



**Sponsored Project  
Proposal Internal  
Review Process:  
A Submission Guide  
for Project Directors**

# About the Internal Review Process

- All requests for funding from external sponsoring agencies must be routed for Unit and University level approvals prior to submission to external agencies.
- Per ECU Policy 4.4.7, “The University is not obligated to accept awards for proposals that do not follow the prescribed routing process prior to an award being issued.”
- Submissions must include an Internal Review and Approval Form and detailed budget, as well as all proposal documents required by the sponsoring agency, and must be submitted by the project director through the online InfoReady Review™ System.

# About the Internal Review Process

- Internal review submissions are due a minimum of five (5) business days in advance of sponsoring agencies' submission deadlines. In order to allow sufficient time for chair/director and dean/unit head level reviews, applications should be submitted seven (7) business days in advance of submission deadlines.
- Per ECU Policy 4.4.7, "The University cannot guarantee the review and submission of proposals that do not meet this deadline."

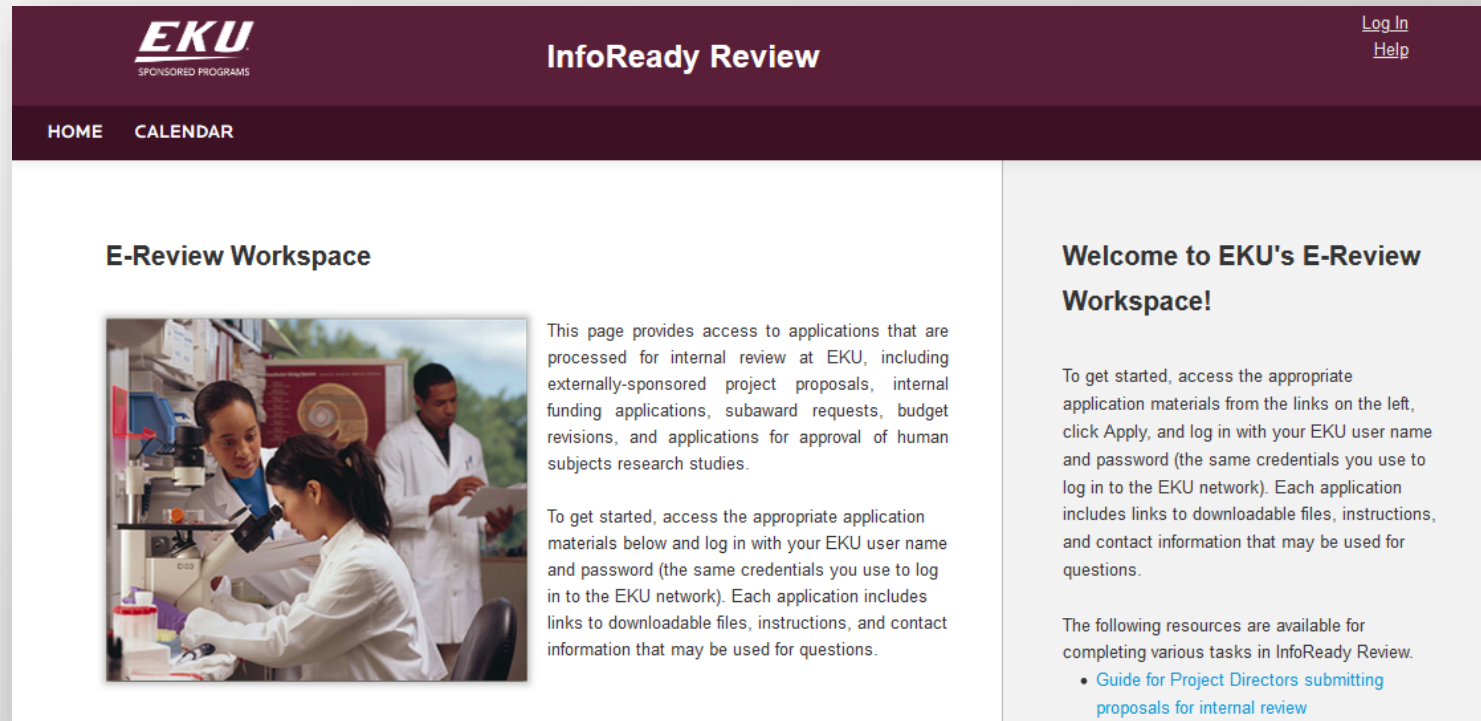


## **Important:**

**Only the project director may initiate the online submission process.**

# Accessing InfoReady Review

- To access InfoReady Review, visit [eku.infoready4.com](http://eku.infoready4.com) or click on the InfoReady Review link from the top of any page on the Sponsored Programs website.



The screenshot shows the 'InfoReady Review' website interface. At the top, there is a dark blue header with the EKV logo and 'SPONSORED PROGRAMS' on the left, 'InfoReady Review' in the center, and 'Log In' and 'Help' links on the right. Below the header is a navigation bar with 'HOME' and 'CALENDAR' links. The main content area is divided into two columns. The left column is titled 'E-Review Workspace' and features a photograph of three scientists in a laboratory. Below the photo is a paragraph of text explaining the page's purpose and a second paragraph providing instructions on how to get started. The right column is titled 'Welcome to EKV's E-Review Workspace!' and contains a paragraph of instructions on how to use the system and a list of resources available for completing tasks.


**EKV**  
SPONSORED PROGRAMS

InfoReady Review

[Log In](#)  
[Help](#)

[HOME](#) [CALENDAR](#)

### E-Review Workspace



This page provides access to applications that are processed for internal review at EKV, including externally-sponsored project proposals, internal funding applications, subaward requests, budget revisions, and applications for approval of human subjects research studies.

