

**SPONSORED PROJECT PROPOSAL
INTERNAL REVIEW PROCESS:
A SUBMISSION GUIDE FOR PROJECT DIRECTORS**



SPONSORED PROGRAMS

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 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.
- Per ECU Policy 4.4.7, "The University cannot guarantee the review and submission of proposals that do not meet this deadline."

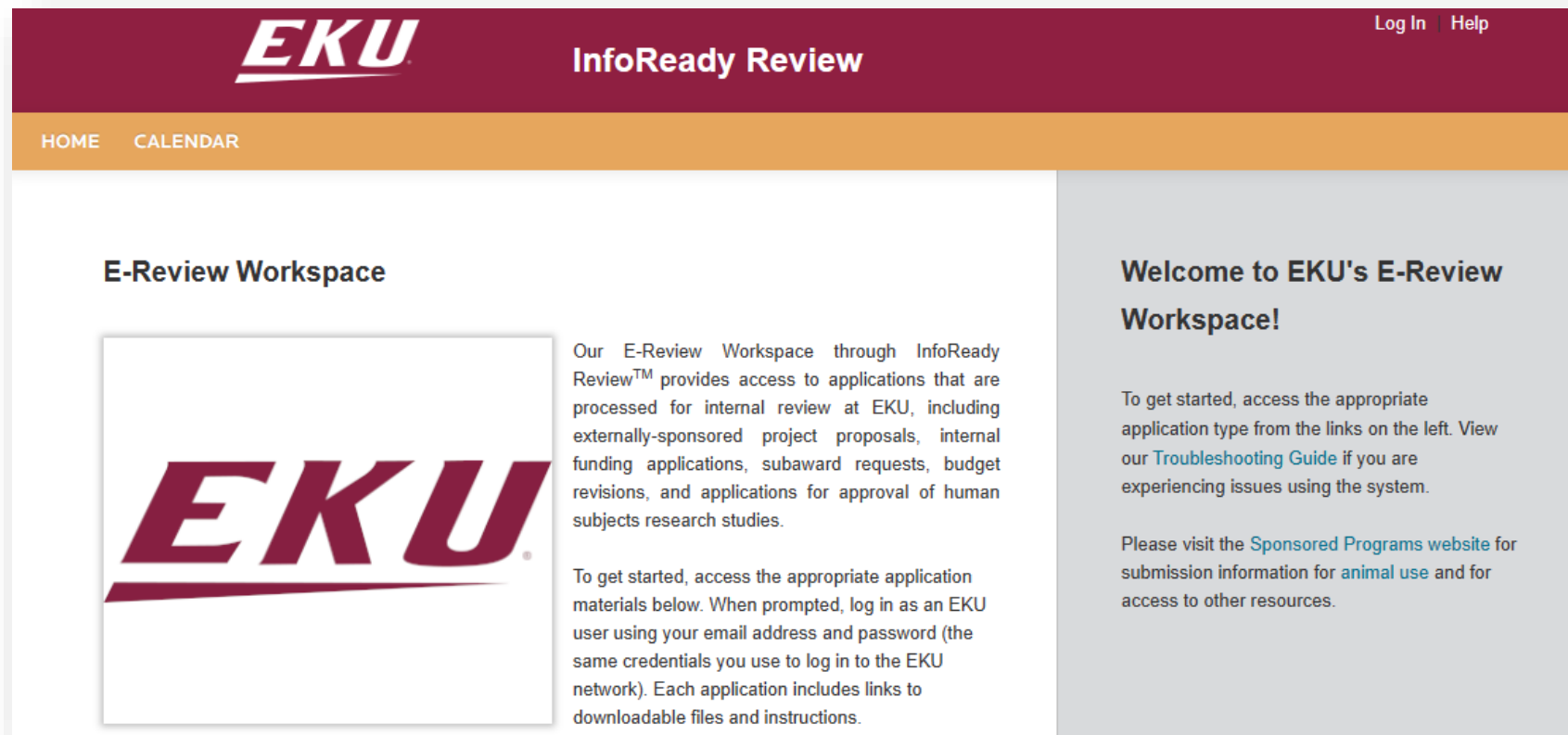


Important:

Only the project director may initiate the online submission process.

