



# [InfoReady Review](#) User Guide

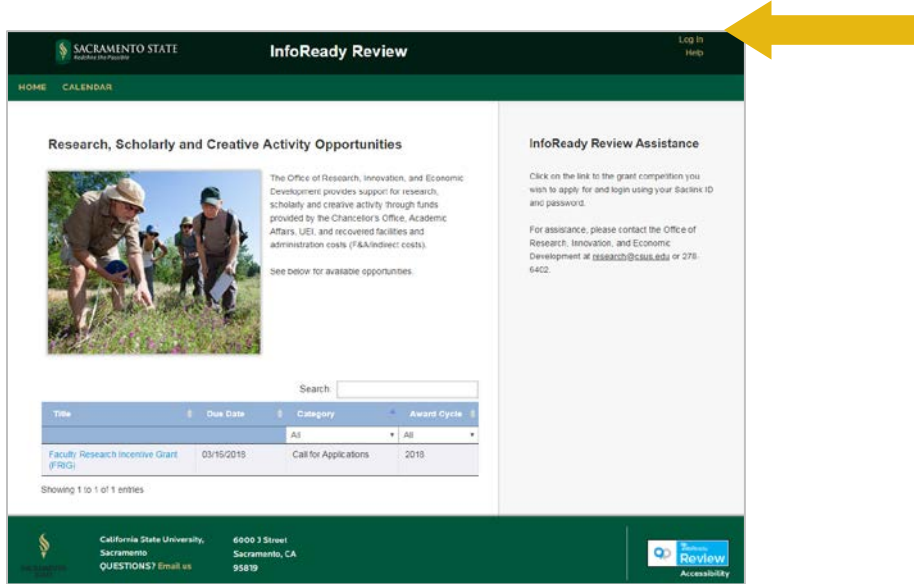
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# Homepage

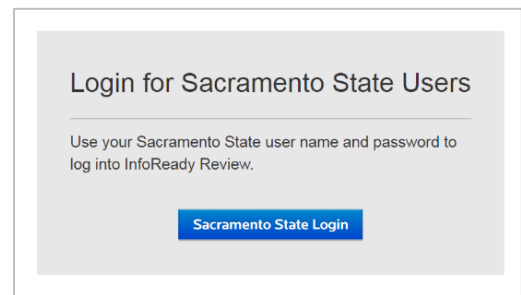
Website address: <https://csus.infoready4.com>

To login (or to register/login for non-Sac State users), click Log In link located in the top right corner of the page.



## Registration & Login

**Login for Sacramento State Users** - log in using your SaLink credentials. Click 'Log In' and click the blue 'Sacramento State Login' button. You will be taken to the SaLink login site and redirected to InfoReady Review once your username and password have been authenticated.



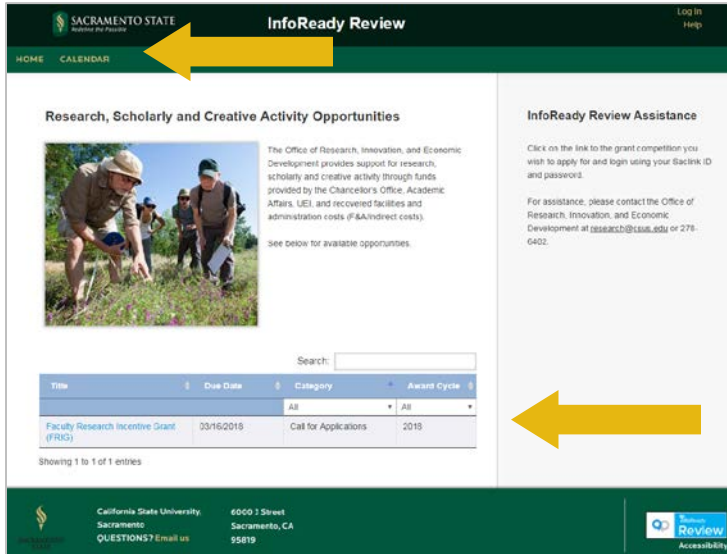
**Login for Other Users** – External (non-Sac State) users need to register, activate the account via the confirmation email, and login.



## Viewing Opportunities

Open opportunities are visible on the homepage (login not required to view).

The **calendar** tab contains all opportunities, both open and closed, and all dates/deadlines associated with the opportunities. (login not required to view).



