SFU InfoReady Platform

UPF RAPID RESPONSE PILOT TRAINING
Submit Proposal

JUNE 2023
Learning Objectives

Ability to use SFU InfoReady Platform as a tool in submitting proposals for internal SFU competitions – UPF Rapid Response Publications Pilot
Access to Portal

1) Create a user profile with SFU email through this link: https://sfu.infoready4.com/

2) Log in (clear history or cache if not connecting)

Contact ors@sfu.ca for assistance
Log In with SFU Email

Login using your SFU computing ID and password (not role accounts)

Use the Simon Fraser University Login button on top
Menu Options

For Applicants

Open Opportunities in Calendar
Calendar Views of Funding Opportunities

Calendar View

List View
UPF Rapid Response High Level

Proposal Details
Upload Files
Declaration
Submission (or save draft)
UPF Rapid Response Proposal Details 1

1) Title
2) Description and Justification
3) Distribution
4) Funding history

New: character limits!

*Provide a description of the publication and a justification of the need for support:

*What is the proposed distribution of the publication? How many copies and from whom? Will it be sold or distributed free of charge? If it will be sold, what will be the price?:

*If an application has not been made to other funding agencies for this publication, please explain:

Supporting Documents:
Note - UPF Guidelines and Committee List are pre-loaded for information and reference
UPF Rapid Response Proposal Details 2

Agreements and peer reviews if applicable

1) Select
2) Explain
3) Upload (next page)
Supporting Documents/Upload Files

1) Download the Budget and the Application Forms from the SFU Internal Research Opportunities page: https://www.sfu.ca/research/researcher-resources/funding-award-opportunities/sfu-internal#upf

2) Upload Files

- Agreement with Press
- Reviews, reports
- UPF Chair Evaluation
- UPF Budget form

Note – If you selected YES to the contract and peer review questions, you MUST attach the Contractual Agreement and Peer Review, or the application will be rejected.
3) Use SFU email to Save or Submit application (no role accounts)

4) Check – Declaration (privacy, accurate, complete, terms)

5) Submit Application
What’s Next?

- Review
- Comments
- $ Decision
  - Funded
  - Not Funded
- Award Letter
  - PI
  - Dept./Admin Mgr.
Contact/Questions

ORS@SFU.CA