To get started, access the appropriate application materials below and log in with your EKV user name and password (the same credentials you use to log in to the EKV network). Each application includes links to downloadable files, instructions, and contact information that may be used for questions.

### Welcome to EKV's E-Review Workspace!

To get started, access the appropriate application materials from the links on the left, click Apply, and log in with your EKV user name and password (the same credentials you use to log in to the EKV network). Each application includes links to downloadable files, instructions, and contact information that may be used for questions.

The following resources are available for completing various tasks in InfoReady Review.

- [Guide for Project Directors submitting proposals for internal review](#)

# Accessing InfoReady Review

- From the list of available submission types, click Internal Review and Approval for Externally-Sponsored Projects.

Title	Due Date	Category	Award Cycle
		All	All
<a href="#">Budget Revision Request for Externally-Sponsored Projects</a>	06/30/2020	Externally-Sponsored Projects	All
<a href="#">Contractor Agreement Amendment Request</a>	06/30/2020	Externally-Sponsored Projects	All
<a href="#">Contractor Agreement Request</a>	06/30/2020	Externally-Sponsored Projects	All
<a href="#">Financial Conflict of Interests Reporting (for PHS Funding only)</a>	06/30/2020	Externally-Sponsored Projects	All
<a href="#">Internal Review and Approval for Externally-Sponsored Project Proposals</a>	06/30/2020	Externally-Sponsored Projects	All

# Accessing InfoReady Review

- Click the Apply button in the right sidebar.

## Internal Review and Approval for Externally-Sponsored Project Proposals

**Internal Submission Deadline:** Tuesday, June 30, 2020  
[ADD TO CALENDAR](#)



**Administrator(s):** Sponsored Programs (Owner), Tiffany Hamblin, Gus Benson

**Category:** Externally-Sponsored Projects

**Award Cycle:** All

**Discipline/Subject Area:** All

**Number of Applications Allowed Per Applicant:** Unlimited

### Description:

This application is for funding proposals to be submitted to external agencies, including proposals for grants, contracts, and other award mechanisms.

Detailed submission instructions are available in [this guide](#). Please see the list below for key points:

- Only the project director may initiate and submit an application for internal review.** This requirement is necessary in order for us to capture required disclosures and certifications during the submission process.

## Application Tools

Apply

## Competition Files

### [Internal Review and Approval Form](#)

The IRAF is required for all submissions.