ACCESSING INFOREADY REVIEW

- To access InfoReady Review, visit eku.infoready4.com or click on the InfoReady Review link from the top of any page on the Sponsored Programs website.




The screenshot shows the 'InfoReady Review' page on the EKU website. The header is maroon with the EKU logo on the left and 'InfoReady Review' in the center. On the right side of the header, there are links for 'Log In' and 'Help'. Below the header is an orange navigation bar with 'HOME' and 'CALENDAR' links. The main content area is white and features a section titled 'E-Review Workspace'. On the left of this section is a large EKU logo. To the right of the logo is a paragraph of text explaining the workspace's purpose. Further right is a grey sidebar with a heading 'Welcome to EKU's E-Review Workspace!' and two paragraphs of text providing instructions on how to get started and where to find submission information.

EKU InfoReady Review [Log In](#) | [Help](#)

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

E-Review Workspace



Our E-Review Workspace through InfoReady Review™ provides access to applications that are processed for internal review at EKU, 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. When prompted, log in as an EKU user using your email address and password (the same credentials you use to log in to the EKU network). Each application includes links to downloadable files and instructions.

Welcome to EKU's E-Review Workspace!

To get started, access the appropriate application type from the links on the left. View our [Troubleshooting Guide](#) if you are experiencing issues using the system.

Please visit the [Sponsored Programs website](#) for submission information for [animal use](#) and for access to other resources.

ACCESSING INFOREADY REVIEW

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

Title	Due Date	Category	Cycle
		All	All
Budget Revision Request for Externally-Sponsored Projects	06/30/2024	Externally-Sponsored Projects	All
Internal Review for Externally-Sponsored Project Proposals	06/30/2024	Externally-Sponsored Projects	All


ACCESSING INFOREADY REVIEW

- Click the Prepare Submission button in the right sidebar.

The screenshot displays the EKV InfoReady Review web application. The top navigation bar is maroon with the EKV logo on the left, the title "InfoReady Review" in the center, and "Log In | Help" on the right. Below this is an orange navigation bar with "HOME" and "CALENDAR" links. The main content area is white and features a card for "Internal Review for Externally-Sponsored Project Proposals" with a PDF icon. The card is divided into sections: "Dates" showing the "Internal Submission Deadline: Sunday, June 30, 2024" with an "ADD TO CALENDAR" link; "Details" listing "Administrator(s): Tiffany Hamblin (Owner), Krista Whitaker, Heather Kates", "Category: Externally-Sponsored Projects", "Number of Applications Allowed Per Applicant: Unlimited", and "Supporting Documents: Internal Review Form, Internal Review Submission Guide". To the right of the card is a grey sidebar containing a "Prepare Submission" button and a "Supporting Documents" section with links to "Internal Review Form" and "Internal Review Submission Guide".

EKV InfoReady Review Log In | Help

HOME CALENDAR

Internal Review for Externally-Sponsored Project Proposals 

▼ Dates

Internal Submission Deadline: Sunday, June 30, 2024
[ADD TO CALENDAR](#)

▼ Details

Administrator(s): Tiffany Hamblin (Owner)
Krista Whitaker
Heather Kates

Category: Externally-Sponsored Projects

Number of Applications Allowed Per Applicant: Unlimited

Supporting Documents: [Internal Review Form](#)
[Internal Review Submission Guide](#)

