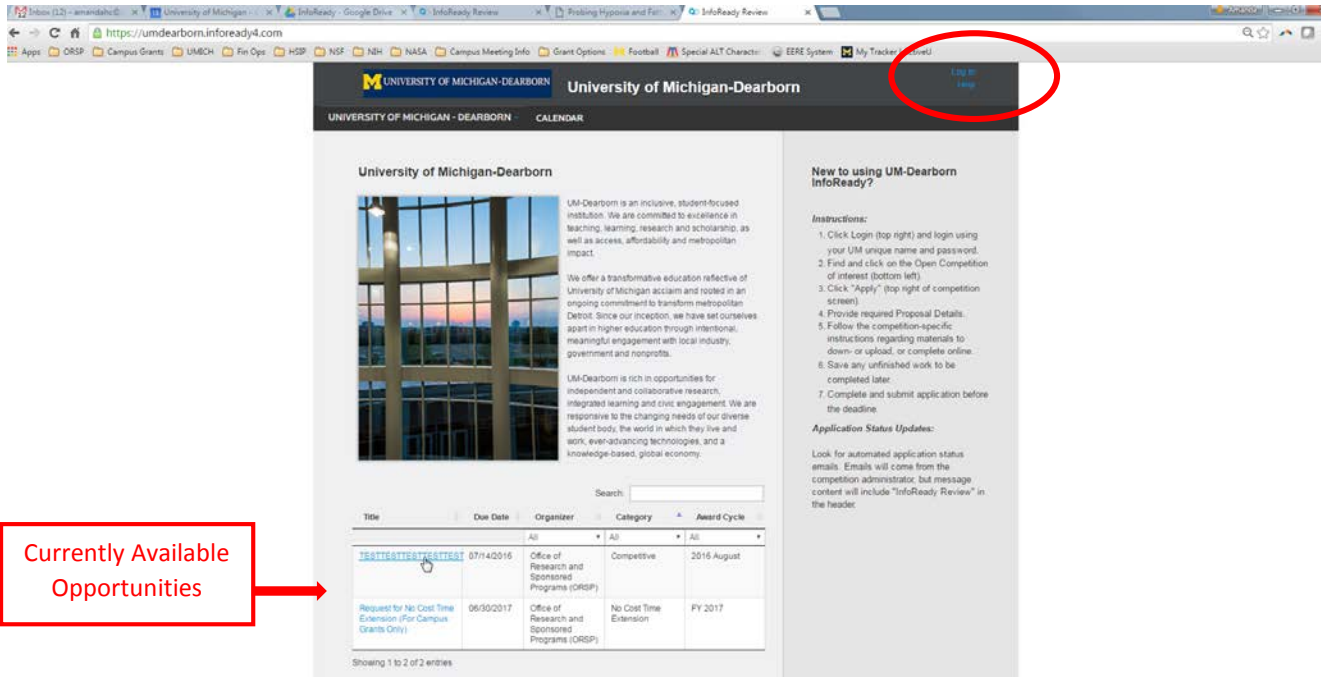


InfoReady Proposal Submission

Log In to InfoReady using our U-M Kerberos authentication User ID and Password



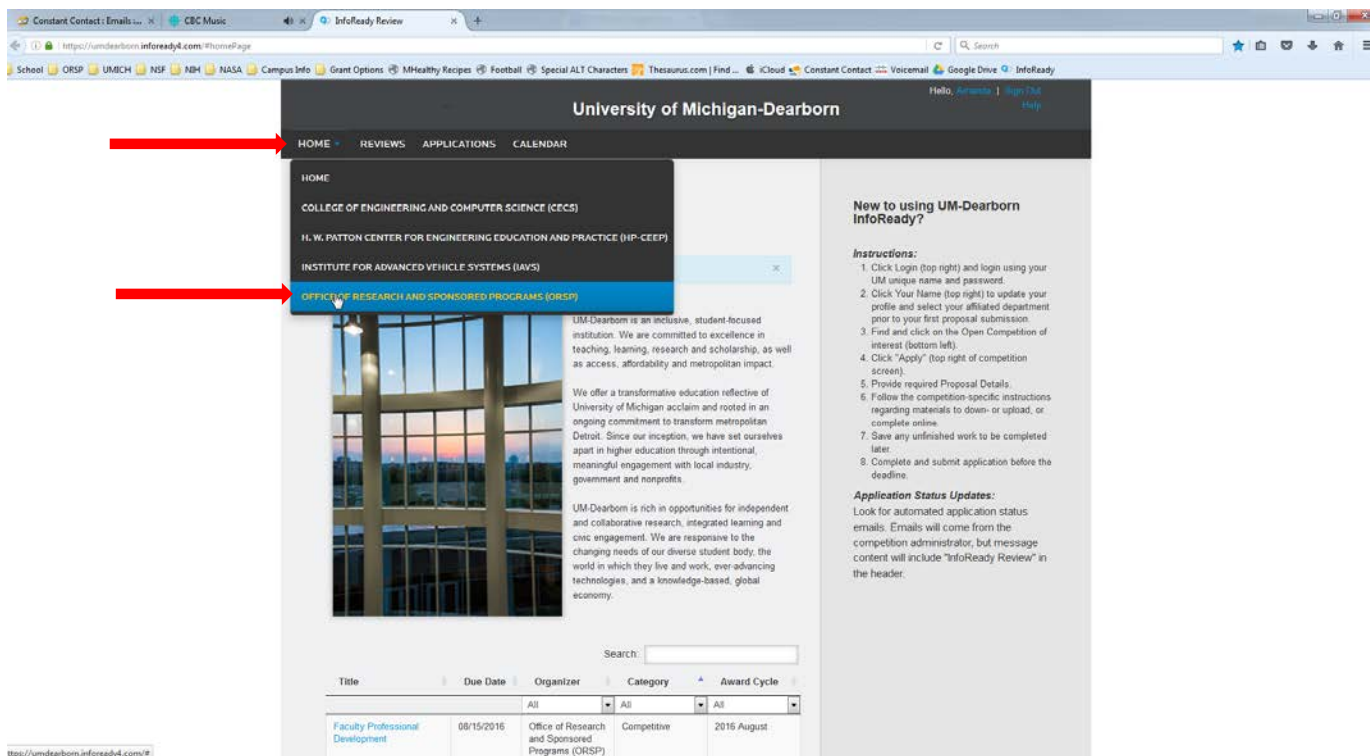
The screenshot shows the InfoReady website for the University of Michigan-Dearborn. The login button in the top right corner is circled in red. A red box on the left contains the text "Currently Available Opportunities" with an arrow pointing to the table of opportunities.

Title	Due Date	Organizer	Category	Award Cycle
TEST TEST TEST TEST	07/14/2016	Office of Research and Sponsored Programs (ORSP)	Competitive	2016 August
Request for No Cost Time Extension (For Campus Grants Only)	06/30/2017	Office of Research and Sponsored Programs (ORSP)	No Cost Time Extension	FY 2017

Showing 1 to 2 of 2 entries

Browse the Currently Available UM-Dearborn Campus Grants Funding Opportunities

- 1) Choose Office of Research and Sponsored Programs (ORSP) from the Home drop-down box to see the available UM-Dearborn ORSP Campus Grant funding opportunities
- 2) Select the program name to learn more about the eligibility and proposal requirements, as well as the submission details