### [Submission Guide](#)

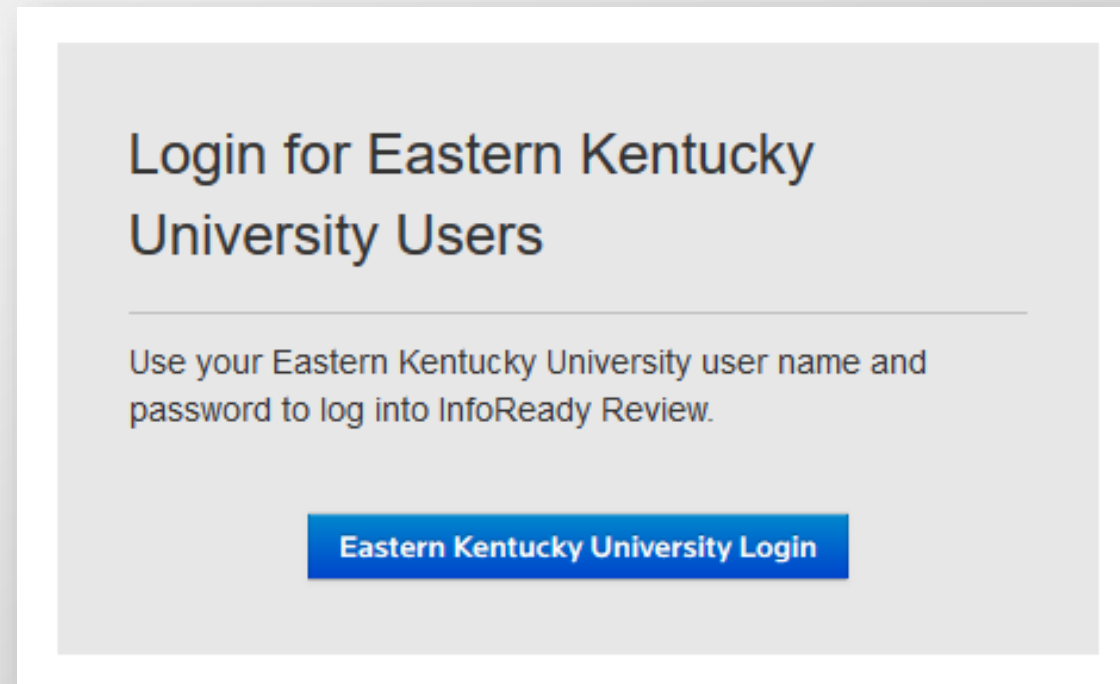
This document is a guide for project directors in submitting proposals for internal review online.

### [Subrecipient Commitment Form](#)

When a competitive grant proposal includes Subrecipients, a Subrecipient Commitment Form with required attachments must be submitted for each Subrecipient.