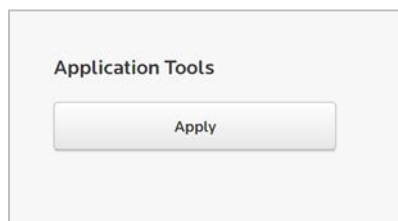
The screenshot shows the InfoReady Review homepage. At the top, there is a navigation bar with 'HOME' and 'CALENDAR' tabs. A yellow arrow points to the 'CALENDAR' tab. Below the navigation bar, there is a section titled 'Research, Scholarly and Creative Activity Opportunities' with a description and a photo of people in a field. To the right, there is a section titled 'InfoReady Review Assistance' with contact information. Below these sections is a search bar and a table of opportunities. A yellow arrow points to the table. The table has columns for 'Title', 'Due Date', 'Category', and 'Award Cycle'. The first entry is 'Faculty Research Incentive Grant (FRIG)' with a due date of '03/16/2019', category of 'Call for Applications', and award cycle of '2019'. At the bottom of the page, there is a footer with contact information and an 'Accessibility' logo.

Title	Due Date	Category	Award Cycle
Faculty Research Incentive Grant (FRIG)	03/16/2019	Call for Applications	2019

Click the title of the opportunity to view the details, including a description of the opportunity and any additional materials uploaded by the competition administrator.

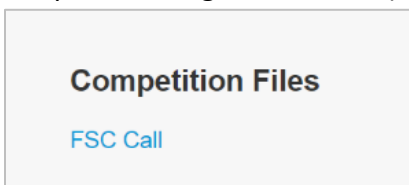
## Submitting Applications & Saving Drafts

After selecting the opportunity that you are interested in applying to, click the **'Apply'** button to display the application form.



Fields marked with an asterisk (\*) are required, others are optional.

Any supplemental file download links will appear on the right in the **'Competition Files'** section (e.g. Call for Proposals, budget forms, etc.). Note: Not all opportunities will have supplemental files.



A **pop-up box** may appear when clicking on a field if there are more instructions associated with the field.

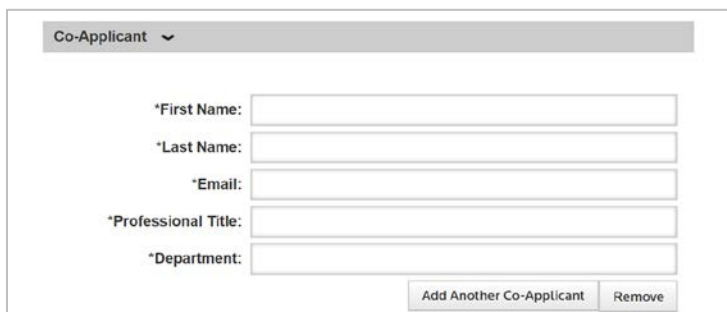
Applications may include text fields, text boxes with word or character count limits, and/or fields for document uploads.

If the opportunity allows for **co-applicants**, click the Add Co-Applicant button.



A screenshot of a collapsed section titled "Co-Applicant" with a downward arrow. Below the title bar is a single button labeled "Add Co-Applicant".

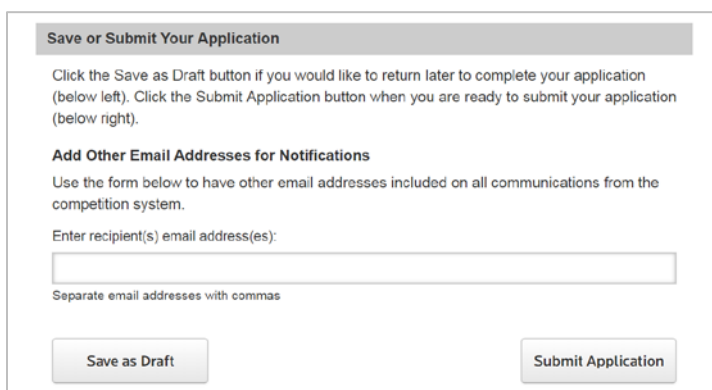
Once clicked, the section will expand, and you can enter information into the fields.



A screenshot of an expanded "Co-Applicant" section. It contains five text input fields, each with an asterisk indicating a required field: "\*First Name:", "\*Last Name:", "\*Email:", "\*Professional Title:", and "\*Department:". At the bottom right of the section are two buttons: "Add Another Co-Applicant" and "Remove".

