

InfoReady Internal Funding Application System Access Instructions

1. Click to access the Purdue University Competition Space (must be in Google Chrome to apply): <https://purdue.infoready4.com/#homePage>
2. From the dropdown menu in the upper left, select **Purdue Fort Wayne** to view available opportunities.



The screenshot shows the Purdue University website interface. At the top, the Purdue University logo is displayed. Below the logo, a dark navigation bar contains the text "PURDUE UNIVERSITY" with a dropdown arrow and "CALENDAR". The main content area features a section titled "Purdue Internal Competitions and Limited Submissions". To the left of this section is a photograph of three scientists in a laboratory setting, with one person using a microscope. To the right of the photograph, there are three paragraphs of text, each starting with a link to a specific office: "Purdue's Office of the Executive Vice President for Research and Partnerships", "Purdue Northwest's Office of Research", and "Purdue Fort Wayne's Office of Sponsored Programs (OSP)".

PURDUE UNIVERSITY - CALENDAR

Purdue Internal Competitions and Limited Submissions



Purdue's [Office of the Executive Vice President for Research and Partnerships](#) manages the limited submission process and offers several internal grants. Colleges and centers throughout the university also offer targeted funding.

[Purdue Northwest's Office of Research](#) manages limited submissions and internal competitions for faculty. Opportunities for students are also available.

[Purdue Fort Wayne's Office of Sponsored Programs \(OSP\)](#) assists faculty, staff and students with funding opportunities, grant proposal development, and post award management.

3. Select the funding opportunity of interest from the Purdue Fort Wayne page.

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PURDUE FORT WAYNE ▾ CALENDAR

Purdue Fort Wayne Internal Funding Opportunities

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Purdue Fort Wayne offers numerous internal funding programs to support faculty research, scholarship, and creative endeavors.

Search:

Title	Due Date	Organizer	Category	Award Cycle
		All ▾	All ▾	All ▾
TEST-Summer Faculty Grant	06/28/2019	Purdue Fort Wayne	Faculty Internal Funding	Summer 2020 Cycle

4. Review information related to the opportunity. If you are eligible and wish to apply, click the apply button.

PURDUE UNIVERSITY Log In
Help

PURDUE FORT WAYNE CALENDAR

TEST-Summer Faculty Grant

Internal Submission Deadline: Friday, June 28, 2019 PDF
[ADD TO CALENDAR](#)

Only users associated with the following organization may submit an application to this opportunity:

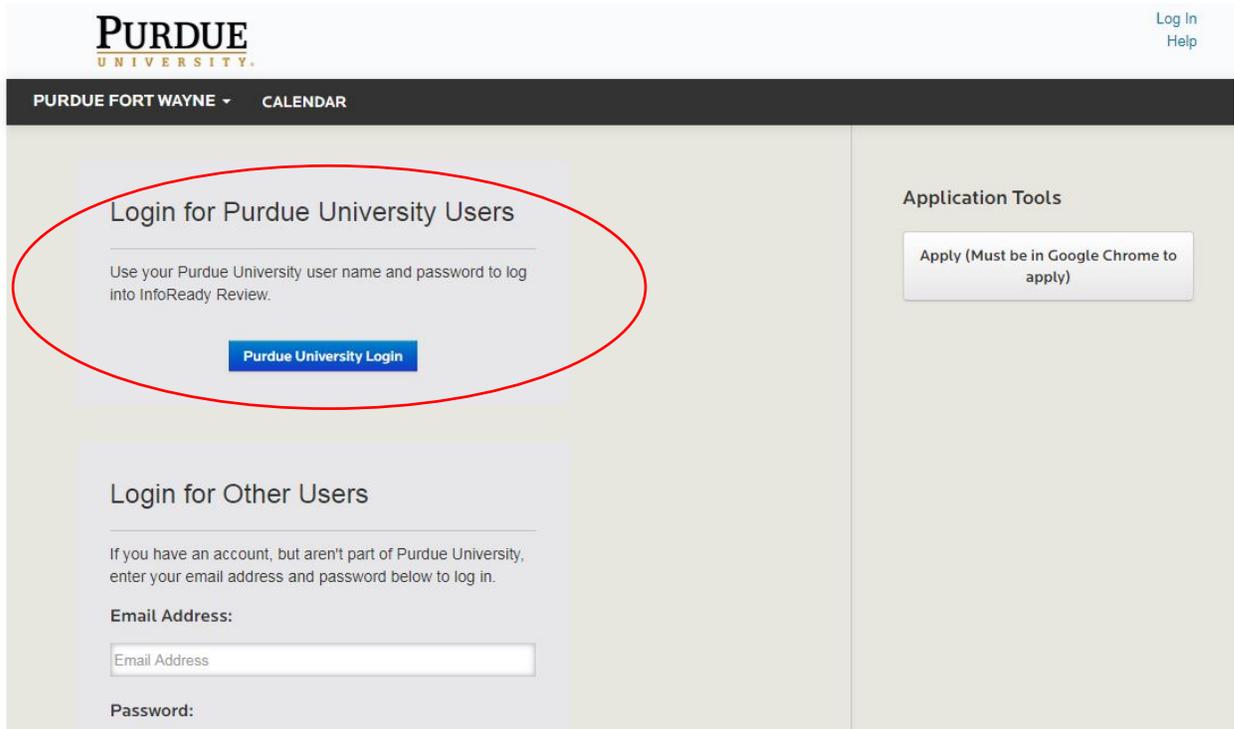
- Purdue Fort Wayne

Administrator(s): Mystee Eagleson (Owner)
Category: Faculty Internal Funding
Award Cycle: Summer 2020 Cycle
Number of Applications Allowed Per Applicant: 1
Participating Organization(s):

Description:
ELIGIBILITY: Untenured assistant or associate professor, tenured assistant or associate professor having received tenure no more than three years prior to summer of 2020. Must hold field-appropriate terminal degree at the time of application. Faculty with 12-month appointments are not eligible. Preference will be given to those applicants who have not previously received a Summer Faculty Grant.
Otherwise eligible faculty with summer salary funding in place via external grants cannot apply. If external summer salary is received after receipt of a summer grant, the summer grant will be rescinded.
GRANT PERIOD and AMOUNT: The grant period is 40 consecutive working days (eight weeks) between the end of the spring semester and the beginning of the fall semester. Teaching is NOT permitted during the period of the grant. Grant amount is \$8,000.00 paid as a taxable stipend.

Application Tools
Apply (Must be in Google Chrome to apply)

5. Click **Login for Purdue University Users**. You will be prompted to enter your Purdue Career Account and Password to login.



6. All first-time applicants will be prompted to add Purdue Fort Wayne as their organization after logging in. Please follow the directions in the blue box and complete steps 7 to 9. Skip to step 9 if you are not a first-time applicant.

The screenshot shows the Purdue University application portal. At the top, the Purdue University logo is displayed. Below the logo is a navigation bar with the following items: PURDUE UNIVERSITY (with a dropdown arrow), REVIEWS, APPLICATIONS (highlighted in gold), and CALENDAR. The main content area displays the application title "Application: TEST-Summer Faculty Grant" with a PDF icon to its right. Below the title is a paragraph of instructions: "Complete and submit the application below. The Personal Details section 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." Below this paragraph are two blue informational boxes. The first box contains the text: "The administrator can see this application prior to submission. This is simply to aid the administration process. Your application will not be fully evaluated until you submit it." The second box, which is circled in red, contains the following text: "Only users associated with the following organization may submit an application to this opportunity:" followed by a bulleted list with one item: "Purdue Fort Wayne". Below the list, it says: "This message appears because you have not selected the organization above in your User Profile. If you cannot fill out the form, then [click here to add an organization to your User Profile](#)."

7. First-time applicants: click on **Add Primary Organization** in your User Profile.

User Profile

* indicates required

*First Name:

*Last Name:

Primary Title:

Primary Organization:

Secondary Organization:

Degree(s):

*Email Address:

Phone:

*Roles: Reviewer

Account Created: Wednesday, March 6, 2019

Designate an Applicant Proxy

You can designate an applicant proxy who can apply to competitions on your behalf.

[Cancel](#)

8. First-time applicants: choose **Purdue Fort Wayne**. You must click both **Save & Close** in the dialog box and **Save Changes** on the User Profile page for your organization to be added.

After saving both times, return to main page and select competition.

The screenshot shows the 'User Profile' page with a modal dialog box titled 'Select 1 Organization'. The dialog box contains a search field with the text 'Search for an organization', 'Search' and 'Clear' buttons, and a list of organizations. 'Purdue Fort Wayne' is selected with a checked checkbox and is circled in red. Below it, 'Purdue Northwest' is unselected. A third option, 'Purdue WL', is partially visible. The 'Save & Close' button in the dialog is also circled in red. On the main page, the 'Save Changes' button is circled in red. Other visible text includes 'Account Created: Wednesday, March 6, 2019' and a section for 'Designate an Applicant Proxy' with an 'Add Proxy' button.

9. Complete all required application fields and uploads. **Save as Draft** at any time to continue editing the application prior to the deadline. **Submit Application** prior to the deadline to be considered for funding.