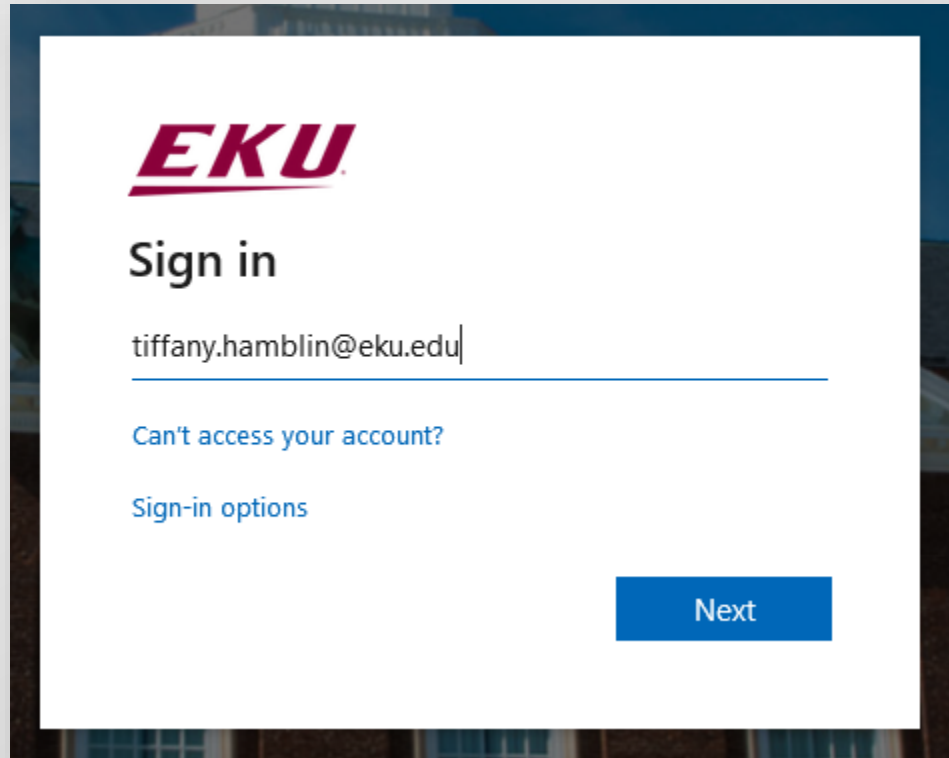
# Accessing InfoReady Review

- Click the Eastern Kentucky University Login button.

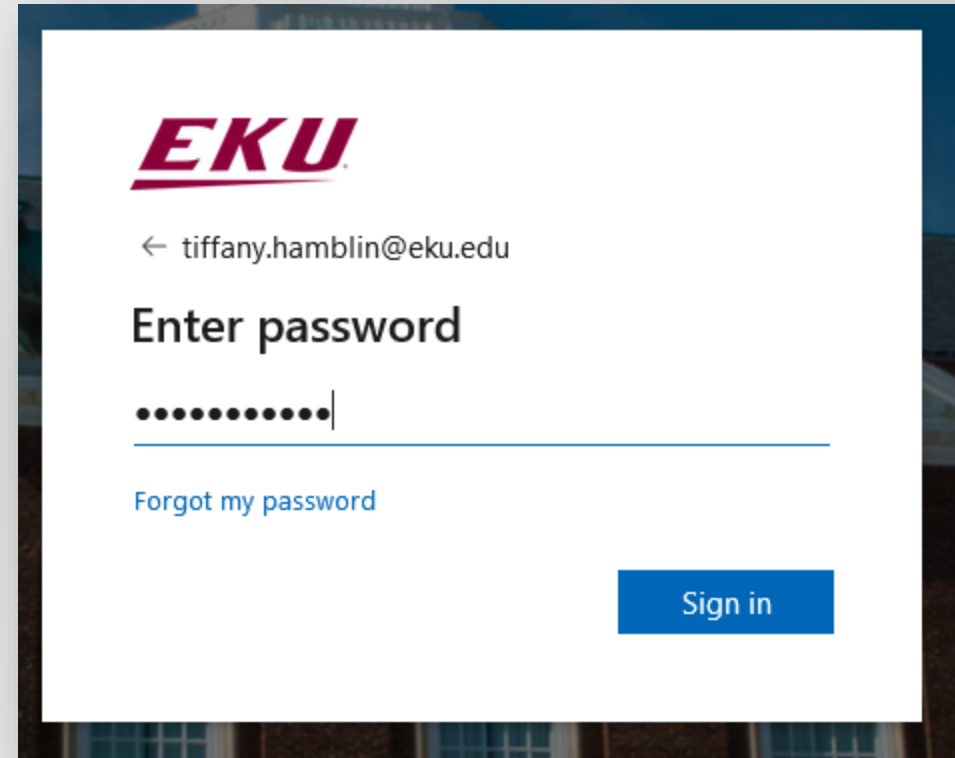


# Accessing InfoReady Review

- Log in through the University's Central Authentication System (CAS) with your ECU credentials (email address and password you use to log onto the ECU network).



The screenshot shows the ECU Sign in page. At the top left is the ECU logo. Below it is the text "Sign in". A text input field contains the email address "tiffany.hamblin@eku.edu". Below the input field is a blue link that says "Can't access your account?". At the bottom left is a blue link that says "Sign-in options". At the bottom right is a blue button that says "Next".




