For a detailed walkthrough, watch the Applicant Experience video.

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 Review 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 **Competition Files** 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.
- Progress reports can be accessed by clicking the **sheet of paper** 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 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.
● 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. You will find two links here:
  ○ Email Support – opens an email that you can send to InfoReady Support
  ○ Support Ticket – takes users to the Support Portal page where a ticket can be submitted

● The Support Portal can be accessed by clicking Support Ticket.
  Find FAQs for applicants by clicking the Solutions tab once you are in the Support Portal.