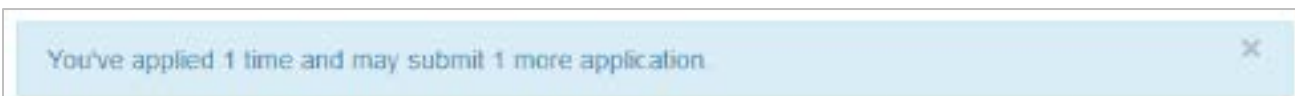
You can add and remove co-applicants. Once the opportunity's set limit of co-applicants has been reached, a message will appear informing you that you have reached the limit.

**Save and Submit** buttons are located at the end of the application form.

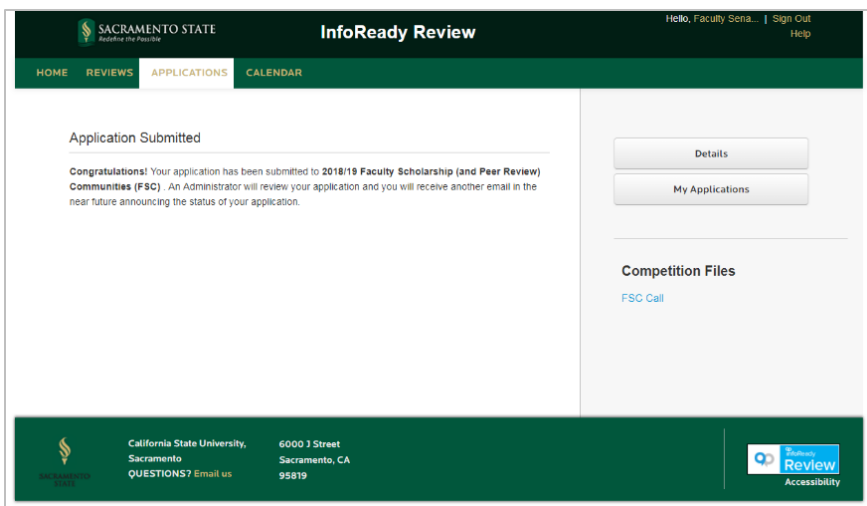


A screenshot of a section titled "Save or Submit Your Application". It contains the following text: "Click the Save as Draft button if you would like to return later to complete your application (below left). Click the Submit Application button when you are ready to submit your application (below right).", followed by a sub-heading "Add Other Email Addresses for Notifications" and the instruction "Use the form below to have other email addresses included on all communications from the competition system." Below this is a text input field with the label "Enter recipient(s) email address(es):" and a note "Separate email addresses with commas". At the bottom are two buttons: "Save as Draft" and "Submit Application".

**Note:** If you "Save as Draft", the following similar message may appear on the screen above your application. Please disregard this message.



When you click “Submit Application”, you should receive the following similar message (you may have to scroll up on the screen).



Sometimes an applicant acknowledgement will be required. You cannot save a draft or submit your application until that acknowledgement box is checked.

**FRIG Acknowledgement**

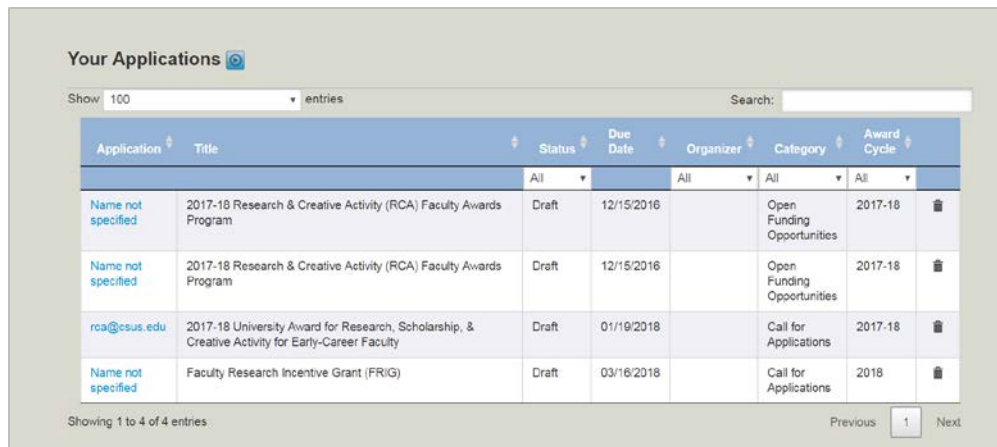
By checking the box and clicking Submit Application, the Applicant agrees to write a proposal as outlined for submission to an external funding agency no later than December 31, 2018, and to work with ORIED staff on the development of the narrative and technical aspects of the proposal. Requests for extensions or changes must be requested prior to the end of the calendar year and will be considered on a case by case basis.