The screenshot shows the ECU Enter password page. At the top left is the ECU logo. Below it is a back arrow followed by the email address "tiffany.hamblin@eku.edu". Below that is the text "Enter password". A password input field is shown with ten dots. Below the input field is a blue link that says "Forgot my password". At the bottom right is a blue button that says "Sign in".



# Completing an Application

- In the personal details section, enter your first and last name, email address, and telephone number.

**Application: Internal Review and Approval for Externally-Sponsored Project Proposals** 

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.

**Personal Details** ▾

\* indicates required

**\*Applicant First Name:**

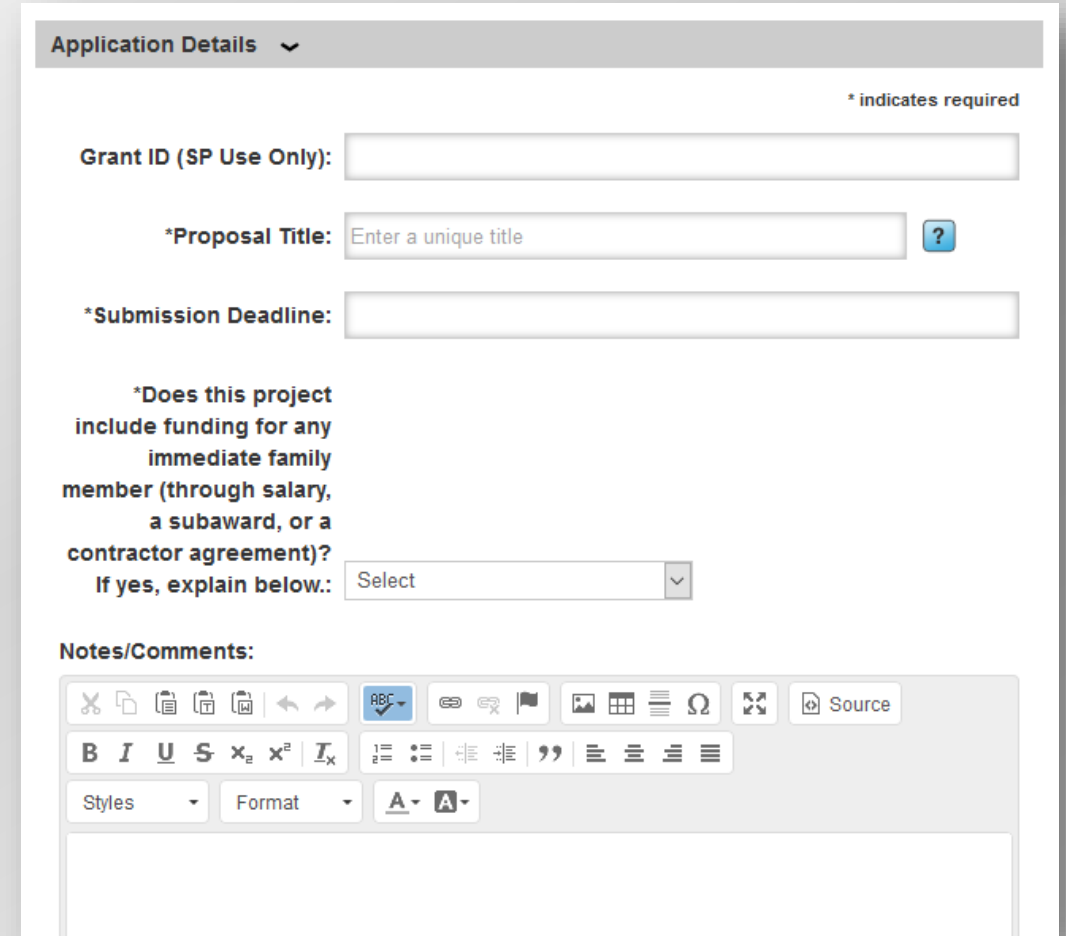
**\*Applicant Last Name:**

**\*Email Address:**

**\*Phone Number:**

# Completing an Application

- In the Application Details section, enter the proposal title and submission deadline (as set by the external sponsoring agency) and answer the question about family member involvement.
- Use the Notes/Comments field to provide any notes that may be important for reviewers to know.
- The Grant ID field is for Sponsored Programs use only and should be left blank.



