

InfoReady Procedures – Creating a Competition

Log into **InfoReady**.

From the home screen, click on “**Create.**”

FRESNO STATE InfoReady Review

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Welcome to Fresno State's InfoReady Review Portal!



Greetings!

Welcome to the InfoReady registration site for the Office of Research and Sponsored Programs at California State University, Fresno.

Please browse through our current competitions listed below for additional details.

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

About Us

The Office of Research and Sponsored Program's role within the university is to assist faculty and staff in applying for and securing external funds in support of their creative ideas and professional interests. Our staff provides the expertise needed to ensure that proposals conform to university, state, federal and sponsoring agency rules and regulations.

Our Mission is to assist faculty and staff in all aspects of proposal preparation, including:

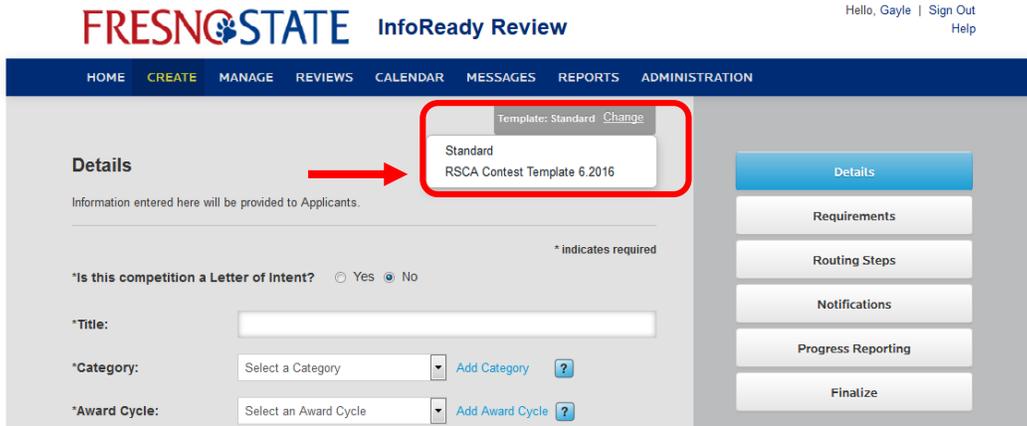
- Identifying appropriate funding sources
- Preparing proposal budgets
- Completing all required assurances, certifications, and authorizations
- Coordinating the delivery/transmission of the proposal to the funding Agency in accordance with their requirements and deadlines.

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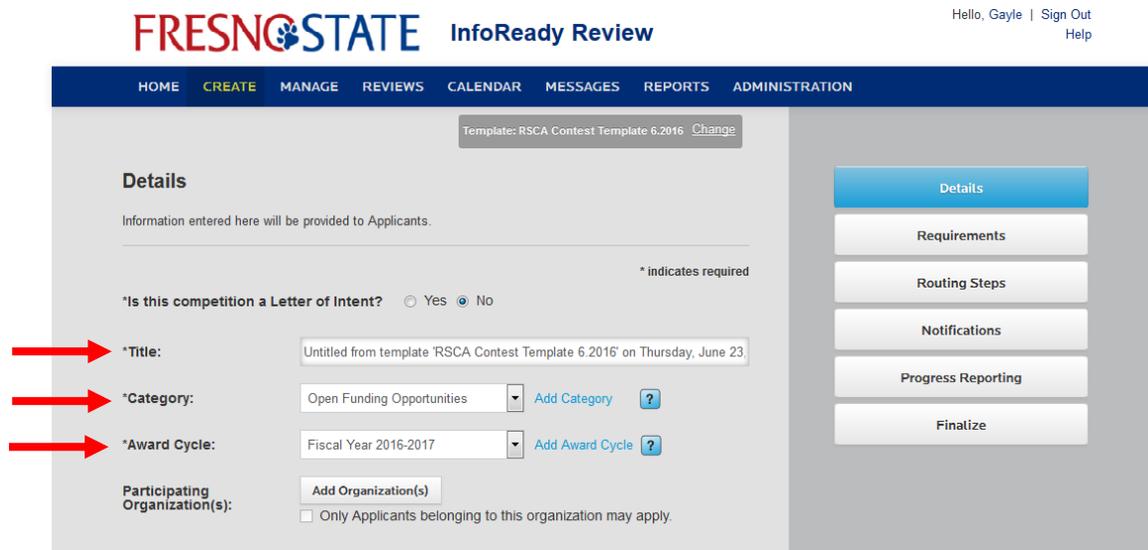
Office of Research and Sponsored Programs
4910 N. Chestnut Ave. M/S OF123
Fresno, CA 93726-1852



The Details screen will load. Click on **“Template: Standard Change”** and select the **“RSCA Contest Template 6.2016.”**



The screen will repaint with prepopulated information configured to the chosen template.



