



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

sfu.infoready4.com


Log In | Help

SFU SIMON FRASER UNIVERSITY

Platform for Internal Opportunities and Selection

HOME CALENDAR

InfoReady Platform



Welcome to the SFU InfoReady Platform. This portal is created for internal SFU opportunities where proposals are reviewed for funding decision or selection for a limited submission process. Please note that your submitted proposal will need to get approved by your Chair and Dean through a separate process currently done through the "Signature Sheet". This portal is only used for activities that are normally done by external funders.

There are currently no open competitions. Please check back later, or browse the [calendar](#) for other events.

About the SFU InfoReady Platform

SFU is committed to supporting its faculty in their research and creative endeavors. To complement externally funded research opportunities, there are several opportunities supported from internal SFU resources. The SFU InfoReady Platform is implemented to support the submission, evaluation, ranking and the selection for funding of internally sponsored proposals. Please check back often to see what opportunities are available for you!

Simon Fraser University
QUESTIONS? [Contact us](#)

8888 University Drive
Burnaby, BC
V5A 1S6

infoReady
Accessibility

- 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

sfu.infoready4.com

Log In | Help

SFU SIMON FRASER UNIVERSITY

Platform for Internal Opportunities and Selection

HOME CALENDAR

Login for Simon Fraser University Users

Use your Simon Fraser University user name and password to log into InfoReady.

[Simon Fraser University Login](#)

Login for Other Users

If you have an account, but aren't part of Simon Fraser University, enter your email address and password below to log in.

Email Address:

Password:

[Forgot your password?](#)

Remember Me

[Log In](#)

Don't have an account, and not a Simon Fraser University user? Try [Register](#) for an account.

About the SFU InfoReady Platform

SFU is committed to supporting its faculty in their research and creative endeavors. To complement externally funded research opportunities, there are several opportunities supported from internal SFU resources. The SFU InfoReady Platform is implemented to support the submission, evaluation, ranking and the selection for funding of internally sponsored proposals. Please check back often to see what opportunities are available for you!

SFU Simon Fraser University
QUESTIONS? [Email Us](#)

8888 University Drive
Burnaby, BC
V5A 1S6

InfoReady
Accessibility

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

Use the Simon Fraser University Login button on top

Menu Options

The screenshot shows the SFU InfoReady Platform website. The browser address bar displays 'sfu.infoready4.com'. The top right corner shows 'Hello, Aniko | Sign Out | Help'. The SFU logo is on the left, and the page title is 'Platform for Internal Opportunities and Selection'. A red navigation bar contains the following menu items: HOME, REVIEWS, APPLICATIONS, PROGRESS REPORTS, and CALENDAR. The 'CALENDAR' item is circled in blue. Below the navigation bar, the main content area is divided into two columns. The left column is titled 'InfoReady Platform' and contains a welcome message: 'Welcome Aniko. You have no new activity coming up.' Below this is an image of three scientists in a lab. To the right of the image is a paragraph of text: 'Welcome to the SFU InfoReady Platform. This portal is created for internal SFU opportunities where proposals are reviewed for funding decision or selection for a limited submission process. Please note that your submitted proposal will need to get approved by your Chair and Dean through a separate process currently done through the "Signature Sheet". This portal is only used for activities that are normally done by external funders.' Below the image and text is a box with the message: 'There are currently no open competitions. Please check back later, or browse the [calendar](#) for other events.' The right column is titled 'About the SFU InfoReady Platform' and contains a paragraph: 'SFU is committed to supporting its faculty in their research and creative endeavors. To complement externally funded research opportunities, there are several opportunities supported from internal SFU resources. The SFU InfoReady Platform is implemented to support the submission, evaluation, ranking and the selection for funding of internally sponsored proposals. Please check back often to see what opportunities are available for you!' The footer contains the SFU logo, contact information for Simon Fraser University (8888 University Drive, Burnaby, BC, V5A 1S6), and the infoReady Accessibility logo.