The screenshot shows a web form titled "Application Details" with a dropdown arrow. A note in the top right corner states "\* indicates required". The form contains the following fields:

- Grant ID (SP Use Only):** A text input field.
- \*Proposal Title:** A text input field containing the placeholder text "Enter a unique title" and a blue question mark icon.
- \*Submission Deadline:** A text input field.
- \*Does this project include funding for any immediate family member (through salary, a subaward, or a contractor agreement)?** A dropdown menu with the text "Select" and a downward arrow.
- If yes, explain below.:** A text input field.
- Notes/Comments:** A rich text editor with a toolbar containing icons for undo, redo, bold, italic, underline, strikethrough, subscript, superscript, text color, bulleted list, numbered list, indent, outdent, quote, link, unlink, source, and a "Source" button. Below the toolbar are "Styles" and "Format" dropdown menus and a font color selector.

# Completing an Application

- In the Upload Files section, upload files as instructed.
- Avoid using special characters other than underscores in file names and use names that identify contents of files (i.e., IRAF.xlsx, budget.xlsx).

Upload Files ▾

**\*Internal Review and Approval Form** \* indicates required

The completed Internal Review and Approval Form must be uploaded here in its original file format, a Microsoft Excel spreadsheet file. Please do not use special characters other than underscores as part of your file names.

\*File Input:  No file selected.

**Funding Opportunity Announcement/Guidelines**

If the proposal is being submitted in response to a Funding Opportunity Announcement, please attach a copy of the guidelines. For opportunities that limit the recovery of indirect costs or that require cost share, this attachment is required. Please do not use special characters other than underscores as part of your file names.

File Input:  No file selected.

**\*Detailed Budget**

A detailed budget is required for all sponsored projects. Unless the sponsoring agency requires a detailed budget in a different format, please upload a Microsoft Excel spreadsheet file. Please do not use special characters other than underscores as part of your file names.

\*File Input:  No file selected.

**Proposal File 1**

Please use this space to upload additional proposal files and label files based on content (i.e.,

# Completing an Application

- The first required attachment is the completed Internal Review and Approval Form (IRAF).
- The IRAF can be downloaded in the Files section in the right sidebar and must be uploaded in its original file format. Please do not convert the IRAF to PDF.

## Competition Files

### [Internal Review and Approval Form](#)

The IRAF is required for all submissions.

### [Submission Guide](#)

This document is a guide for project directors in submitting proposals for internal review online.

### [Subrecipient Commitment Form](#)

When a competitive grant proposal includes Subrecipients, a Subrecipient Commitment Form with required attachments must be submitted for each Subrecipient.

# Completing an Application

- The Internal Review and Approval Form requires details about the submission, project director, proposed project, budget requirements, and conflict of interest.
- For pop-up instructions, click on data cells.