Update the following fields:

The screenshot shows a web form titled "Details" for a competition. The form is divided into several sections. On the right side, there is a vertical navigation menu with buttons for "Details", "Requirements", "Routing Steps", "Notifications", "Progress Reporting", and "Finalize". The main form area contains the following fields and options:

- Is this competition a Letter of Intent?** Radio buttons for "Yes" and "No".
- *Title:** Text input field with the value "Untitled from template 'RSCA Contest Template 6.2016' on Thursday, June 23".
- *Category:** Dropdown menu with "Open Funding Opportunities" selected and an "Add Category" button.
- *Award Cycle:** Dropdown menu with "Fiscal Year 2016-2017" selected and an "Add Award Cycle" button.
- Participating Organization(s):** "Add Organization(s)" button and a checkbox for "Only Applicants belonging to this organization may apply".
- Discipline/Subject Area:** Text input field.
- Funding Available:** Text input field with a dollar sign.
- *No. of Potential Awardees:** Text input field with "5" and "Up to 500". Below it are "Awardee Options" with checkboxes for "I want an unlimited number of potential Awardees." and "Don't show this information to Applicants."
- *No. of Applications per Applicant:** Text input field with "1" and "Up to 99".
- *Internal Submission Deadline:** Text input field, time "11:59 PM", and "PDT" with a checked "All Day Event" checkbox.
- Letter of Intent Deadline:** Text input field, time "11:59 PM", and "PDT" with a checked "All Day Event" checkbox.
- Funding Organization's Deadline:** Text input field, time "11:59 PM", and "PDT" with a checked "All Day Event" checkbox.
- *Description:** Rich text editor with a toolbar and a text area containing information about the RSCA program.
- Funding Organization:** Dropdown menu with "Chancellor" selected and an "Add Funding Organization" button.
- Add a Field of Information:** "Add Field" button.

Red arrows on the left side of the form point to the following fields: Title, Category, Award Cycle, No. of Potential Awardees, No. of Applications per Applicant, Internal Submission Deadline, Letter of Intent Deadline, and Funding Organization's Deadline.

Title: Enter the title of your competition.

Category: Select the appropriate college. If the competition is not college-specific, please select "Open Funding Opportunities."

Award Cycle: Preconfigured to current FY.

Participating Organizations: Leave blank.

Discipline/Subject Area: Optional field, populate or leave blank.

Funding Available: For RSCA, leave blank. This field only accepts numeric values. "Funding Available" is specified in the contest description."

No. of Potential Awardees: List the number of potential awardees for your competition. You can also block this information or set the amount to "unlimited" by selecting one of the above-pictured options.

Internal Submission Deadline: Enter your contest deadline. (Note: This date can be extended by editing the competition at a later date.)

Letter of Intent Deadline: Enter deadline date/time. For RSCA, this field is left blank.

Funding Organization's Deadline: Enter deadline date/time. For RSCA, this field is left blank.

Description: This text box is pre-populated with RSCA contest information. Please add information as you see fit.

Funding Organization: Should reflect "Chancellor" but can be configured to reflect "Provost."

Add a Field of Information: If you would like to add additional text fields to capture information, you can do so by clicking the "Add Field" button.

Upload Guidelines or Other Support Documentation

The template is pre-populated with "Guidelines for a Successful Proposal." If you'd like to add additional instructional guides, spreadsheets, etc., upload those items here.

Upload Guidelines or Other Support Documentation

Add any guidelines, application forms, spreadsheets, or other documentation you want to provide to Applicants.

Document Title	Document Description	File Name	Delete
Guidelines for a Successful Proposal		RSCA CriteriaHand out.docx	Delete

*Document Title:

Description (optional):

Once completed, click "Next."

The “Requirements” screen will load. This screen is preconfigured with the fields that previously existed on the RSCA Application. No modifications are required, but an option exists to add fields (as shown below):

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Requirements

Requirements detailed here will be used for submission.