Prepare Submission

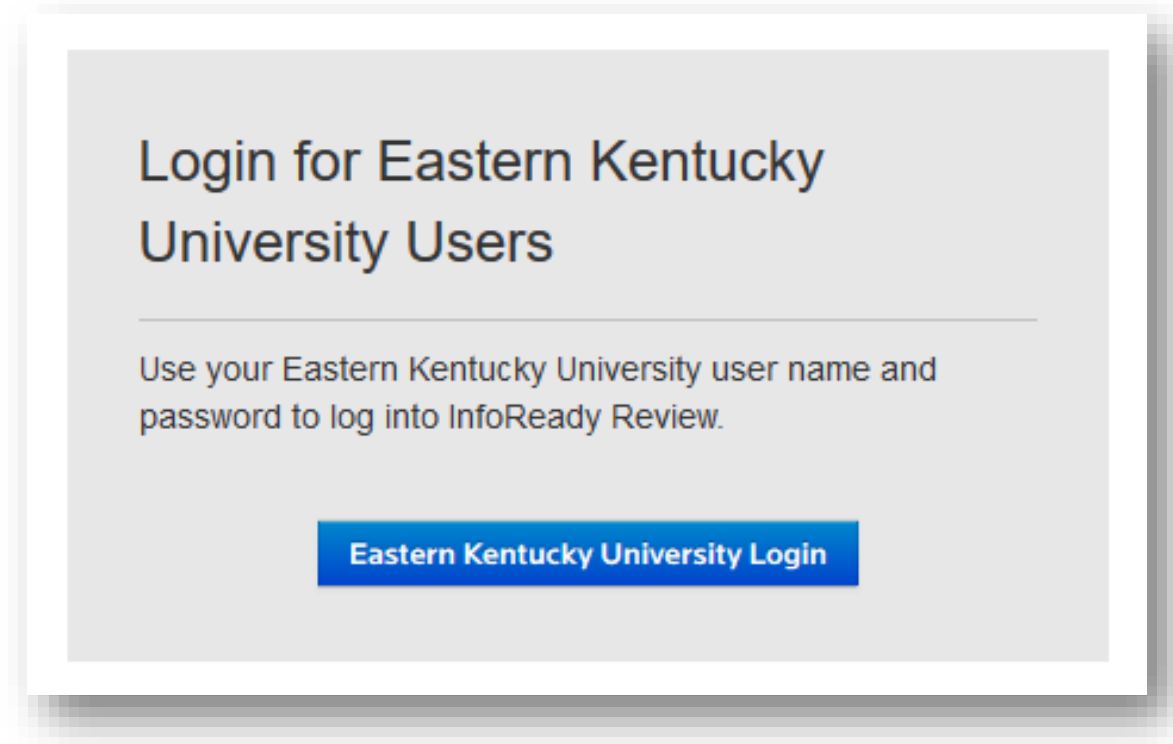
Supporting Documents

[Internal Review Form](#)
The Internal Review Form is required for all submissions.

[Internal Review Submission Guide](#)
This guide for project directors walks through the process of submitting proposals for internal review.

