InfoReady Review
Applicant Guide

Applicant Experience video: https://vimeo.com/197772015

1. Registration & Login

   o **Internal (UA) Users** - do not need to do a separate register and are able to log in with their institutional credentials through myBama. Click ‘Log In’ and click the blue button with our institutions name. You will be taken to your institutions login site and redirected to InfoReady Review once authenticated.

2. Viewing Opportunities

   o Open opportunities are visible on the homepage (login not required to view)
   o The calendar contains all opportunities, both open and closed, and all dates/deadlines associated with the opportunities. (login not required to view)
   o Click the title of the opportunity to view the details.

   o **Not logged-in**
     * The ‘Apply’ button appears on the right side of the screen
     * Clicking the button will take you to the login screen

   o **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

3. Submitting Applications & Saving Drafts

   o Click the ‘Apply’ button to display the application form
   o Fields marked with an asterisk (*) are required, others are optional
   o If the admin has associated files with the opportunity, then the files will appear on the right in the ‘Competition Files’ section
   o A pop-up box may appear when clicking on a field. This occurs if the admin has added instructions associated with the field
   o Save and Submit buttons are located at the end of the application form
4. User Profile & 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

5. Application History
   - Your application history can be accessed by clicking the ‘Application’ 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 bin in the last column
   - Progress Reports can be accessed by clicking the sheet of paper in the last column
6. Help

- Help is available on the top right side of the website’s header and throughout the application process. Click on 🔄 or 🔄 for additional information and tips.
- The site administrator can be emailed by clicking the ‘Contact Us’ link in the footer of the site. If you are applying for the monthly flight to D.C., email Lanna Nations. If you are submitted to a RFI or Pre-Proposal competition, contact Angie Shotts.
- 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 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
- The Applicant Experience video can be accessed from any application form or the Applications tab. The video page will contain a list of timestamps where different topics can be found.