Requirements

Req	Opt	Exc	Requirement	Form Type	Notes To Applicant
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Applicant First Name	Text Field	<input type="text" value="Note to Applicant"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Applicant Last Name	Text Field	<input type="text" value="Note to Applicant"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Applicant Degree(s)	Text Field	<input type="text" value="Note to Applicant"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Email Address	Text Field	<input type="text" value="Note to Applicant"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Phone Number	Text Field	<input type="text" value="Note to Applicant"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Primary Organization(s)	Multiple Choice	<input type="text" value="Note to Applicant"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Primary Appointment Title	Text Field	<input type="text" value="Note to Applicant"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Contact Person's Name	Text Field	<input type="text" value="Note to Applicant"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Contact Person's Email Address	Text Field	<input type="text" value="Note to Applicant"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Contact Person's Phone Number	Text Field	<input type="text" value="Note to Applicant"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="College"/>	Text Field	<input type="text" value="Note to Applicant"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="Department"/>	Text Field	<input type="text" value="Note to Applicant"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="Department Chair Name"/>	Text Field	<input type="text" value="Note to Applicant"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="Department Chair E-Mail"/>	Text Field	<input type="text" value="Note to Applicant"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="Academic Rank"/>	Text Field	<input type="text" value="Note to Applicant"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="Appointment/Tenure Status"/>	Text Field	<input type="text" value="Note to Applicant"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="Mail Stop"/>	Text Field	<input type="text" value="Note to Applicant"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="Total Amount Requested"/>	Multiple Choice	<input type="text" value="Note to Applicant"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="Gender"/>	Text Field	<input type="text" value="Note to Applicant"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="Ethnicity (Please Indicate)"/>	Multiple Choice	<input type="text" value="Note to Applicant"/>

Proposal Requirements

Req	Opt	Exc	Requirement	Form Type	Notes To Applicant
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposal Title	Text Field	<input type="text" value="Note to Applicant"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposal Abstract	Text Box	<input type="text" value="Note to Applicant"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Comments to the Administrator(s)	Text Box	<input type="text" value="Note to Applicant"/>

Details

Requirements

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Requirements Page - Add an Additional Requirement/Upload Supporting Docs/Reference Letters

To add an additional requirement, click the “**Add Requirement**” button, populate the appropriate fields, and click “Save.”

If you want your applicants to have the option to upload additional supporting documentation, you can make this a required field. You can also configure it to optional. For RSCA, this field is currently set as “Optional” as we’ve captured the questions and abstract in text fields listed above. You can also require applicants to submit reference letters (as shown below); for RSCA, reference letters are configured as “Not Needed.”

Add an Additional Requirement

If you want the Applicants to provide information not covered in the application requirements above, click the “Add Req” button to add form fields to the application form.

Add Requirement

Uploading Supporting Documentation

You can require Applicants to upload one or more documents as part of their application.

Upload Option 1

Upload Option Label: Additional Information for Chancellor's Office (Required)

Upload Option Instructions:

Please upload the completed "Additional Information for Chancellor's Office" form.

Required Or Optional: Required Optional

Add Upload Option

Reference Letters

Required Optional Not Needed ?

PREVIOUS **NEXT**

Once finished, click “**Next**.”

The "Routing Steps" screen will load. This page is pre-configured with routing step title and requirements. If you do not wish to preconfigure the "Default Reviewers" for each step, then this tab can be skipped for RSCA.

To configure your contest with default reviewers for each step, enter the reviewer's e-mail addresses in the "Default Reviewer(s)" Field. (Note: You may also add scoring sheets as attachments or any other required documentation not covered by the template by clicking the "Add Attachment" button).

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Routing Steps

Routing Steps determined here will define where applications are sent for review. You can add and edit these after finalizing as well.

No Routing Step(s) required for this Competition.

Dean's Initial Review ▼ 🗑️

Step 1 - Define Routing Step

Routing Step Name:

Routing Step Order: ▼ ?

Routing Step Type: ▼ ?

Default Reviewer(s): ?
Enter email address(es) separated with commas (optional)

Add Attachment:
Please add any extra document or spread sheet for reviewer to submit.

No file selected.

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The routing step page also includes a “What the Routing Step will look like to reviewer” section to give the contest creator an idea of what their reviewer will see while reviewing the competition (Seen below). Routing Step Options for RSCA are pre-configured to the template and do not need to be updated.