**Note:** In order to be able to select the Save as Draft button, this box must be checked, however your final application will not be fully submitted until you click the Submit Application button.

**You cannot save or submit this application until you check the acknowledgement.**

## Application History

Your application history can be accessed by clicking the 'Application' tab from the global navigation bar at the top of the screen. The list can be searched, filtered, and sorted.



The screenshot shows a web interface titled "Your Applications" with a search bar and a table of application entries. The table has the following columns: Application, Title, Status, Due Date, Organizer, Category, and Award Cycle. There are four rows of data, each with a trash bin icon in the last column.

Application	Title	Status	Due Date	Organizer	Category	Award Cycle	
Name not specified	2017-18 Research & Creative Activity (RCA) Faculty Awards Program	Draft	12/15/2016		Open Funding Opportunities	2017-18	🗑️
Name not specified	2017-18 Research & Creative Activity (RCA) Faculty Awards Program	Draft	12/15/2016		Open Funding Opportunities	2017-18	🗑️
rca@csus.edu	2017-18 University Award for Research, Scholarship, & Creative Activity for Early-Career Faculty	Draft	01/19/2018		Call for Applications	2017-18	🗑️
Name not specified	Faculty Research Incentive Grant (FRIG)	Draft	03/16/2018		Call for Applications	2018	🗑️

Click the application title (first column) to view your application/draft.

Drafts can be deleted by clicking the trash bin in the last column.

Progress Reports (this function is currently only used for RCA Faculty Awards competition) can be accessed by clicking the sheet of paper in the last column.

## Progress Reports

Progress Reports are post-award reports assigned by the administrator to the awardee (**currently only used for the RCA Faculty Awards Program**). This 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 when a progress report is assigned. You may also receive reminders related to the report.

Another way to access progress reports is by going to the Applications tab and clicking the sheet of paper icon next an application selected as an awardee.



The close-up shows a single row from the application history table. The status is "Awarded" and the due date is "04/27/2016". A yellow arrow points to a sheet of paper icon in the last column, which is used to access progress reports.

Test for Reporting (000407)	2016-17 Research & Creative Activity (RCA) Faculty Awards Program	Awarded	04/27/2016		Open Funding Opportunities	2016-17	📄
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Please contact [research@csus.edu](mailto:research@csus.edu) if you have submitted a progress report and need to make edits.

## Reviewing Proposals

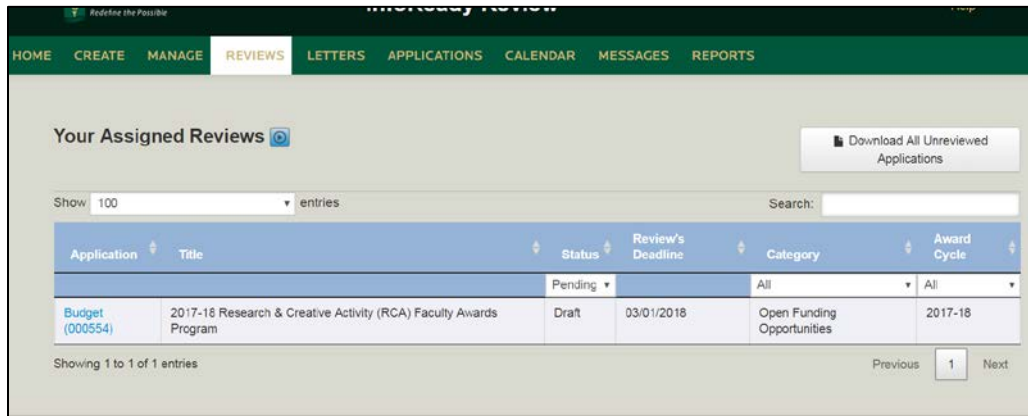
If you are assigned to review proposals for a competition, there are a few ways to access the review module:

- Click the application title from the reviewer email request which will take you directly to the page where you will score the application (you may be required to login first, then you will be redirected to the correct page).

