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).
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.