SUBMISSION DETAILS			
Deadline: <input type="text"/>		Sponsoring Agency: <input type="text"/>	
<b>Submission</b> <input type="checkbox"/> Personal Delivery <input type="checkbox"/> Mail - Postmarked by Deadline <input type="checkbox"/> Mail - Received by Deadline		Mailing Address: <input type="text"/> <input type="text"/> <input type="text"/>	
<b>Purpose</b> <input type="checkbox"/> Basic Research <input type="checkbox"/> Applied Research <input type="checkbox"/> Experimental Development <input type="checkbox"/> Instruction <input type="checkbox"/> Other Sponsored Activity		Contact Name: <input type="text"/> Contact Email: <input type="text"/>	
<a href="#">Research Classification Definitions</a>		<b>Source of Funds</b> <input type="checkbox"/> Federal <input type="checkbox"/> Federal Pass-Through <input type="checkbox"/> State <input type="checkbox"/> Local <input type="checkbox"/> Private	
<input type="checkbox"/> Cooperative Agreement <input type="checkbox"/> Other Sponsored Agreement		If Federal or Federal pass-through, what is the CFDA number? <input type="text"/>	
		If Federal pass-through, who is the prime sponsor? <input type="text"/>	
		If Federal, is project subject to E.O. 12372 Review? <input type="checkbox"/> Yes <input type="checkbox"/> No	
PROJECT DIRECTOR INFORMATION			
Project Director <input type="text"/>		EKU Employee ID <input type="text"/>	Citizenship Status <input type="text" value="U.S. Citizen"/>
Dept. <input type="text"/>		Responsible Org* <input type="text"/>	College/Unit <input type="text"/>
Co Director <input type="text"/>		EKU Employee ID <input type="text"/>	Citizenship Status <input type="text" value="U.S. Citizen"/>
Dept. <input type="text"/>		Responsible Org* <input type="text"/>	College/Unit <input type="text"/>
PROJECT DETAILS			
Proposal Title <input type="text"/>			

# Completing an Application

- If the proposal is being submitted in response to a Funding Opportunity Announcement, attach a copy of the guidelines.
- Having a copy of the guidelines is important for Sponsored Programs' review and ensuring that submission instructions are followed.

Upload Files ▾

**\*Internal Review and Approval Form** \* indicates required

The completed Internal Review and Approval Form must be uploaded here in its original file format, a Microsoft Excel spreadsheet file. Please do not use special characters other than underscores as part of your file names.

\*File Input:  No file selected.

**Funding Opportunity Announcement/Guidelines**

If the proposal is being submitted in response to a Funding Opportunity Announcement, please attach a copy of the guidelines. For opportunities that limit the recovery of indirect costs or that require cost share, this attachment is required. Please do not use special characters other than underscores as part of your file names.

File Input:  No file selected.

**\*Detailed Budget**

A detailed budget is required for all sponsored projects. Unless the sponsoring agency requires a detailed budget in a different format, please upload a Microsoft Excel spreadsheet file. Please do not use special characters other than underscores as part of your file names.

\*File Input:  No file selected.

**Proposal File 1**

Please use this space to upload additional proposal files and label files based on content (i.e.,

# Completing an Application

- A Detailed Budget is a required attachment for all submissions.
- If the sponsor requires a single file that includes a budget and no separate spreadsheet was prepared, the full proposal can be uploaded in the Detailed Budget field. Otherwise, please upload a .xls or .xlsx detailed budget file.

Upload Files ▾

**\*Internal Review and Approval Form** \* indicates required

The completed Internal Review and Approval Form must be uploaded here in its original file format, a Microsoft Excel spreadsheet file. Please do not use special characters other than underscores as part of your file names.

\*File Input:  No file selected.

**Funding Opportunity Announcement/Guidelines**

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File Input:  No file selected.

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\*File Input:  No file selected.

**Proposal File 1**

Please use this space to upload additional proposal files and label files based on content (i.e.,

# Completing an Application

- In the Proposal File upload fields, please upload attachments as needed for the submission.
- All documents that will be submitted to the external sponsoring agency must be uploaded as attachments.
- When a competitive grant proposal includes Subrecipients, a Subrecipient Commitment Form with required attachments must be submitted for each Subrecipient.

Upload Files ▾

**\*Internal Review and Approval Form** \* indicates required

The completed Internal Review and Approval Form must be uploaded here in its original file format, a Microsoft Excel spreadsheet file. Please do not use special characters other than underscores as part of your file names.

\*File Input:  No file selected.

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\*File Input:  No file selected.

**Proposal File 1**

Please use this space to upload additional proposal files and label files based on content (i.e.,



# Saving an Application

- Read and click the box for the Project Director Certification.
- Once the certification box has been checked, the Save as Draft button will be active. Click it to save the application.