What the Routing Step will look like to reviewer:

* indicates required

* Please indicate whether you approve or do not approve this application moving forward in the competition [Edit Label](#)

I Approve I Do Not Approve [Edit Labels](#)

Your Comments to the Applicant [Edit Label](#)

Rich text editor with toolbar and character/word count: Characters: 0, Words: 0

Routing Step Options

- Reviewer(s) can see the identity of the applicant.
- Provide reviewers with access to all applications, not just the one(s) they are reviewing.
- Pass completed reviews from this Routing Step to reviewers in the next Routing Step.

If you want to require reviewer acknowledgement, you may do so in Step 2 – RSCA Template is preconfigured to not require this at each routing step.

Step 2 - Require Reviewer Acknowledgement?

You might want to require reviewers to agree to or acknowledge certain rules or realities. Use the form below enter the acknowledgement text and require reviewers to sign off on the acknowledgement before submitting their review.

I do not want to include an acknowledgement statement

*Acknowledgement Label:

*Acknowledgement Text:

Rich text editor with toolbar and character/word count: Characters: 0, Words: 0

Add a Routing Step

PREVIOUS **NEXT**

Repeat the above process for each routing step until you reach the bottom of the page, then click “Next.”

The "Notifications" screen will load. This page is pre-configured for RSCA within the template.

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Notifications

Please indicate who should receive email notifications announcing submitted applications and completed routing steps.

Step 1 - Administrator Notifications

Send me an email notification when the following occur.

- An application is submitted.
- A routing step is completed.

Step 2 - Add Recipient(s) for Notifications

Have notifications send to others as well.

Enter recipient(s) email address(es):

Separate email addresses with commas

Send an email notification to the above recipient(s) when the following occur:

- An application is submitted.
- A routing step is completed.

PREVIOUS NEXT

Details Requirements Routing Steps Notifications Progress Reporting Finalize

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Modify as needed or click "**Next.**"

The “Progress Reporting” screen will load. This screen outlines the contest requirements for reporting post-award. The template has been pre-configured based on past RSCA Reporting requirements.

Progress Reporting

Requirements detailed here will be filled in by Awardees on the Submit Report page of their Application Workspace.

Don't require competition awardees to submit a final report.

Step 1 - Select Reporting Fields to Include

Required	Optional	Exclude	Requirement	Description
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Funded?	Pull-down menu. Defaults to "Select". Other values: Yes, No.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Start and End Dates of Funding	Two Date Selectors - one for start date and one for end date.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Direct Funding	Free Text Field for entering direct funding obtained.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Indirect Funding	Free Text Field for entering indirect funding obtained.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Type of Support	Pull-down menu. Default is Select. Internal, External and Other are possible values.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Type of Funds	Pull-down menu. Default is Select. Values: Grant, Contract, Other Pilot Program, Discretionary, Start-up, Gift, Other.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Source of Funds	Free Text Field for entering source of funds.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Title of Project	Final title of the project completed with funding (may not be different from proposal).
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Project Description	A text box with formatting tools in which awardees can provide a project description.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Publications	Text box for entering the citations for any publications resulting from application work.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Presentations Given	Text box for listing presentation titles
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Did your project result in a proposal for additional funds?	Text box to list proposals given and a description of the proposal including the agency name and amount of funding requested.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Did your proposal benefit curriculum and teaching? If so, please briefly describe.	Text box for description of how proposal benefited curriculum and teaching.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Did your proposal benefit diversity? If so, please briefly describe.	Text box for description of how proposal benefited diversity.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Did your proposal benefit collaborations with other faculty? If so, please briefly describe.	Text box for description of how proposal benefited collaborations with other faculty.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Did your proposal include student participation?	Yes/No question regarding student participation
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If your proposal included student participation, how many undergraduate students participated?	Text box for description of the number of UG students who participated in proposal.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	What roles did the undergraduate student participants have in the proposal?	Text box for description of UG student roles in the proposal.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If your proposal included student participation, how many graduate students participated?	Text box for description of the number of graduate students who participated in proposal.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	What roles did the graduate student participants have in the proposal?	Text box for description of grad student roles in the proposal.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Please add any additional information regarding work accomplished from your RSCA project award here.	

