



**CAL STATE FULLERTON**

OFFICE OF RESEARCH AND SPONSORED PROJECTS

# InfoReady Review

## User Guide

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## [Homepage](#)

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

To login, click Log In link located in the top right corner of the page.



The screenshot shows the website's header with the California State University Fullerton logo and the title "Office of Research and Sponsored Projects". A red arrow points to a "Log In" button in the top right corner. Below the header, there are two main columns. The left column features a photo of researchers in a lab and a text block describing the office's mission. Below the photo is a message box stating that there are currently no open funding opportunities. The right column has sections for "Competitions and Applications" and "Support Documents", with links to "How to Submit a Final Report" and "ORSP Final Report Template". The footer contains contact information for the university and an "InfoReady Review" logo with an "Accessibility" link.

**Office of Research and Sponsored Projects**

The Office of Research and Sponsored Projects develops the capacity in trans-disciplinary research, scholarship, and creative activity across all disciplines at both Fullerton and Irvine campuses in support of the University's strategic plan. We proactively network with potential community, government and corporate partners who want to learn more about the potential of the University's research, creative activity, and inventions.

There are currently no open funding opportunities. Please check back later, or browse the [calendar](#) for possible upcoming competitions.

**Competitions and Applications**

The Office of Research and Sponsored Projects offers Intramural Research and Creative Activity grants with a focus on multi-disciplinary, extramural funding, student scholarships as well potential patent projects. In order to achieve this we collaborate with the Office of Research Development, Office of Grants and Contracts, Office of Sponsored Programs and Research Compliance.

**Support Documents**

[How to Submit a Final Report](#)

[ORSP Final Report Template](#)

California State University Fullerton  
1121 N. State College Blvd.  
ASC-229  
Fullerton, CA, 92831

InfoReady Review  
Accessibility

## [Login](#)

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

## Login for CSU Fullerton Users

Use your California State University, Fullerton user name and password to log into InfoReady Review.

[CSUF Weblogin](#)

## 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).

Office of Research and Sponsored Projects

Welcome You have no new activity coming up.

[Click here to learn about the latest features and system enhancements](#)

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Search:

Title	Due Date	Category	Award Cycle
<a href="#">Research Funding Opportunity</a>	06/30/2019	Open Funding Opportunities	Test

Showing 1 to 1 of 1 entries

**Competitions and Applications**

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**Support Documents**

[How to Submit a Final Report](#)

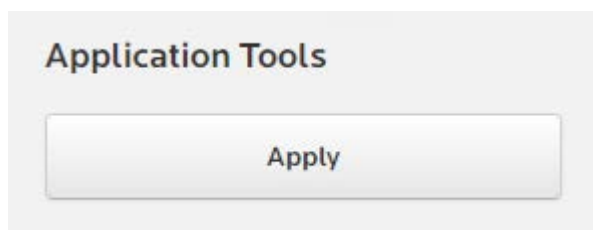
[ORSP Final Report Template](#)

*All open opportunities will be found here.*

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 Template, etc.).

### Competition Files

- [Call for Proposals](#)
- [Budget Template](#)
- [Timeline Template](#)
- [2018-19 FAQs](#)
- [How To Apply](#)

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.

**Co-Applicant** ▼

Add Co-Applicant

Once clicked, the section will expand, and you can enter information into the fields. You can add and remove co-applicants.

*The budget template and project timeline template must be merged with your proposal and attached as a pdf.*

**Upload Files** ▼

**\*Proposal Submission Upload** \* indicates required

**Proposal Submission Checklist:**

- 1) Proposals must be written for a general audience.
- 2) Define discipline-specific terms, avoid jargon.
- 3) Times New Roman 12-point font, 1 inch margins
- 4) Word count for each section (e.g. Project Summary: 472 words)
- 5) Status of IRB/IACUC approval (e.g. forms incomplete, submitted, or Protocol #) if applicable.
- 6) Letter of support from collaborator(s) indicating the role(s) of each investigator
- 7) Budget Template (required)
- 8) Timeline Template (required)
- 9) PI/Co-PI Curriculum Vitae (required, 2-page maximum)
- 10) Literature Cited: List all the literature cited in the text.
- 11) Submit application in a single pdf file, "Last name, First name RSCA1819"

**Failure to follow the required format or include required components will remove your application from consideration. CV(s) and Templates are NOT included in word count.**

**\*File Input:**  No file chosen

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

Before submitting your application, you must click on the “Mentorship and Final Report Agreement” box

### Save or Submit Your Application

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).

#### Add Other Email Addresses for Notifications

Use the form below to have other email addresses included on all communications from the competition system.

Enter recipient(s) email address(es):

Separate email addresses with commas

#### Mentorship and Final Report Agreement

If awarded and accept funding, you agree to mentor a faculty from your department or college in future grant submissions.

In addition, a final report on the work accomplished, including a summary report on ALL expenditures made, must be submitted by December 1, 2020. Failure to complete the final reporting requirements will disqualify faculty from future funding. Extension requests must be made before June 30, 2019 including an explanation of why you need the extension via e-mail to [office\\_of\\_research@fullerton.edu](mailto:office_of_research@fullerton.edu).

Note: All proposal submissions are subject to use by the UFRC for member training purposes.

Save as Draft

Submit Application

Remember to follow all instructions in the Call for Proposal. Incomplete applications **will not be reviewed**.

If you have questions regarding submitting through InfoReady, please contact the Office of Research and Sponsored Projects at [Office\\_of\\_Research@fullerton.edu](mailto:Office_of_Research@fullerton.edu).

#### 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.

Always view draft applications from this tab.  
To open a draft, click the title.  
To delete, click the trash can.

## Your Applications

Show 100 entries Search:

Application	Title	Status	Due Date	Organizer	Category	Award Cycle	
		All		All	All	All	
<a href="#">TITLE</a>	Reference letter request text	Draft	02/09/2019		Testing	Testing	
<a href="#">Name not specified</a>	Expand/Collapse	Draft	04/05/2019		Testing	Testing	
<a href="#">TITLE (000968)</a>	Doc upload test	Accepted	02/08/2019		Testing	ZZZZZ	
<a href="#">TITLE (000959)</a>	3 applicant driven routing steps concurrent	Accepted (by Proxy)	05/09/2019		Testing	AWARD CYCLE	
<a href="#">Title (000940)</a>	Competition Reports Demo	Submitted	01/10/2019		Testing	Testing	
<a href="#">TEST (000950)</a>	Document Upload Requirement	Submitted (by Proxy)	02/16/2019		Testing	Testing	

Showing 1 to 6 of 6 entries Previous  Next

## [Progress Reports \(Final Reports\)](#)

The progress report (Final Report) is a post-award report assigned by the Office of Research and Sponsored Projects to the awardee. It is a way for the office 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.
- Please contact the opportunity administrator ([Office of Research and Sponsored Projects](#)) if you have submitted a progress report (Final Report) and need to make edits.

## [FAQ's](#)

Find FAQs for applicants by clicking the Solutions tab once you are in the Support Portal.