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.

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

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

5. Click *Login for Purdue University Users.* You will be prompted to enter your BoilerKey login credentials.

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.

PURDUE UNIVERSITY

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Application:TEST-Summer Faculty Grant ⊙   📄 PDF

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.

> 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.

> **Only users associated with the following organization may submit an application to this opportunity:**
>
> • Purdue Fort Wayne
>
> 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: Mystee N

Last Name: Eagleson

Primary Title:

Primary Organization: [Add Primary Organization]

Secondary Organization: [Add Secondary Organization]

Degree(s):

Email Address: meagleso@purdue.edu

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.

[Add Proxy]

[Save Changes] 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.

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.