing	
1 (000011)		Awarded (by Proxy)	4/24/2021		Testing	
9 (000019)		Awarded (by Proxy)	4/24/2021		Testing	
My really great proposal (000021)	A sample competition	Awarded (by Proxy)	5/15/2021		Testing	

Showing 1 to 7 of 7 entries Previous 1 Next

User Profile and Designating Proxy User

- Click your name in the upper right corner to access your user profile
- Basic user details and password (for external users) can be updated here.
- Designating Proxies – opportunity to identify people who would be able to submit applications on your behalf
 - Click the **Add Proxy** button and enter the email address(es) of the desired proxy user(s).
 - The designated proxies will receive a notification informing them of the proxy designation.

Progress Reports

The progress report is a post-award report assigned by the administrator to the awardee. It is a way for the institution to streamline the process of collecting final reports and measuring outcomes for award decisions.

- Awardees will receive an email notification with a direct link to the report when a progress report is assigned. You will need to be logged into InfoReady to access. You may also receive reminders related to the report.
- Another way to access progress reports is by going to the **Progress Reports** tab and clicking the title of the report next to an awarded application.



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HOME APPLICATIONS **PROGRESS REPORTS** CALENDAR

Your Progress Reports

All of your Progress reports are listed below. The search, sort and filtering options allow you to organize your Progress Reports as desired. Click the Report Title to access your Progress Report, along with details about the opportunity, and your submitted application.

Show 100 entries Search:

Application Title	Competition Title	Report Title	Report Status	Deadline
			All	
My really innovative proposal	A sample competition	Progress Report 1	Submitted	06/8/2021
My really innovative proposal	A sample competition	Progress Report 2	Not Yet Assigned	
An application title	A sample competition	Progress Report 1	In Progress	08/1/2021
An application title	A sample competition	Progress Report 2	Not Started	12/1/2021

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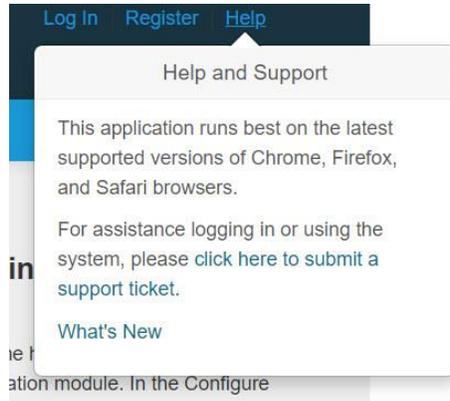
- Administrators may also assign a series of progress reports to be filled out over several months or years. There will be multiple tabs on the progress report page when multiple reports have been assigned.
- Please contact the opportunity administrator if you have submitted a progress report and need to make edits.

Support Resources

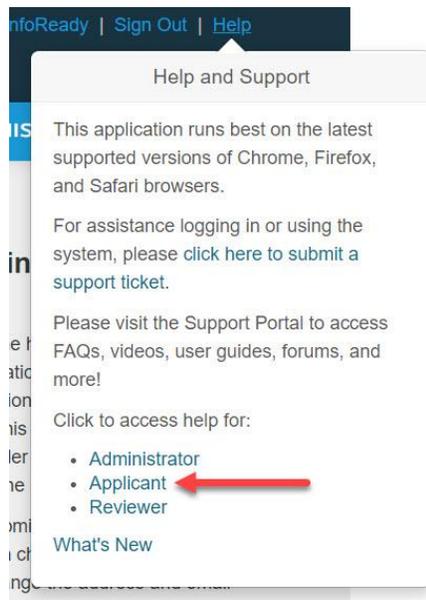
- The site administrator can be emailed by clicking the **Email us** link in the footer of the site.
- The administrator for the specific opportunity you are applying to is on the **Details** page.
- InfoReady Support can be contacted by hovering over **Help** in the upper right corner.
 - **Submit a Support Ticket** – Click the link to submit a question to our team (even without logging in).



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- If you are logged in, additional resources can be found at the Applicant link:



You can also contact InfoReady Support by phone at (734) 929-0010 x256 or by email at support@inforeadycorp.com. Business hours are Monday-Friday, 8:30am-7:30pm ET.