

## 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](#).



## 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

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

Search:

Title	Due Date	Category	Award Cycle
		All	All
<a href="#">NSF Partnerships for Innovation: Building Innovation Capacity (PFI:BIC)</a>	08/11/2017	Limited Submission	2017-2018
<a href="#">NSF Science &amp; Technology Centers: Integrative Partnerships</a>	08/01/2017	Limited Submission	2018-2019
<a href="#">Simons Investigators in</a>	08/15/2017	Limited Submission	2018-2019

- 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.

**Simons Investigators in the Mathematical Modeling of Living Systems (MMLS)**

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**Internal Submission Deadline:** Tuesday, August 15, 2017 at 5:00 PM Print  
ADD TO CALENDAR

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**Administrator(s):** Bob McGarrett (Owner), Liza Scarborough  
**Category:** Limited Submission  
**Award Cycle:** 2018-2019

**Discipline/Subject Area:** Investigators in MMLS are outstanding scientists, often with mathematics or theoretical physics backgrounds, now engaged in research based on mathematical modeling in the life sciences.

**Funding Available(\$):** 660,000.00

**Maximum Applications Allowed Per Applicant:** 1

**Funding Organization's Deadline:** Tuesday, October 31, 2017 at 5:00 PM

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**Description:**  
**Documents Required for UT Internal Competition**

- Full C.V.
- Brief (2-page maximum) document explaining applicant's distinctive scientific contributions, focusing on scientific accomplishments of the past five years and including discussion of a few important papers.
- Brief (2-page maximum) statement of research vision and plans.
- List of collaborators on this project.

**Opportunity Highlights**

- To be a Simons Investigator in MMLS, a scientist must be engaged in research related to the program and must not previously have been a Simons Investigator.
- Nominees to the program should be within the first eight years of their first faculty appointments. They must have a primary appointment as a faculty member.

**Application Tools**

Apply

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**Competition Files**

- [Request for Nominations](#)
- [Nomination Instructions](#)

- 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.



- 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.

Application Form 

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.

**Personal Details** 

\* indicates required

\*Applicant First Name:

\*Applicant Last Name:

\*Applicant Degree(s):

\*Email Address:

\*Phone Number:

\*Primary Organization:

\*Primary Appointment Title:

**Competition Files**

[Request for Nominations](#)

[Nomination Instructions](#)

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.

The screenshot displays a web form interface. At the top, there is a section titled 'Upload Files' with a dropdown arrow. Below this, a sub-section is titled '\*Documents Required for UT Internal Competition' with a note '\* indicates required'. The text reads: 'Please attach the following documents in this order, as one .pdf:'. A bulleted list follows: '• Brief (2-page maximum) project summary', '• Current C.V.', and '• List of UT collaborators on this project'. Below the list, it says '\*File Input: Browse... No file selected.'. The bottom section is titled 'Save or Submit Your Application'. It contains instructions: '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)'. Below this is a sub-section 'Add Other Email Addresses for Notifications' with the text: 'Use the form below to have other email addresses included on all communications from the competition system.' and 'Enter recipient(s) email address(es):'. A text input field is provided, with the instruction 'Separate email addresses with commas' below it. At the bottom, two buttons are visible: 'Save as Draft' on the left and 'Submit Application' on the right. Red boxes highlight the 'Upload Files' section and both buttons.

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

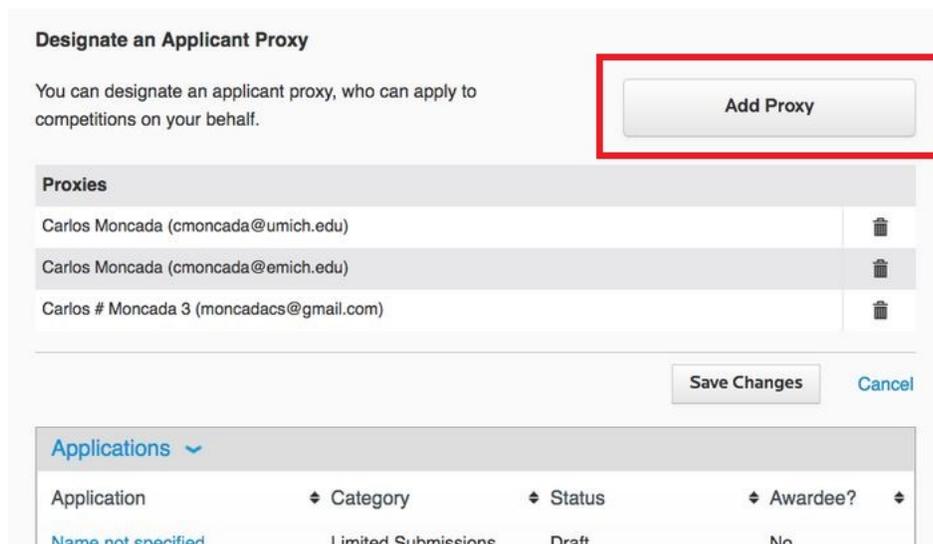
To do this, you must log into InfoReady Review and name the individual(s) who will submit for you.

1. Log into [InfoReady Review](#).

- 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.



- Under the heading "Designate an Applicant Proxy" in the middle of the User Profile page, select the Add Proxy button.



1.

- Add Proxy. The PI can name multiple proxies or one proxy to manage the list of proxies.
- Save Changes
- 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**

- 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.
- 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:

**Select Applicant** ▾

\* indicates required

**Applying as a Proxy for an Applicant**

I am applying as a Proxy on behalf of the following Applicant:

**\*Enter Email Address or Name:**

Include me on all emails related to this application.

**Personal Details** ▾

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** \* indicates required

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:**  No file selected.

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**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

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