The screenshot shows the InfoReady website with the navigation menu open. The "OFFICE OF RESEARCH AND SPONSORED PROGRAMS (ORSP)" option is highlighted. The table of opportunities is visible below the menu.

Title	Due Date	Organizer	Category	Award Cycle
Faculty Professional Development	06/15/2016	Office of Research and Sponsored Programs (ORSP)	Competitive	2016 August

Submit a Proposal

- 1) Once you have identified a program suitable for your needs, click the **Apply** button

The screenshot shows the 'InfoReady Review' page for a competition. The left sidebar contains details about the competition, including the internal submission deadline (Thursday, July 14, 2016 at 3:00 PM), administrator (ORSP-Dearborn), category (Competitive), award cycle (2016 August), discipline/subject area (Professional Development), funding available (\$900.00), maximum applications (99), and participating organizations (UM-Dearborn, ORSP, Office of Research and Sponsored Programs). The right sidebar features a 'Details' button, an 'Apply' button (highlighted with a red arrow), and a 'My Applications' button. Below these buttons is a 'Competition Files' section with links to 'COMPETITIVE GRANTS GENERAL GUIDELINES', 'FACULTY PROFESSIONAL DEVELOPMENT PROGRAM GUIDELINE', and 'ORSP APPROVED BUDGET SPREADSHEET'.

