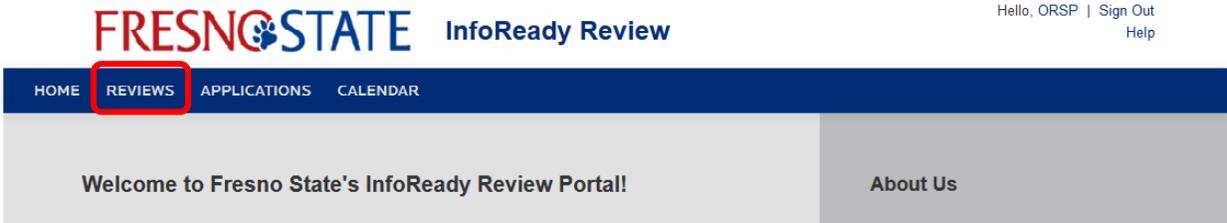


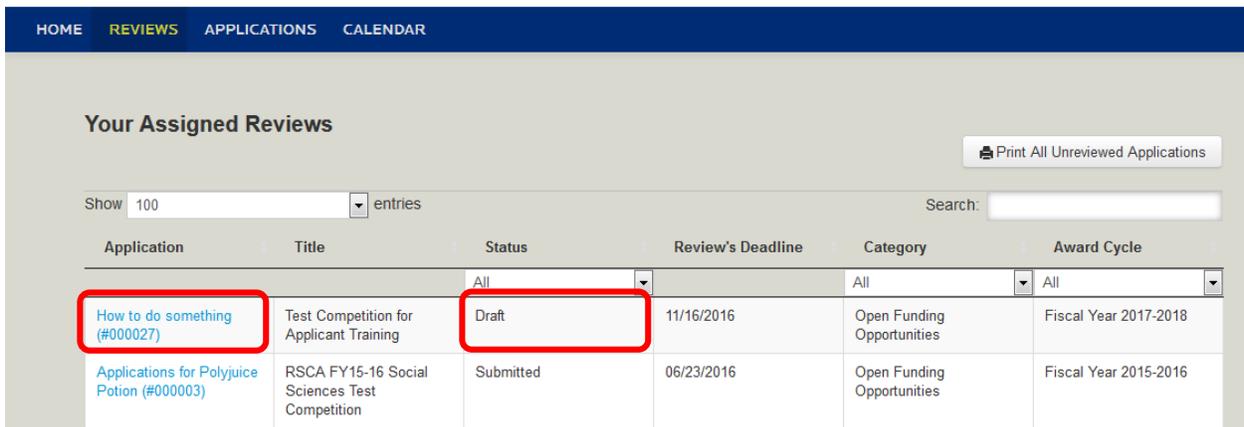
InfoReady Procedures – Reviewing a Competition

Log into **InfoReady**.

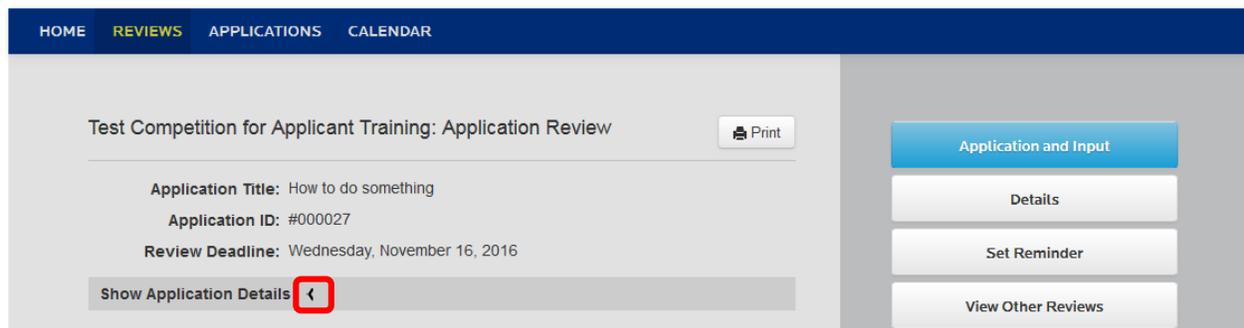
From the home screen, click on “**Reviews**.”



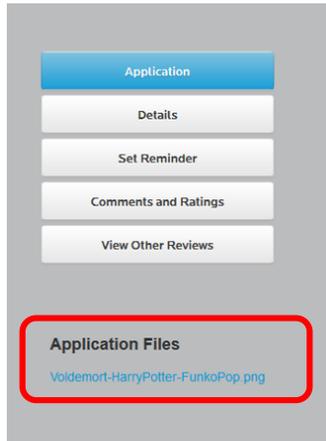
Your Assigned Reviews table will populate. All reviews with a status of “Draft” have been assigned to you. Click on the **blue application title link** for your competition:



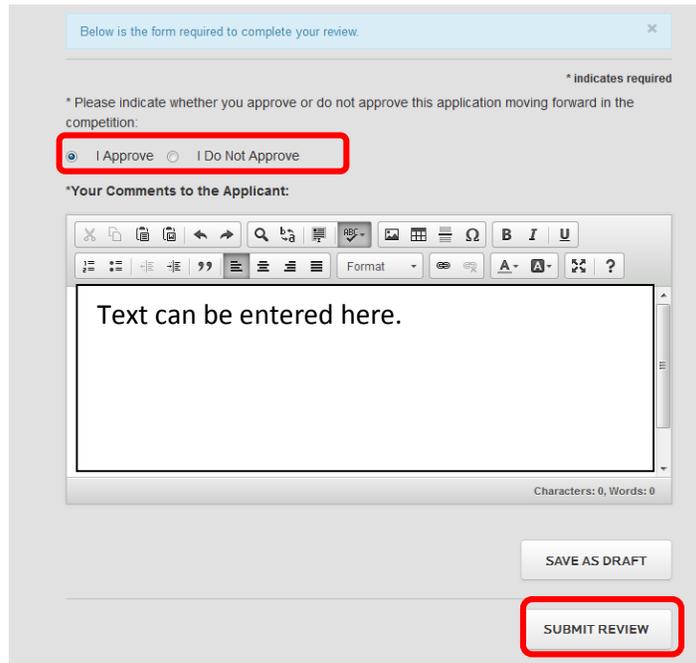
The application and review page will load, including application files and the proposal abstract. The application, however, will be collapsed. Click on the “<” to expand and show the application details:



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:

The screenshot shows the 'InfoReady Review' interface for 'RSCA FY15-16 Social Sciences Test Competition: Application Review'. The user is logged in as 'Hello, Gayle'. The navigation menu includes HOME, CREATE, MANAGE, REVIEWS, CALENDAR, MESSAGES, REPORTS, and ADMINISTRATION. The application details are: 'Application Title: Fostering a Love of the Dark Arts (#000002)' and 'Review Deadline: Friday, June 24, 2016'. A red box highlights the section for 'Your Comments to the Applicant', which includes a text area with a rich text editor and a 'Rating Scale 1' from 1 to 10 (Weak to Strong). A second red box highlights the 'Rating Scale 1' buttons. On the right, there are buttons for 'Application', 'Details', 'Set Reminder', 'Comments and Ratings', and 'View Other Reviews'. Below these is the 'Application Files' section with a link to 'Voidemort-HarryPotter-FunkoPop.png'.

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

The screenshot shows the 'Comments to Administrator' form. It includes a text area with a rich text editor and a 'Character Limit: 600' indicator. Below the text area are two buttons: 'SAVE AS DRAFT' and 'SUBMIT REVIEW', with the 'SUBMIT REVIEW' button highlighted by a red box.

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."