[Details](#)

[Requirements](#)

[Routing Steps](#)

[Notifications](#)

[Progress Reporting](#)

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If you wish to add additional reporting options, you may do so by clicking “**Add Reporting Fields.**”

Step 2 - Add Other Reporting Fields

Add Reporting Fields you want awardees to fill out that aren't represented above by clicking on the Add Reporting Fields button to the right.

Add Reporting Fields

Additionally, you may also wish to require a longer report/presentation upload. Currently, the template is preconfigured to “Optional.”

Step 3 - Require File Upload

In addition to the form fields you can require an awardee to fill out, you can require that one or more supporting files be uploaded, too. This is strictly optional. Leave the form below empty if no file uploads are required.

File Upload Label: Additional Documentation for Award Report

File Upload Instruction:

Rich text editor with toolbar (Cut, Copy, Paste, Undo, Redo, Find, Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent, Quote, Link, Unlink, Format, Font Color, Background Color, Help).

Required Or Optional: Required **Optional**

Step 4 - Add Another File Upload Requirement

If you would like to require more than one file upload as part of the final report, click the Add File Upload button to the right.

Add File Upload

PREVIOUS **NEXT**

Once completed, click “**Next.**”

The “Finalize” screen will load. This page is pre-configured for RSCA. If you would like to require applicant acknowledgement or assign a Co-Administrator, you may do so on this page. If you wish to save your competition as a separate template to use for future competitions, you may do so here by selecting “Save as Template” under “Competition Options.”

Finalize

Step 1 - Require Applicant Acknowledgement?

You might want to require applicants to agree to or acknowledge certain rules or realities. Use the form below enter the acknowledgement text and require applicants to sign off on the acknowledgement before submitting their applications.

I do not want to include an acknowledgement statement

***Acknowledgement Label:**

***Acknowledgement Text:**

Characters: 0, Words: 0

Step 2 - Assign Co-Administrators

Super Administrators can manage any Competition. If you would like an Administrator to be able to manage this Competition, too, click the Add Administrator button to assign a Co-Administrator. You can assign more than one, and remove them at any time.

Step 3 - Finalize Your Competition

You are almost done setting up your Competition! Select from one of the options below and save or launch your Competition.

Competition Options:

To finalize your competition, click “**Finish**” and the competition will save.

To “Launch” your competition, under “Competition Options,” Select “**Launch**” and click “**Finish.**” (Note: You can also preconfigure a competition and set it to launch at a future date.)

To view launched competitions, click on the "Home" link. The screen will load and all launched competitions will reflect mid-screen.

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Welcome to Fresno State's InfoReady Review Portal!



Greetings!

Welcome to the InfoReady registration site for the Office of Research and Sponsored Programs at California State University, Fresno.

Please browse through our current competitions listed below for additional details.

Search:

Title	Due Date	Category	Award Cycle
RSCA FY15-16 Social Sciences Test Competition	06/23/2016	Open Funding Opportunities	Fiscal Year 2015-2016

Showing 1 to 1 of 1 entries

About Us

The Office of Research and Sponsored Program's role within the university is to assist faculty and staff in applying for and securing external funds in support of their creative ideas and professional interests. Our staff provides the expertise needed to ensure that proposals conform to university, state, federal and sponsoring agency rules and regulations.

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To retrieve draft/saved competitions, click on the “**Manage**” link. The “Manage Competitions” screen will load. All saved/draft competitions can be found on the right navigation bar.

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HOME CREATE **MANAGE** REVIEWS CALENDAR MESSAGES REPORTS ADMINISTRATION

Manage: Competitions | Letters of Intent (LOI)

Search Database

Enter keywords or phrases

Open ▾

Search:

Title	Due Date	Applications	Category
		All ▾	All ▾
RSCA FY15-16 Social Sciences Test Competition	06/23/2016	5	Open Funding Opportunities

Showing 1 to 1 of 1 entries

Closed ▾

Search:

Title	Closed Date	Category
		All ▾
RSCA Test Competition FY15-16	05/12/2016	Arts & Humanities
RSCA Competition FY15-16	06/21/2016	College of Social Sciences

Showing 1 to 2 of 2 entries

Drafts

Sort by: Title | Date

[Untitled from template 'RSCA Contest Template 6.2016' on Wednesday, June 22, 2016](#)

Last Updated: June 22, 2016

Your Templates

Sort by: Title | Date

[RSCA Contest Template 6.2016](#)

Last Updated: June 21, 2016

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