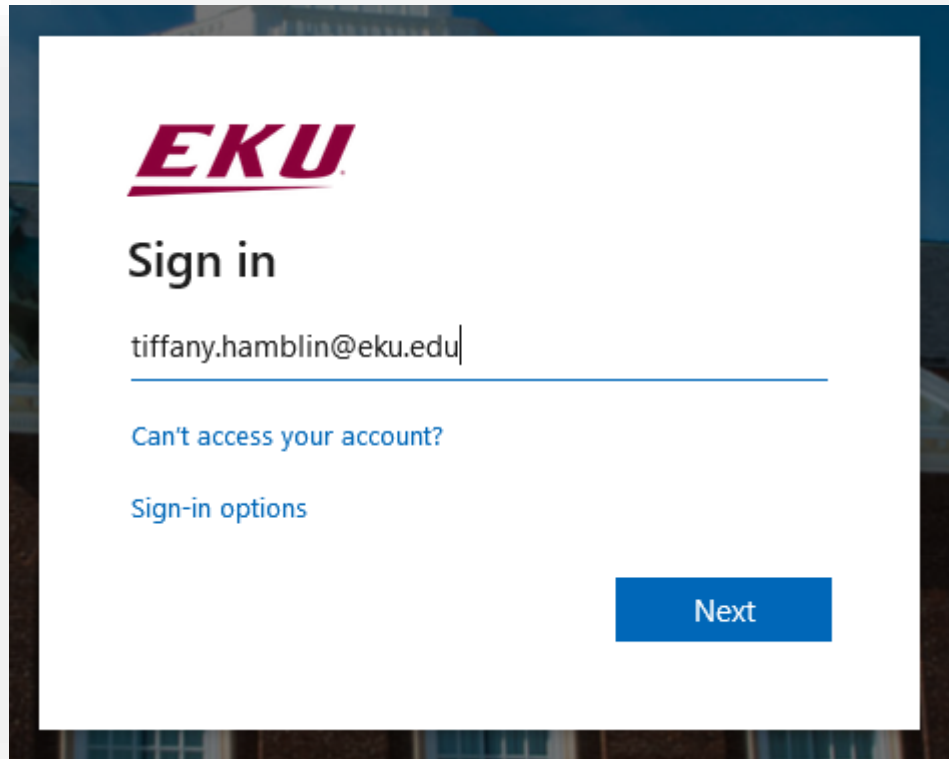
ACCESSING INFOREADY REVIEW

- Click the Eastern Kentucky University Login button.

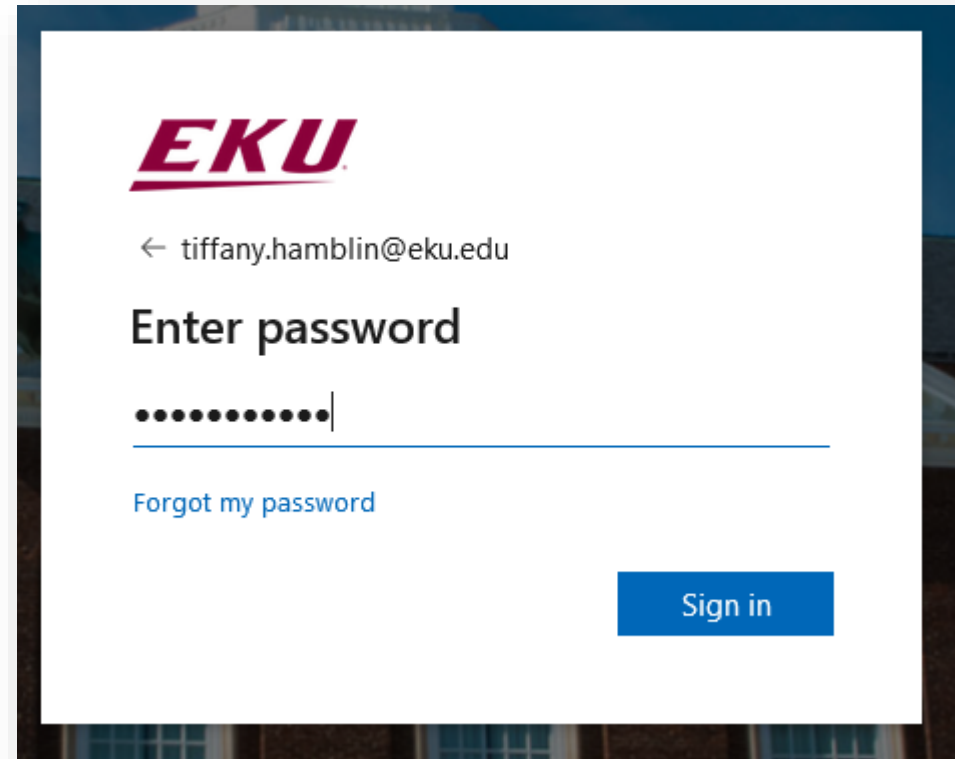


ACCESSING INFOREADY REVIEW

- Log in through the University's Single Sign-On System with your EKU credentials (email address and password you use to log onto the EKU network).



The screenshot shows the EKU Sign in page. At the top left is the EKU 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 EKU Enter password page. At the top left is the EKU 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 and a cursor. 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".

