# 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.
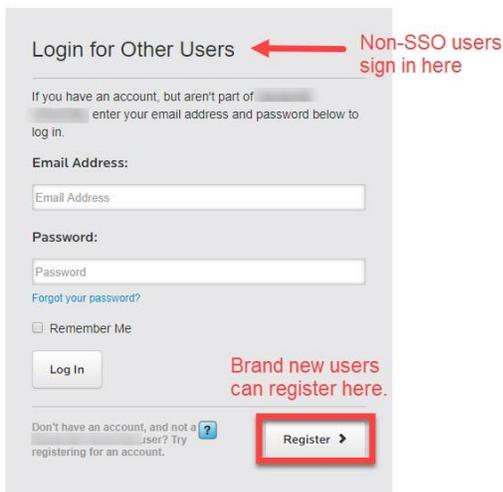
Viewing Opportunities

- 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.

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.

- 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).
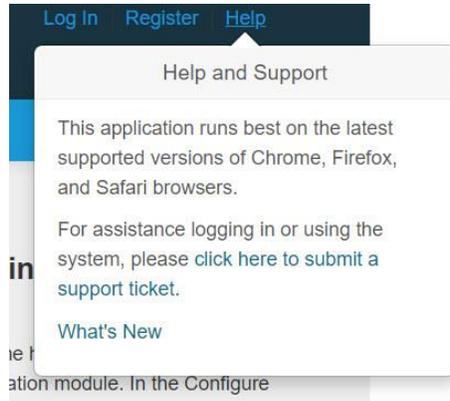
● If you are logged in, additional resources can be found at the Applicant link:
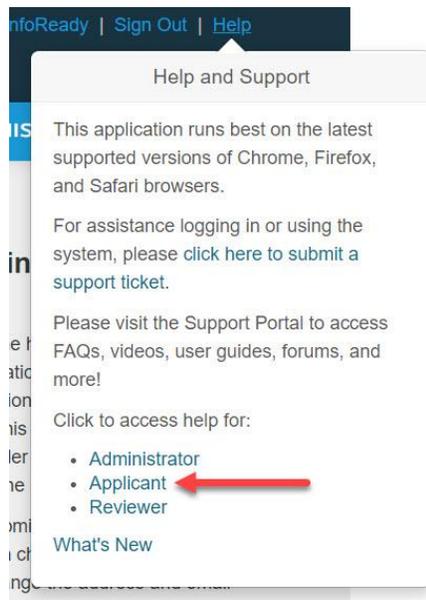
You can also contact InfoReady Support by phone at (734) 929-0010 x256 or by email at support@inforeadycorp.com. Business hours are Monday-Friday, 8:30am-7:30pm ET.