InfoReady Procedures – Reviewing a Competition
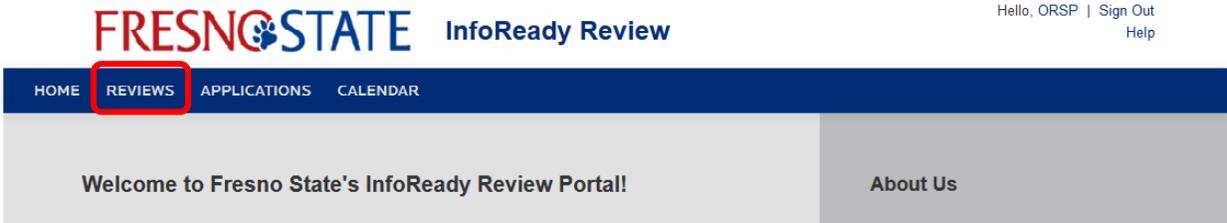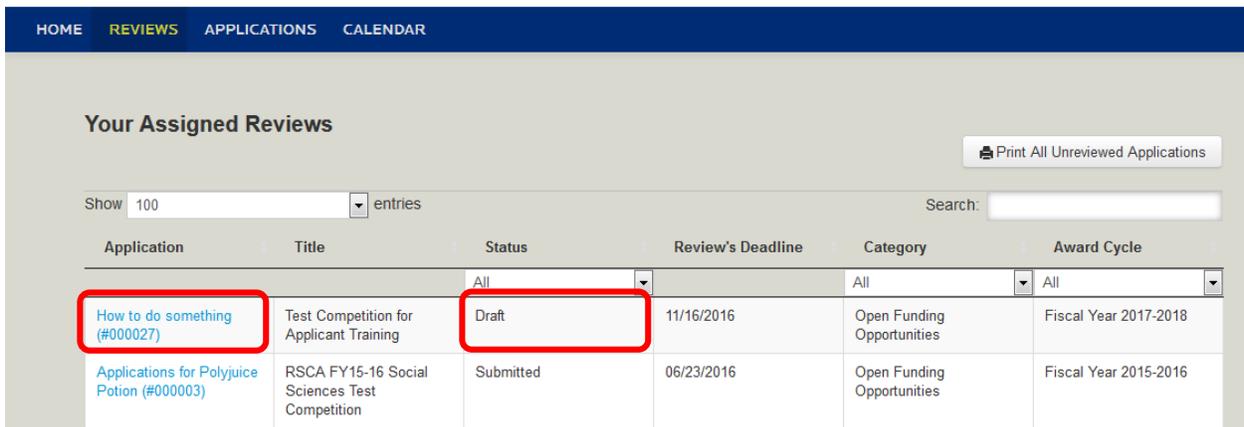
Log into **InfoReady**.

From the home screen, click on "**Reviews**."

Your Assigned Reviews table will populate. All reviews with a status of "Draft" have been assigned to you. Click on the **blue application title link** for your competition:


The application and review page will load, including application files and the proposal abstract. The application, however, will be collapsed. Click on the **"<"** to expand and show the application details:
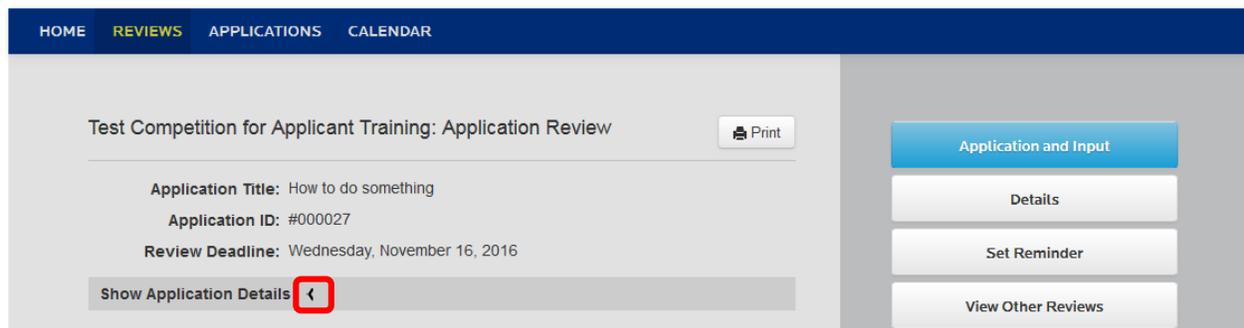
Click on the "Application Files" link to review additional attachments submitted by the applicant:
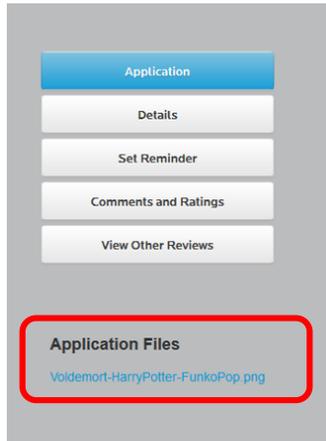
Applicant reviews can require a reviewer to enter a score, approve, not approve, and/or leave comments. The screenshot below demonstrates what a simple "Approve/Do Not Approve" review looks like. Comments may also be entered:
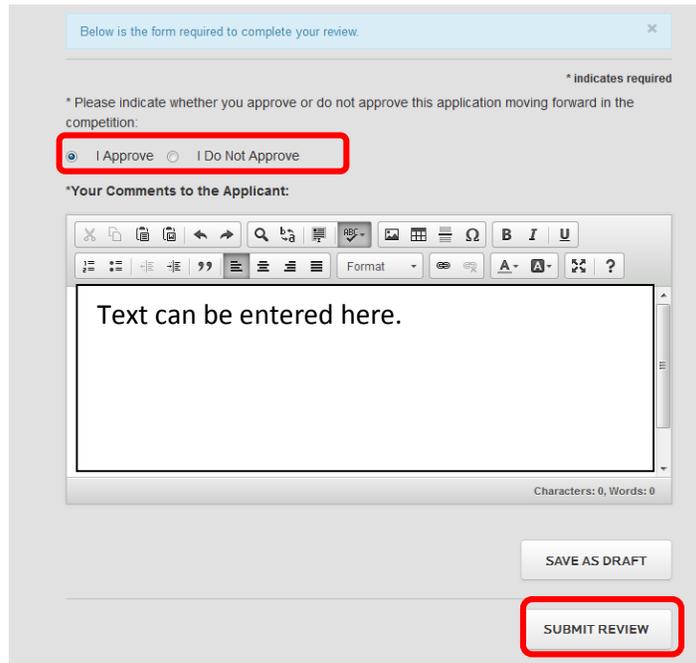
The reviewer may also have the option to either Approve/Deny, score based on a preconfigured scale, or do both with comments. Complete the form as configured:

Reviewers may also add comments to the administrator which cannot be seen by the applicant:

Once a reviewer submits a review, the following occurs:

- An e-mail is sent to the administrator indicating that the reviews have been submitted.
- Your Assigned Reviews screen will refresh application statuses to show "Submitted."