InfoReady Procedures – Reviewing a Competition

Log into InfoReady.

From the home screen, click on "Reviews."

	FRE:	SNGSTATE InfoReady Review	Hello, ORSP Sign Out Help
НОМЕ	REVIEWS	APPLICATIONS CALENDAR	
v	Velcome	to Fresno State's InfoReady Review Portal!	About Us

Your Assigned Reviews table will populate. All reviews with a status of "Draft" have been assigned to you. Click on the **blue application title link** for your competition:

номе	REVIEWS	APPLICATI	ONS CALENDAR				
	Your Assi	gned Rev	iews			n Print	All Unreviewed Applications
	Show 100		- entries			Search:	
	Application		Title	Status	Review's Deadline	Category	Award Cycle
				All		All	All
	How to do som (#000027)	nething	Test Competition for Applicant Training	Draft	11/16/2016	Open Funding Opportunities	Fiscal Year 2017-2018
	Applications fo Potion (#00000	r Polyjuice)3)	RSCA FY15-16 Social Sciences Test Competition	Submitted	06/23/2016	Open Funding Opportunities	Fiscal Year 2015-2016

The application and review page will load, including application files and the proposal abstract. The application, however, will be collapsed. Click on the "<" to expand and show the application details:

HOME REVIEWS APPLICATIONS CALENDAR	
Test Competition for Applicant Training: Application Review	Application and Input
Application Title: How to do something	Details
Application ID: #000027	
Review Deadline: Wednesday, November 16, 2016	Set Reminder
Show Application Details	View Other Reviews

Click on the "Application Files" link to review additional attachments submitted by the applicant:



Applicant reviews can require a reviewer to enter a score, approve, not approve, and/or leave comments. The screenshot below demonstrates what a simple "Approve/Do Not Approve" review looks like. Comments may also be entered:

ompetition:		ve or do no	t approve th	is applicati	on moving	forward in the
I Approve ()) I Do Not Appro	ove				
Your Comments	to the Applicant	t				
	i 🛧 🔶 Q !	2a 🐺 ۹	F 🖬 🖩	Ω	BI	<u>U</u>
			onnat +		<u> </u>	<u> KA</u> 1
Text ca	an be ent	ered h	iere.			
					Cha	racters: 0, Words:
					Cha	aracters: 0, Words:

The reviewer may also have the option to either Approve/Deny, score based on a preconfigured scale, or do both with comments. Complete the form as configured:

FRESN@STATE InfoReady Review	Hello, Gayle Sign Out Help
HOME CREATE MANAGE REVIEWS CALENDAR MESSAGES REPORTS ADMINISTRATION	
HOME CREATE MARKE REVIEWS CALENDAR MESSAGES REPORTS ADMINISTRATION RSCA FY15-16 Social Sciences Test Competition: Application Review Application Title: Fostering a Love of the Dark Arts (#000002) Review Deadline: Friday, June 24, 2016 *Indicates required *Vour Comments to the Applicant: *Please explain your rating in the form provided below. Image: Create the applicant of the test of te	Application Details Set Reminder Comments and Ratings View Other Reviews Plication Files
Characters: 0. Words: 0 *Rating Scale 1: 1 2 3 4 5 6 7 8 9 10 ↔ Weak Strong→	

Reviewers may also add comments to the administrator which cannot be seen by the applicant:

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Once a reviewer submits a review, the following occurs:

- An e-mail is sent to the administrator indicating that the reviews have been submitted.
- Your Assigned Reviews screen will refresh application statuses to show "Submitted."