

InfoReady PRG and QOL Applicant Guide

InfoReady Log In

Nova Southeastern University users do not need to register and are able to log in with their institutional credentials through Single Sign On (SSO) authentication. Visit the **homepage** at <https://nova.infoready4.com>, click **Log In** in the upper righthand corner, then click the blue “**Nova Southeastern University Login**” button. You will be redirected back to the homepage once authenticated.



InfoReady Platform



Nova Southeastern University is utilizing InfoReady to make it more efficient to submit applications for internal grant awards and other competitions.

Each competition is listed separately by category below. To apply, simply select the desired competition and sign in using the Nova Southeastern University user sign in button and your NSU credentials.

Information and Resources

Questions about a specific program? Specific points of contact are listed in each opportunity's guidelines.

- For **President's Research Grant** related questions, please contact prg@nova.edu or visit www.nova.edu/prg for more information.
- For **Quality of Life** related questions, please contact qol@nova.edu or visit www.nova.edu/qol for more information.

General questions about InfoReady or troubleshooting? Contact InfoReadyHelp@nova.edu

Please note that reviewers can access their assigned reviews by logging in and selecting the **REVIEWS** tab at the top of the page.



Login for Nova Southeastern University Users

Use your Nova Southeastern University user name and password to log into InfoReady.

[Nova Southeastern University Login](#)

Viewing Open PRG & QOL Funding Opportunities

- Open opportunities are visible towards the bottom of the NSU InfoReady **homepage**.
- You can also view the **Calendar** which contains all opportunities, both open and closed, and all dates/deadlines associated with the opportunities.

InfoReady PRG and QOL Applicant Guide

InfoReady Platform

Welcome Lark. You have no new activity coming up.

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Search:

Title	Due Date	Category	Cycle
President's Research Grant	03/4/2025	Open Funding Opportunities	FY2026

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Add support@inforeadyreview.com to your Safe Senders list to make sure you receive alerts as an applicant/reviewer.

Click the opportunity title to view the details page:

President's Research Grant PDF

Details **Apply**

President's Research Grant

▼ Dates

Internal Submission Deadline: Tuesday, March 4, 2025 at 5:00 pm
ADD TO CALENDAR

▼ Details

Details – Shows the details of the opportunity

Apply – Clicking this button will display the application form.

My Applications – Appears if you have applications/drafts for this opportunity

Apply as Proxy – Appears if someone has designated you as a proxy (see **User Profile and Designating Proxy User** section below)

InfoReady PRG and QOL Applicant Guide

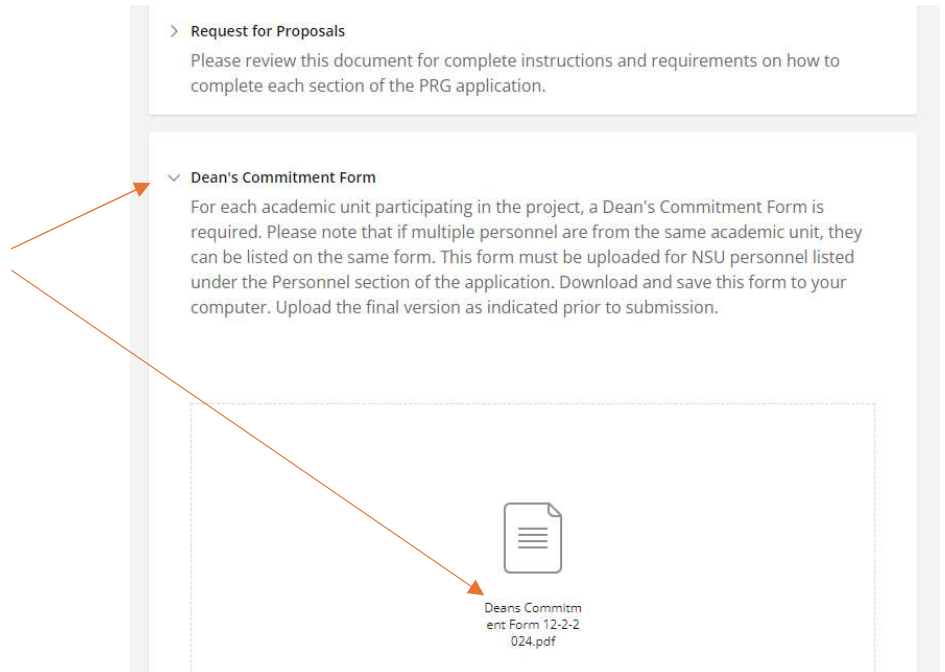
Submitting Applications and Saving Drafts