PREPARING A SUBMISSION

- 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:	<input type="text" value="Tiffany"/>
*Applicant Last Name:	<input type="text" value="Hamblin"/>
*Email Address:	<input type="text" value="Tiffany.Hamblin@eku.edu"/>
*Phone Number:	<input type="text" value="(859) 622-1757"/>

PREPARING A SUBMISSION

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



Proposal Details ▾

* indicates required

Grant ID (SP Use Only):

*Proposal Title:

*Submission Deadline:

PREPARING A SUBMISSION

- 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., IRF.xlsx, budget.xlsx).

Upload Files

*Internal Review Form

* indicates required

The completed Internal Review 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 chosen

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 chosen

*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 chosen

Proposal File 1

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

COMPLETING THE INTERNAL REVIEW FORM

- The first required attachment is the completed Internal Review Form (IRF).
- The IRF can be downloaded in the Supporting Documents section and must be uploaded in its original file format (.xlsx). Please do not convert the IRF to PDF.

*Internal Review Form

* indicates required

The completed Internal Review 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 chosen

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File Input: No file chosen

COMPLETING THE INTERNAL REVIEW FORM

- The Internal Review Form requires details about the submission, project director, proposed project, budget requirements, and conflict of interest.

EKU
SPONSORED PROGRAMS

Internal Review Form
for Grant and Contract Proposals

Form Version 11.09.2023

[Access InfoReady Review™](#)

Instructions:
All grant and contract proposals must be accompanied by the Internal Review Form and submitted online at least five (5) business days in advance of the external submission deadline. Only project directors may initiate the online submission process. Fields highlighted in gray are required for all submissions and will change to white after completion. Other fields are required in certain situations.

After completing the Internal Review Form and all proposal components, please follow the instructions below to submit online:

1. Click the button above to access InfoReady Review.
2. Click the Prepare Submission button on the right and log in with your EKU credentials.
3. Complete the information fields, upload this form as an .xlsx file, and upload all proposal files. A detailed budget attachment is required.
4. Review and accept the certification.
5. Click the Submit button.


Sponsored Programs will review the submission in detail and contact project directors as needed for updates or corrections. Sponsored Programs will assign reviewers in InfoReady Review and facilitate the approval process. Unit level reviewers will include any co-project directors, the department chair/director of the project director and co-project directors, and the dean/unit head of the project director and co-project directors. University-level approvals are required from Sponsored Programs, Financial Affairs, Grants and Research Compliance, and the Dean of Online Learning, Graduate Education, and Research as the Institutional Official for grants and contracts. 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. Proposals and proposed budgets may not be shared with external sponsoring agencies until all levels of approval have been secured.

FUNDING OPPORTUNITY DETAILS

Sponsoring Agency	Submission Deadline
Address	Submission Method
	Function
Contact Name	Research Classification Definitions
Contact Email	Award Type

PREPARING A SUBMISSION

- 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 submission instructions are followed.

Upload Files 

***Internal Review Form** * indicates required

The completed Internal Review 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 chosen

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 chosen

***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 chosen

Proposal File 1

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

PREPARING A SUBMISSION

- 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 .xlsx detailed budget file.

Upload Files ▾

*Internal Review Form

* indicates required

The completed Internal Review 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 chosen

