



InfoReady Applicant Guide

Registration and Logging In

Internal Users - Do not need to register and are able to log in with their institutional credentials. Click **Log In** in the upper righthand corner and click the blue button with your institution's name. You will be taken to your institution's login page and redirected to InfoReady once authenticated.

Note: Single Sign-On (SSO) must be activated on the site to use this authentication method. Most clients have SSO enabled on their sites.

External Users and Non-SSO sites - External users and internal users for sites without SSO enabled need to register, activate the account via the confirmation email, and log in.

Login for Training University Users

Use your Training University user name and password to log into InfoReady Review.

[Training University Login](#) SSO login button

Login for Other Users Non-SSO (external) users sign in here

If you have an account, but aren't part of Training University, enter your email address and password below to log in.

Email Address:

Email Address

Password:

Password

[Forgot your password?](#)

☐ Remember Me

[Log In](#)

Brand new users can register here.

Don't have an account, and not a Training University user? Try registering for an account.

[Register >](#)



Viewing Opportunities

- Open opportunities are visible on the **homepage** (login not required to view).
- The **Calendar** contains all opportunities, both open and closed, and all dates/deadlines associated with the opportunities (login not required to view).

Click the opportunity title to view the details:

Not logged-in view

Apply tab appears at the top of the page, and there is also an Apply button at the bottom.

Clicking the tab or button will take you to the login screen.

Logged-in – different tabs appear 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

Submitting Applications and Saving Drafts

- Click **Apply** to display the application form.
- Fields marked with an asterisk (*) are required, others are optional.
- You may need to navigate through multiple form pages to complete all requirements.
- A **Save as Draft** button is located in the lower left corner.
- On the last page of the application form you will see a button that says either:
 - **Preview** – To review your responses one more time before submitting.
 - **Submit** – To submit your responses directly.
- Proxy experience (If you are submitting on behalf of another person):
 - Click **Apply as Proxy**.
 - From the dropdown, choose the applicant for whom you are applying
 - Fill out the form and submit
 - Please note that the applicant will have to designate you as a proxy first.



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Application History

Your application history can be accessed by clicking the **Applications** tab from the Global Navigation Bar at the top of the screen:

- A - The list can be searched, filtered, and sorted.
- B - Click the **application title** (first column) to view your application/draft.
- C - Drafts can be deleted by clicking the **trash can** in the last column.

[HOME](#) [REFERENCE LETTERS](#) **[APPLICATIONS](#)** [PROGRESS REPORTS](#) [CALENDAR](#)

Your Applications

All of your applications are listed below. The search, sort and filtering options allow you to organize your applications as desired. Click the application title to access your draft or submission, details about the opportunity, and any applicable Progress Reports.

Show entries

A

 Search:

Application Title <div>B</div>	Competition Title	Status	Due Date	Organizer	Cycle	Actions
		All <input type="text"/>		All <input type="text"/>	All <input type="text"/>	<div>C</div>
sample for Ag	Sarah's Training Sample	Draft	08/28/2025		Rolling	
test	ADRS Sample	Draft	07/12/2025		Testing	
Copy of sample for ABCD (002959)	Sarah's Training Sample	Accepted	08/28/2025		Rolling	

User Profile and 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.



Progress Reports

The progress report is a post-award report assigned by the administrator to the awardee. It is a way for the institution to streamline the process of collecting final reports and measuring outcomes for award decisions.

- Awardees will receive an email notification with a direct link to the report when a progress report is assigned. You will need to be logged into InfoReady to access. You may also receive reminders related to the report.
- Another way to access progress reports is by going to the **Progress Reports** tab and clicking the title of the report next to an awarded application.

[HOME](#) [APPLICATIONS](#) [PROGRESS REPORTS](#) [CALENDAR](#)

Your Progress Report

All of your Progress Reports are listed below. The search, sort and filtering options allow you to organize your Progress Reports as desired. Click the Progress Report Title to access your Progress Report, along with details about the opportunity, and your submitted application.

Show 100 entries Search:

Application Title	Competition Title	Progress Report Title	Progress Report Status	Deadline
			All	
test	PRs Test for RD-2706	PR 1 - No Delegates	Due Soon	07/12/2025
Draft 1	Legacy Sample	Sarah's PR	Due Soon	07/18/2025
A B5 sample	Training Sample	First Progress Report	Not Started	09/3/2025
test 2 - delegate a PR	PRs Test for RD-2706	PR 2 - Delegates	Not Started	10/1/2025
First Sample	Sample Opportunity	First Progress Report	Not Yet Assigned	

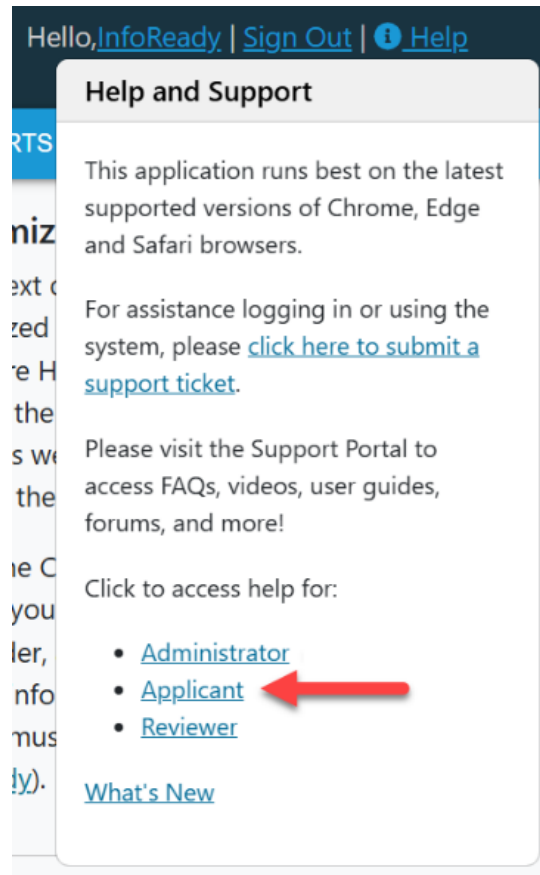
- Administrators may also assign a series of progress reports to be filled out over several months or years. There will be multiple tabs on the page when multiple reports have been assigned.
- Please contact the administrator if you have submitted a progress report and need to make edits.



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Support Resources

- The site administrator can be emailed by clicking the **Email us** link in the footer of the site.
- The administrator for the specific opportunity you are applying to is on the **Details** page.
- InfoReady Support can be contacted by hovering over **Help** in the upper right corner.
 - **Submit a Support Ticket** – Click the link to submit a question to our team (even without logging in).
- If you are logged in, additional resources can be found at the Applicant link:



You can also contact InfoReady Support by phone at (734) 929-0010 x256. Business hours are Monday-Friday, 8:30am-7:30pm ET.