- Click the **Apply** button on the details page to display the application form.
- Important supporting documents for the opportunity can be found in the **Application Instructions** section, as well as throughout the application, where applicable.

The screenshot shows the NSU Florida application portal. At the top, there is a blue header with the NSU Florida logo and navigation links: HOME, APPLICATIONS, PROGRESS REPORTS, and CALENDAR. Below the header, there is a section for the 'President's Research Grant' with a 'PDF' icon. The 'Application Instructions' section is highlighted with a red box. The instructions include a search bar, a list of sections (Title & General Information, Personnel, Compliance, Abstract, Background and Significance), and a section titled 'Important Documents' with a 'Thank you for your interest in applying for the FY2026 President's Research Grant!' message. The instructions state: 'Here you will find important documents and forms that you will need to complete the application. Please download the forms to your computer and save as needed prior to uploading.'

To download a supporting document for your application, click on the drop down arrow and then on the document icon to download the document to your computer, complete/save it, and upload it as PDF file in the applicable sections listed in the description.

InfoReady PRG and QOL Applicant Guide



- Please note that fields marked with an asterisk (*) are required, others are optional.
- The **Save as Draft** button is located at the bottom left-hand corner of each section.
- The **Preview and Submit** buttons are located at the end of the application form, in the bottom right-hand corner of the **Certification Statement** section.
- Please note that applicants must hit the **Preview** button in the last section of the application before the **Submit** button will be available at the bottom of the Preview page.

InfoReady PRG and QOL Applicant Guide

President's Research Grant

PDF

Details **Application**

Complete and submit the application below. The personal details will be populated with information from your user profile where possible. Your entries are automatically saved while working within this site. Should you need to navigate away from the site or close your browser before completing the application, please click 'Save as Draft' below. You will be able to find and resume your application by clicking 'Applications' in the top navigation.

Page 17 of 17

Type to search...

- Application Instructions
- Title & General Information
- Personnel
- Compliance
- Abstract
- Background and Significance
- Objectives
- Plan of Work
- Roles
- Performance Site
- Potential Challenges
- Past PRG Performance
- Budget
- Dissemination
- References
- Other Attachments
- Certification Statement**

Certification Statement

Certification Statement *

As the Principal Investigator (PI)/Project Director, I understand and certify that: The information submitted in this application is true, complete and accurate. I understand and will fulfill my responsibilities for the scientific, fiscal and ethical conduct of this project, and will comply with all grant requirements and relevant University policies in administering the resultant award, if funded.

I agree

[Previous](#) [Preview](#)

Save as Draft

- **If there are any missing attachments or blank required fields upon submitting the application, you will receive error messages and will not be able to submit the application:**

InfoReady PRG and QOL Applicant Guide

The screenshot displays a web form with two main sections, each enclosed in a red border. The first section is titled "Email" with a red asterisk. Below the title is the instruction "Please enter an NSU email address." followed by a large, empty text input field. A red error message, "This field is required.", is positioned below the input field. The second section is titled "Dean's Commitment Form Upload" with a red asterisk. Below the title is the instruction "Please upload the completed & signed Dean's Commitment Form here. If faculty are from the same college, the same Dean's Commitment form (where each faculty member is listed) may be uploaded for each individual." This is followed by a large, light pink dashed-line box containing the text "Drag and drop a file here or click the button below to select a file to upload." and a "Select File" button with a folder icon. A red error message, "This field is required.", is located below the upload area.

Application History

Your application history can be accessed by clicking the **Applications** 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 can in the last column.

InfoReady PRG and QOL Applicant Guide

HOME APPLICATIONS PROGRESS REPORTS CALENDAR

Your Applications

Always view draft applications from this tab. To open a draft, click the application title. To delete a draft, click the trash can in the far right column.

