

Guide for InfoReady Review use

1. GO to <https://southalabama.infoready4.com>
2. Log in or create an account

The screenshot shows the home page of the InfoReady Review platform for the University of South Alabama. The header includes the USA logo and navigation links for 'Log In' and 'Register'. The main content area features a welcome message and a table of active application and competition events. A search bar is located above the table.

Title	Due Date	Category	Award Cycle
2018 Cycle 1 Graduate Student Activities Enhancement Award Program	06/30/2018	Graduate School Funding Opportunity	WIN/SPRG
Office of Undergraduate Research Volunteer (VIP)	04/30/2019	Office of Undergraduate Research Applications	R2_FY18 - 4/1/18-3/30/19
Interdisciplinary Incentive Award Program Claim Form	10/01/2020	ORED Faculty Development Program	Open
ORED Faculty Development Program Post-Award Administration	09/30/2019	ORED Faculty Development Program Administration	Open

3. Register an Account

The screenshot shows the registration form on the InfoReady Review website. A red arrow points to the 'REGISTER' heading. The form includes fields for First Name, Last Name, Email Address, and Password. There is a checkbox for 'I'm not a robot' and a 'Create Account' button. Below the form, a table of active application and competition events is visible.

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6. Fill out the application

The screenshot shows a web browser window with the URL <https://southalabama.infoready4.com/#applicationForms/1772544/0>. The page header includes the University of South Alabama logo and the text "InnoReady Review". The main content area is titled "Application: Waiver of USA F&A Cost (General)". Below the title, there is a note: "Fill out the form below to submit your application. The Personal Details section will be populated with information from your User Profile where possible. All your work is automatically saved as you enter it." The form is divided into two sections: "Personal Details" and "Application Details".

Personal Details

- *Applicant First Name: Brandon
- *Applicant Last Name: [Redacted]
- *College/Dept: [Redacted]
- Applicant Degree(s): Separate degrees with commas
- *Email Address: [Redacted]
- *Phone Number: [Redacted]
- *Primary Organization: Add Organization [Redacted]

Application Details

- *Proposal Title: Enter a unique title [Redacted]

On the right side of the form, there are two buttons: "Details" and "Apply".

7. Make sure to include any department chairs or Deans in your college that must approve the request

8. Make sure to submit your application