- 2) Enter the required information and upload the required documents

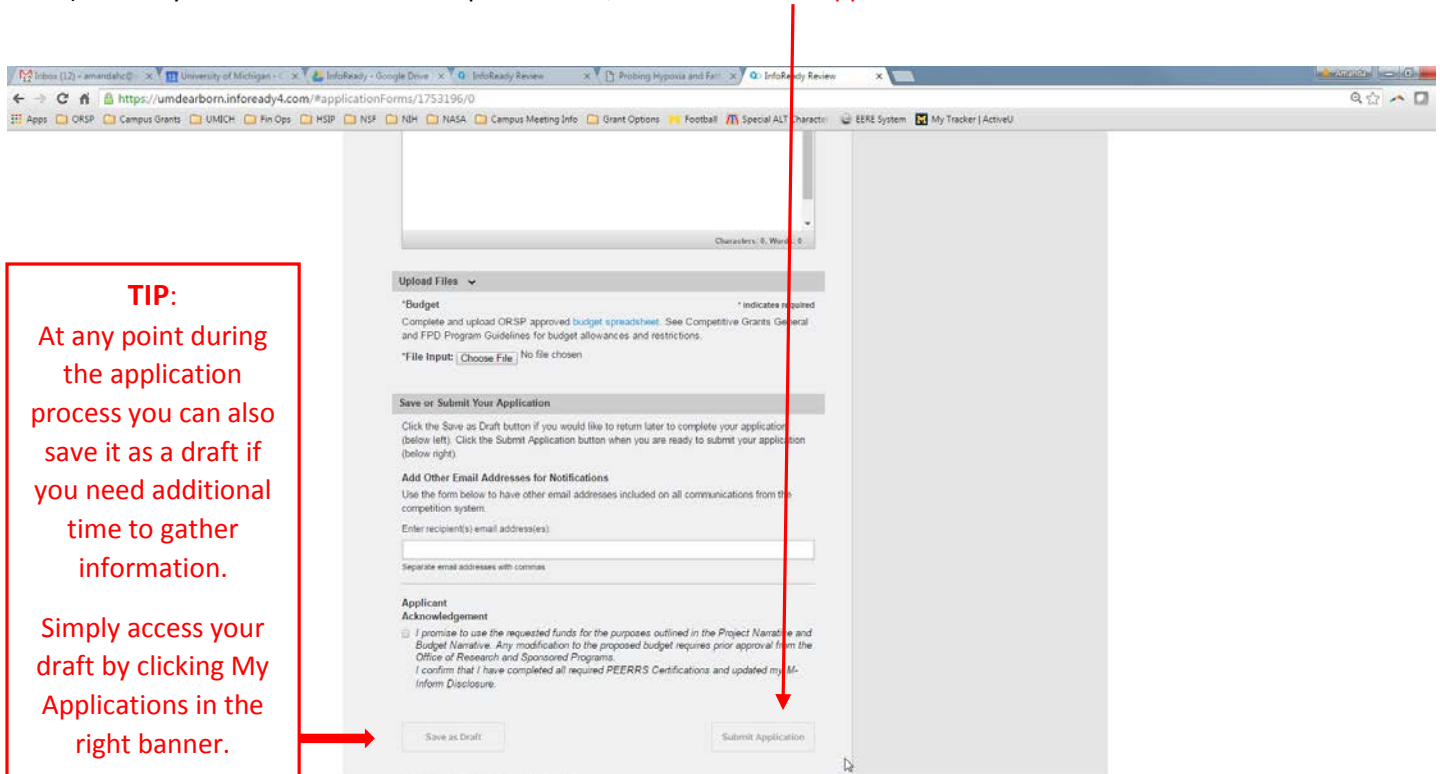
The screenshot shows the 'Application Form' page. The left sidebar contains a 'Personal Details' section with fields for 'Applicant First Name' (Amanda), 'Applicant Last Name' (Hill), 'Username', 'Primary Appointment Title' (Research Administrator), 'Phone Number' (313-593-5488), and 'Primary Organization' (Add Organization). Below this is an 'Application Details' section with fields for 'Application ID' (not yet assigned), 'Proposal Title' (Enter a unique title), 'Project Start Date', 'Project End Date' (Not to exceed 12 months from start date), 'Amount Requested', and 'Amount Provided by'. The right sidebar features a 'Details' button, an 'Apply' button, a 'My Application' button, and a 'My Applications' button. Below these buttons is a 'Competition Files' section with links to 'COMPETITIVE GRANTS GENERAL GUIDELINES', 'FACULTY PROFESSIONAL DEVELOPMENT PROGRAM GUIDELINE', and 'ORSP APPROVED BUDGET SPREADSHEET'. A red arrow points from a text box to the 'Competition Files' section.

TIP:

The General and Program Guidelines relevant to the program you are applying to, along with any required templates, will remain in the right banner for easy reference throughout the submission process.

3) Once you have entered the required fields, click the **Submit Application** button

TIP:
At any point during the application process you can also save it as a draft if you need additional time to gather information.
Simply access your draft by clicking My Applications in the right banner.



The screenshot shows a web browser window with the URL <https://umdearborn.infoready4.com/#applicationForms/1753196/0>. The browser's address bar and tabs are visible at the top. The main content area is a form with several sections: 'Upload Files' with a 'Budget' section and a 'File Input' section; 'Save or Submit Your Application' with instructions on how to save as a draft or submit; 'Add Other Email Addresses for Notifications' with a text input field; and 'Applicant Acknowledgement' with a checkbox and a paragraph of text. At the bottom of the form, there are two buttons: 'Save as Draft' and 'Submit Application'. A red arrow points from the 'TIP' box to the 'Submit Application' button.

4) You will receive a confirmation email once you have submitted your proposal
After you receive further confirmation from the ORSP Administrator that you have submitted a complete application, the proposal will be electronically routed for any required Faculty Advisor, Department, or Dean approval. ORSP will take care of this step for you!