Show 100 entries Search:

Application Title	Competition Title	Status	Due Date	Organizer	Award Cycle	
Name not specified	Generic Limited Submissions Competition	Draft	11/5/2021		2019-2020	
A sample application title	Generic Funding Opportunity	Draft	1/1/2022		2019-2020	
How the Brain Works (000003)	Undergraduate Research Award	Accepted (by Proxy)	12/1/2019		2019-2020	
One (000007)		Awarded (by Proxy)	4/24/2021		Testing	
1 (000011)		Awarded (by Proxy)	4/24/2021		Testing	
9 (000019)		Awarded (by Proxy)	4/24/2021		Testing	
My really great proposal (000021)	A sample competition	Awarded (by Proxy)	5/15/2021		Testing	

Showing 1 to 7 of 7 entries Previous 1 Next

User Profile and Designating Proxy User

- Click your name in the upper right corner to access your user profile

NSU Florida

HOME APPLICATIONS PROGRESS REPORTS CALENDAR

Hello, Test Sign Out Help

User Profile

* indicates required

*First Name:

*Last Name:

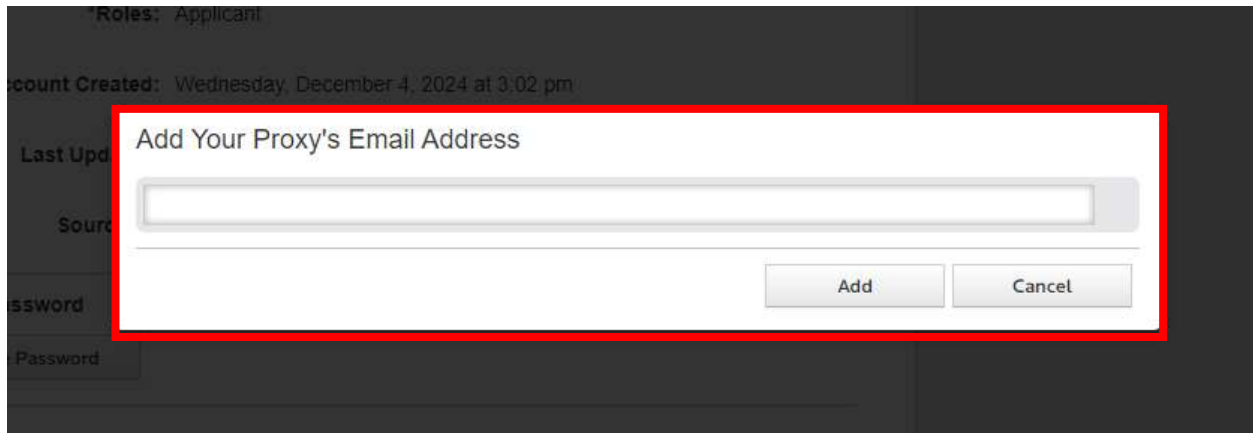
- Basic user details and password (for external users) can be updated here.
- Designating Proxies – you have the opportunity to identify people who would be able to submit applications on your behalf. (**IMPORTANT: If a Principal Investigator elects to delegate authority to a proxy for submission of their PRG proposal, the PI retains full accountability for the content of the proposal and associated certifications.**)
 - Click the Add Proxy button and enter the email address(es) of the desired proxy user(s).

InfoReady PRG and QOL Applicant Guide

Designate an Applicant Proxy

You can designate an applicant proxy who can submit an application on your behalf.

You don't have any assigned proxies.



The screenshot shows a dark-themed interface with a modal dialog box titled "Add Your Proxy's Email Address". The dialog box has a text input field and two buttons: "Add" and "Cancel". The dialog box is highlighted with a red border. In the background, there is a sidebar with the text "Roles: Applicant" and "Account Created: Wednesday, December 4, 2024 at 3:02 pm".

- The designated proxies will receive a notification informing them of the proxy designation.

Support Resources

- If you have any questions about accessing the InfoReady portal or need to troubleshoot any issues occurring when completing or submitting your application, please contact: InfoReadyhelp@nova.edu