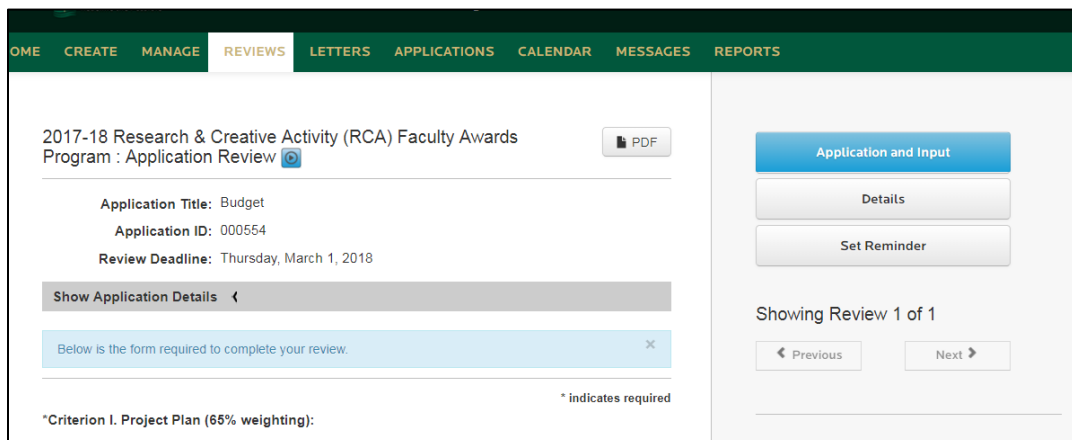
OR

- By clicking the Reviews tab from the global navigation bar at the top of the screen.

Your list of Assigned Reviews (current and past) can be searched, filtered, and sorted.

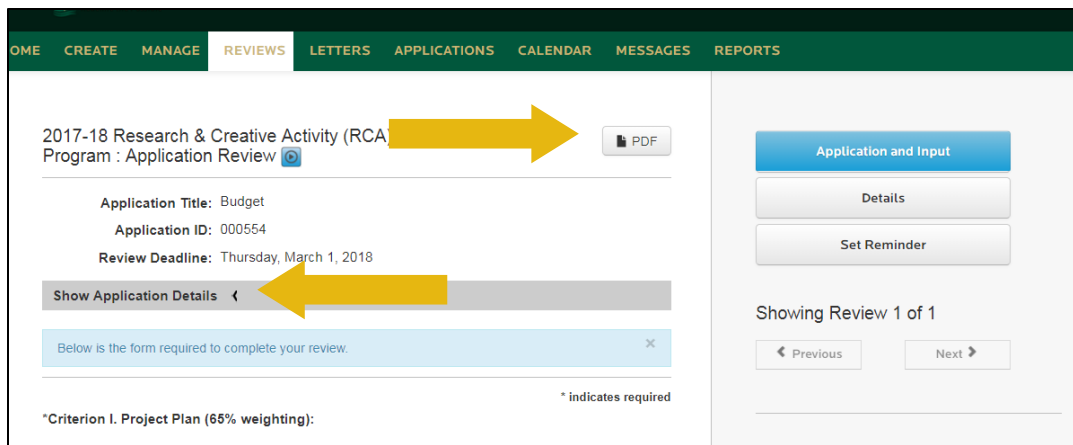


Click on the hyperlinked title of the application to access the 'Application and Input' page for that application.



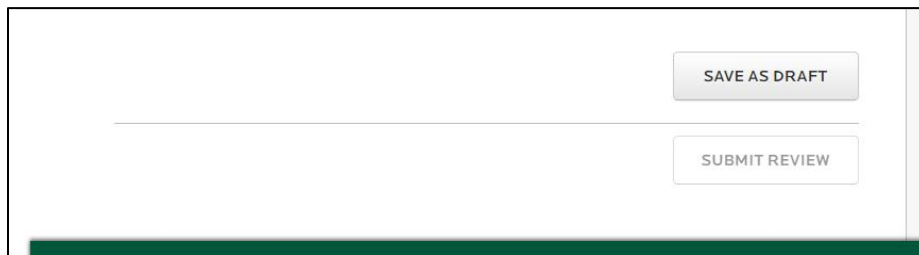
To navigate between applications, use the 'Previous' and 'Next' buttons on the right side of the page. Note: previously submitted reviews are included in the scroll queue when using these buttons.

