The University of Texas at Austin
Office of the Vice President for Research

How to Submit a Proposal to a Limited Submission Internal Competition Using InfoReady Review

You will find submitting a proposal to a UT limited submission internal competition to be a straightforward and user friendly process. You have a choice of two ways to submit:

- Submit an application yourself
- Submit an application through a proxy
  a. Designate a proxy
  b. How to Submit for another person as a proxy

I. Submit an Application Yourself

There are two ways to access a competition yourself in InfoReady Review:

- By using the UT InfoReady Review home page, or
- By using a link on a limited submission competition announcement. This path is more direct. Instructions for that will begin with Step 3.

1. Go to the UT InfoReady home page.

THE UNIVERSITY OF TEXAS AT AUSTIN

CompetitionSpace

HOME   CALENDAR

Limited Submission Competitions for Grant Funding

Limited submission programs are those for which funding agencies restrict the number of nominations or proposals a university may submit for consideration for an award. The University of Texas at Austin, therefore, must internally screen all eligible and interested nominees to determine which will represent the university in the regional, national or international competitions.

Contained in Competition Space is a list of limited submission programs in which UT currently competes. Included are deadlines for internal review

2. In the middle of the page, you'll see a list of open limited submission competitions with the internal proposal due date.

3. The competition titles are links to the competition page. By selecting one of the links, you can review the competition requirements, access the sponsor's guidelines (request for applications, request of nominations, submission guidelines, etc.) and submit a proposal.

If you have selected the link from the announcement of a limited submission competition, you will be taken directly to this page, avoiding the two previous steps.

4. To apply, select the Apply button. You will be taken to a login screen which will require you to enter your UT-EID/password combination. Select the blue University of Texas Weblogin button to be taken to UT's login screen.

5. Once you've logged in, you'll be taken to the application. You'll find that many of the required fields will be pre-populated.

6. Fill in the required fields, upload the required documents, and submit your proposal. At any time you can save your unfinished application for later submission.

7. Once submitted, your application will be reviewed for completeness, and you will receive a confirmation notification.

II.   Submit an Application through a Proxy

In addition to submitting an application to an internal competition yourself, you have the ability to allow someone on your staff submit for you by using the proxy feature of InfoReady Review. By using this feature, you can give one or more individuals the ability to submit applications on your behalf.

A. *Designate a Proxy*

To do this, you must log into InfoReady Review and name the individual(s) who will submit for you.

1.   Log into InfoReady Review.

2. Once you've logged in, you can access your User Profile by clicking on your name in the upper right-hand corner of the screen. Information completed here will pre-populate on all of your applications.

3. Under the heading "Designate an Applicant Proxy" in the middle of the User Profile page, select the Add Proxy button.
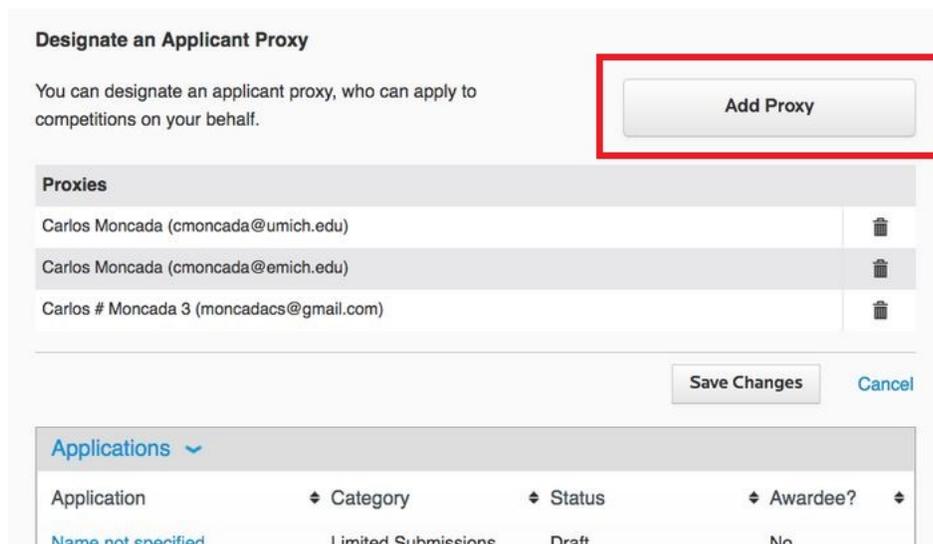
1.
4. Add Proxy. The PI can name multiple proxies or one proxy to manage the list of proxies.
5. Save Changes
6. Once you've completed that, your proxy will be able to submit applications to limited submission competitions simply by logging into InfoReady Review using his or her own login.

B. *Submit for Another as a Proxy*
   1. Access the limited submission competition using either method mentioned above: Using the link from the list of competitions on InfoReady Review's home page or the link from a competition announcement e-mail. You'll be taken to a page similar to the one in Step 3 above.
   2. Select Apply

3. Log into InfoReady Review using your own UT-EID/password combination. Once logged in, you'll see a page similar to the one in Step 5 above, with the exception that you'll have this information on the top:

4. Enter the e-mail address or name of the PI and complete the rest of the application. Upload any required documents in the format requested.
5. Submit as you would in Step 6 above.

Upload Files ⌄

*Documents Required for UT Internal Competition
Please attach the following documents in this order, as one .pdf:

- Brief (2-page maximum) project summary
- Current C.V.
- List of UT collaborators on this project

*File Input: Browse... No file selected.

* indicates required

Save or Submit Your Application

Click the Save as Draft button if you would like to return later to complete your application (below left). Click the Submit Application button when you are ready to submit your application (below right).

Add Other Email Addresses for Notifications

Use the form below to have other email addresses included on all communications from the competition system.

Enter recipient(s) email address(es):

Separate email addresses with commas

Save as Draft

Submit Application

6. Once submitted, your application will be reviewed for completeness, and you will receive a confirmation notification.