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 chosen

*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 chosen

Proposal File 1

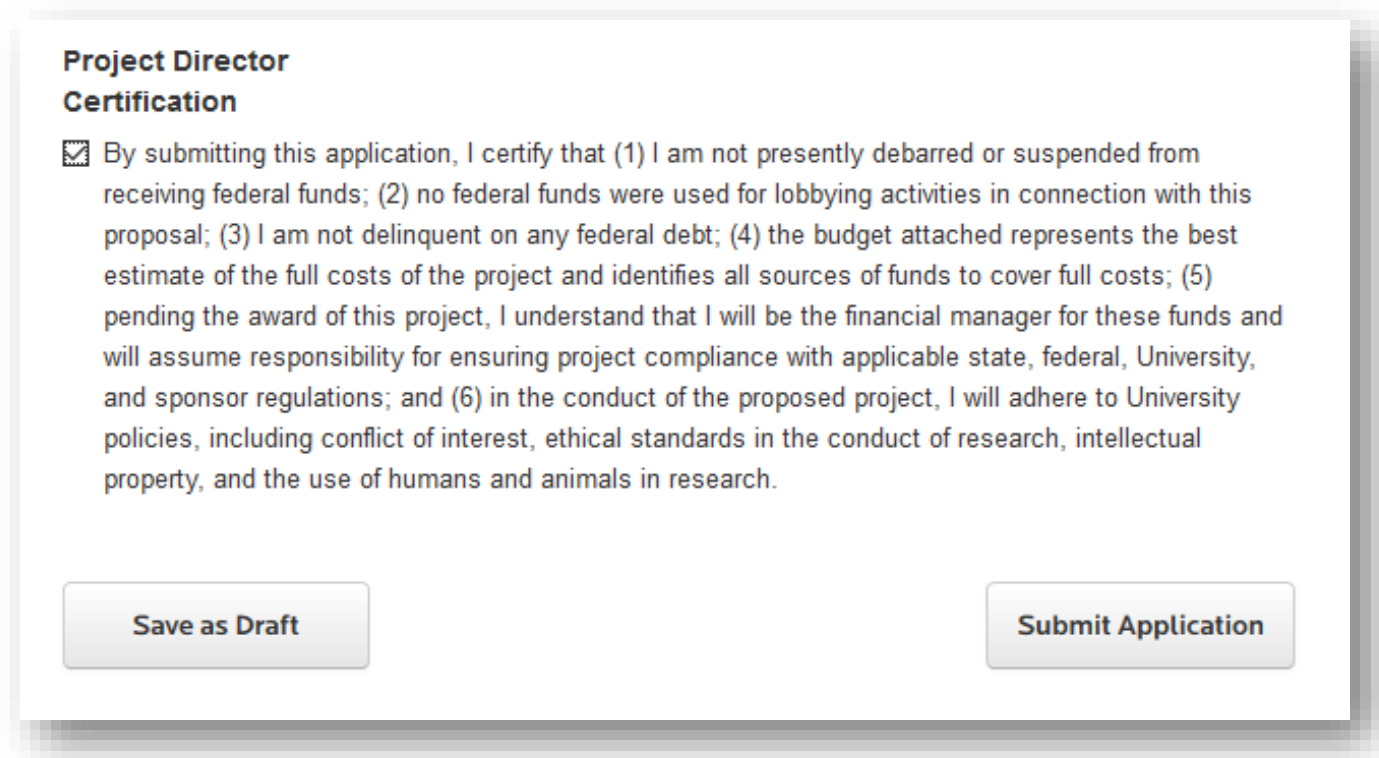
Please use this space to upload additional proposal files and label files based on content (i.e.,

PREPARING A SUBMISSION

- 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 subawards, a Subrecipient Commitment Form with required attachments must be submitted for each Subrecipient.
- For proposals to be submitted through grants.gov, research.gov, or other online submission system, an assembled PDF of the full application package is a required attachment.

SAVING A SUBMISSION

- 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 SUBMISSION

- 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.

HOME REVIEWS **APPLICATIONS** PROGRESS REPORTS CALENDAR

Your Applications

All of your applications are listed below. The search, sort and filtering options allow you to organize your applications as desired. Click the application title to access your draft or submission, details about the opportunity, and any applicable Progress Reports.

Show entries Search:

Application Title	Competition Title	Status	Due Date	Organizer	Cycle
		All		All	All
Name not specified	Internal Review and Approval for Externally-Sponsored Project Proposals	Draft	06/30/2024		

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 Form**

* indicates required

The completed Internal Review 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 chosen

Internal Review Form is required

AFTER SUBMISSION

- 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

- 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

- Once an application has been accepted, Sponsored Programs will assign reviewers in InfoReady Review and facilitate the approval process.
 - Unit level reviewers will include any co-project directors, the department chair/director of the project director and co-project directors, and the dean/unit head of the project director and co-project directors.
 - University-level approvals are required from Sponsored Programs, Financial Affairs, Grants and Research Compliance, and the Dean of Online Learning, Graduate Education, and Research as the Institutional Official for grants and contracts.
 - 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

- 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.

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