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.

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.

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Click the opportunity title to view the details page:

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)

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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.

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.

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🔍 Type to search...

Application Instructions

Title & General Information

Personnel

Compliance

Abstract

Background and Significance

Application Instructions
FY26 President's Research Grant

Important Documents

Thank you for your interest in applying for the FY2026 President's Research Grant!

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.

> **Request for Proposals**
> Please review this document for complete instructions and requirements on how to complete each section of the PRG application.

∨ **Dean's Commitment Form**
For each academic unit participating in the project, a Dean's Commitment Form is required. Please note that if multiple personnel are from the same academic unit, they can be listed on the same form. This form must be uploaded for NSU personnel listed under the Personnel section of the application. Download and save this form to your computer. Upload the final version as indicated prior to submission.

📄

Deans Commitment Form 12-2-2024.pdf

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.

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- 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.

- **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:**

Email *

Please enter an NSU email address.

This field is required.

Dean's Commitment Form Upload *

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.

Drag and drop a file here or click the button below to select a file to upload.

📁 Select File

This field is required.

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.

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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 – 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).
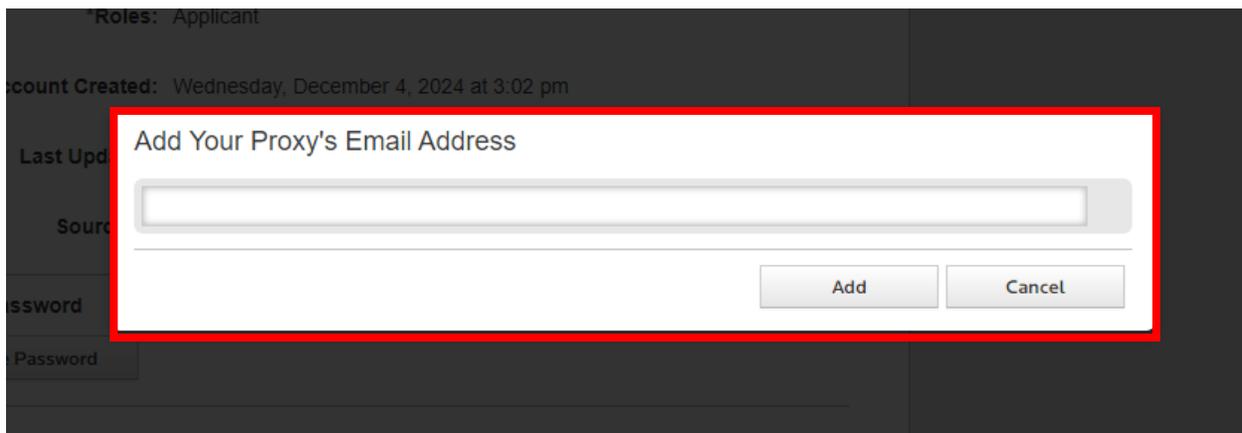
Designate an Applicant Proxy

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

[Add Proxy]

You don't have any assigned proxies.

[Save Changes]   Cancel

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*Roles: Applicant

count Created: Wednesday, December 4, 2024 at 3:02 pm

Last Upd

Sour

Add Your Proxy's Email Address

[   ]

[Add]   [Cancel]

ssword

Password

○ 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