To view the application, either click the PDF button to generate a PDF of the application or click the left-pointing arrow next to 'Show Application Details' which will expand the section (to collapse it, click the same arrow again.)



Complete the input fields. Fields marked with an asterisk (\*) are required, others are optional.

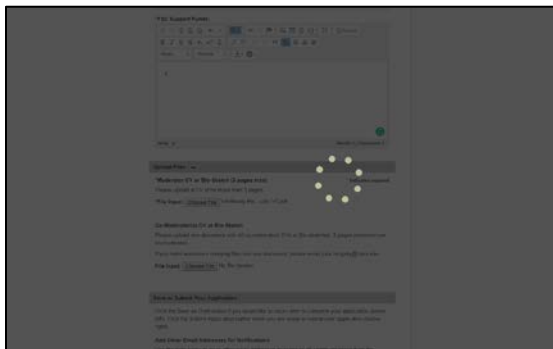
Save reviews at any time by clicking the 'Save as Draft' button.



If you are ready to submit your review and the box is grayed out, you must first read the acknowledgement statement and check the acknowledgement box. Doing so will enable the 'Submit Review' button.

## FAQs

Why do I get the spinning wheel when I try to Save or Submit my Application?



Some users have reported seeing a spinning wheel on the page when attempting to save or submit their application. This issue is caused by an error with the file name of files uploaded to the application. In a few rare circumstances the file name in the application has been replaced by the server location of the file. When this occurs, the spinning wheel will appear when you attempt to save or submit.



There is a quick and easy workaround for the issue. Just delete the files in the application containing the odd file name and replace them with files saved on your local machine (i.e. your computer).

1. download the file to your local machine
2. Rename the file on your local machine. You should be able to use the original title, as long as it did not contain any special characters.
3. delete the old file from the application
4. Upload the renamed file in place of the old file.
5. Save (or Submit if appropriate)

### What happens if I try and submit after the deadline?

If you are working on an application not yet submitted and the deadline passes, you will not receive a notification from the system and the system will allow you to continue to work on the application. **However**, if you attempt to submit that application after the deadline, the system will not process the request and you may see a spinning wheel or a blank screen. You must click the 'Submit Application' button prior to the deadline to ensure it is received.

### Why are the Save and Submit buttons grayed out in the application?

Applicants may encounter a situation where the buttons are grayed out and disabled for saving and submitting the application. The most common reason for this issue is that the applicant has not checked the box next to the acknowledgement statement at the end of the form.

The save and submit buttons will be enabled once the applicant checks the box next to the acknowledgement statement.

### Can I edit and re-submit my application?

Prior to accepting your application into the review process\*, administrators are able to return applications to applicants for edits. If the admin performs this action, then you will receive an email notification with a link to your application and instructions on the changes that need to be made (if the admin includes them). The application will be in draft status and you will be able to make edits and re-submit the application. You will not need to re-start a new application from scratch.

You will not be able to re-submit your application if the competition deadline has passed. If you encounter a situation where the competition deadline has already passed, then please contact the competition administrator who would need to either 1) extend the competition deadline, or 2) make the edits on your behalf.

**\*If your application has already been accepted into the review process, then the administrator will need to make edits to the application on your behalf. Contact the competition administrator for assistance.**

### What do the application statuses mean?

When viewing your application history in the Applications tab, you may wonder what the different application statuses mean. Here is a brief overview of the statuses you may encounter in the system:

**Draft** - The applicant has begun the application, but not yet submitted the application.

**Submitted** – The applicant has submitted application. No administrative actions have been taken.

**Accepted** – The application has been accepted by the program administrator and has entered the review process.

**Awarded** - The final award decision was made, and the application was selected as an awardee.

**Not Awarded** – The final award decision was made, and the application was not selected as an awardee.

### Why can't I see reviews that were assigned to me?

You may encounter a situation you are not able to see the reviews assigned to you. This situation occurs when the reviewer logs in with an account (email address) different from the account (email address) the administrator assigned reviews to. Essentially, multiple accounts (i.e. email addresses) are being used for/by the reviewer, which most commonly occurs when an institution allows users to have multiple email aliases (e.g. a standard email address and a medical school email address).

For assistance, please contact the competition administrator.