## Project Director Certification

By submitting this application, I certify that (1) I am not presently debarred or suspended from receiving federal funds; (2) no federal funds were used for lobbying activities in connection with this proposal; (3) I am not delinquent on any federal debt; (4) the budget attached represents the best estimate of the full costs of the project and identifies all sources of funds to cover full costs; (5) pending the award of this project, I understand that I will be the financial manager for these funds and will assume responsibility for ensuring project compliance with applicable state, federal, University, and sponsor regulations; and (6) in the conduct of the proposed project, I will adhere to University policies, including conflict of interest, ethical standards in the conduct of research, intellectual property, and the use of humans and animals in research.

Save as Draft

Submit Application

# Accessing a Draft Application

- To resume work on a previously saved application, click Applications from the top menu bar in your account.
- Click on the Application Title to open the application.

Application Title	Competition Title	Status	Due Date	Organizer	Award Cycle	
<a href="#">Sample Application</a>	Internal Review and Approval for Externally-Sponsored Project Proposals	Draft	06/30/2020		All	

# Submitting an Application

- Once you have completed the data fields and uploaded all files, read and click the box for the Project Director Certification.
- Click the Submit Application button.

**Project Director Certification**

By submitting this application, I certify that (1) I am not presently debarred or suspended from receiving federal funds; (2) no federal funds were used for lobbying activities in connection with this proposal; (3) I am not delinquent on any federal debt; (4) the budget attached represents the best estimate of the full costs of the project and identifies all sources of funds to cover full costs; (5) pending the award of this project, I understand that I will be the financial manager for these funds and will assume responsibility for ensuring project compliance with applicable state, federal, University, and sponsor regulations; and (6) in the conduct of the proposed project, I will adhere to University policies, including conflict of interest, ethical standards in the conduct of research, intellectual property, and the use of humans and animals in research.

[Save as Draft](#) [Submit Application](#)

# Submitting an Application

- If you click to submit the application without first completing all required fields, you will see an error message in red, and all incomplete required fields will also be in red.

Almost done! You have a few more fields to fill out in the Application Form and need to upload all the required documents under Upload Files before you can submit your application. Required fields are highlighted above in red. ✕

## \*Internal Review and Approval Form

\* indicates required

The completed Internal Review and Approval Form must be uploaded here in its original file format, a Microsoft Excel spreadsheet file. Please do not use special characters other than underscores as part of your file names.

\*File Input:  No file selected.

Internal Review and Approval Form is required

# After Submission

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- Following receipt of a new online submission, Sponsored Programs will review the application materials and accept or return the application.
- If an application is accepted, the project director will receive an email indicating acceptance.

# Returned Application

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- If an application is returned, the project director will receive an email that includes a detailed list of items that need to be addressed prior to the application being routed for approvals.
- Project directors are responsible for taking action on returned applications as soon as possible and resubmitting corrected documents.
- If only minor changes are needed that do not require input from project directors, Sponsored Programs will update the application materials and accept the application. Project directors will be able to access revised files in their applications.

# Review Routing Process

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- Once an application has been accepted, Sponsored Programs will facilitate online reviews, which will include the department chair/director and the dean/unit head of the project director as well as University-level approvals (Sponsored Programs, Financial Affairs, and AVP for Research).
- If cost share commitments are included or if the project involves multiple units, additional approvals will be necessary.
- Project directors will receive notification via email once all approvals have been secured.

# External Submission Process

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- Proposals will be submitted by Sponsored Programs following final approval unless other arrangements have been made with the project director (i.e., returning an approved proposal for in-person delivery or submission through an online system that requires a project director account).

## **Important:**



**Proposals and proposed budgets may not be shared with external sponsoring agencies until all levels of approval have been secured.**



The logo for Eastern Kentucky University (EKU) is centered within a large, light gray circle that has a white border. The letters 'EKU' are rendered in a bold, italicized, maroon serif font. A small registered trademark symbol (®) is located to the right of the letter 'U'.

***EKU***®

A horizontal maroon bar spans the width of the image, passing behind the central circle. Below the 'EKU' logo, the words 'SPONSORED PROGRAMS' are written in a maroon, all-caps, sans-serif font.

SPONSORED PROGRAMS