Menu Options
for Applicants

Open
Opportunities in
Calendar

UPF Rapid Response High Level

sfu.infoready4.com

Hello, Aniko | Sign Out | Help

SFU SIMON FRASER UNIVERSITY

Platform for Internal Opportunities and Selection

HOME CREATE MANAGE REVIEWS APPLICATIONS PROGRESS REPORTS CALENDAR MESSAGES REPORTS ADMIN

UPF Rapid Response Application

PDF

> Dates

> Details

> Description

Personal Details <

Co-Applicant <

Proposal Details <

Upload Files <

Save or Submit Your Application

Click the Save as Draft button if you would like to return later to complete your application (below left).
Click the Submit Application button when you are ready to submit your application (below right).

Add Other Email Addresses for Notifications

Use the form below to have other email addresses included on all communications.

Enter recipient(s) email address(es):

Separate email addresses with commas

Declaration

The information on this form is collected under general authority of the University Act (R.S.B.C. 1979, c.419) and according to the Guidelines and Terms of Reference of the University Publications Fund. This information is directly related to and needed for the University's Publications Fund program and will be used to review and make a decision about applications, administer grants, generate grants reports from an electronic database. If you have any questions about the collection and use of this information, contact the Director, Research Services at 778-782-5457.

I declare the information contained in this application is accurate and complete to the best of my knowledge and that the funds are required to support the publication named above. I agree to abide by the conditions specified in the Guidelines of the University Publications Fund.

Save as Draft

Submit Application

Manage

Edit

Preview

Share

Activity Log

Submit By Proxy

Copy

Archive

Delete

Supporting Documents

[UPF Guidelines](#)

[UPF Committee List](#)

[UPF Chair's Evaluation Form](#)

[Rapid Response Budget Form](#)

Simon Fraser University
QUESTIONS? [Email us](#)

8888 University Drive
Burnaby, BC
V5A 1S6

infoReady
Accessibility

Proposal Details
Upload Files

Declaration

Submission (or save draft)

UPF Rapid Response Proposal Details 1

sfu.infoready4.com

Proposal Details

* Indicates required

*Proposal Title:

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

Words: 0/1000, Characters: 0/2000

*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?:

Words: 0/1000, Characters: 0/2000

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

Words: 0/500, Characters: 0/2000

Submit By Proxy

Copy

Archive

Delete

Supporting Documents

- UPF Guidelines
- UPF Committee List
- UPF Chair's Evaluation Form
- Rapid Response Budget Form

*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:

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

New: character limits!

Supporting Documents:
Note - UPF Guidelines and Committee List are pre-loaded for information and reference

UPF Rapid Response Proposal Details 2

sfu.infoready4.com

Words: 0/500, Characters: 0/2000

*Do you have a copy of the contractual agreement with the press and/ any copies of peer reviews or assessors' reports? If yes, please upload a copy of the agreement and peer reviews in the section below:

Select

If an agreement with the press and/or any peer reviews are not included, please explain:

Words: 0/1000, Characters: 0/1000

Agreements and peer reviews if applicable

- 1) Select
- 2) Explain
- 3) Upload (next page)

UPF Rapid Response Proposal Details 3

Upload Files

Contractual Agreement with the Press * indicates required

Please attach a copy of the fully signed publication agreement with the press to this application. If one is not available, please provide a justification above.

File Input: no file selected

Peer Reviews or Assessors' Reports

Please attach a copy of any peer reviews or assessors' report for your publication. If peer reviews or assessors' report(s) are not available, please provide a justification above.

File Input: no file selected

*UPF Chair's Evaluation

Please attach a signed and dated copy of your Chair's Evaluation of your application. Incomplete evaluations will not be considered.

*File Input: no file selected

*UPF Rapid Response Budget Form

Please complete and attach a Rapid Response Budget Form.

File Input: no file selected

Save or Submit Your Application

Click the Save as Draft button if you would like to return later to complete your application (below left). Click the Submit Application button when you are ready to submit your application (below right).

Add Other Email Addresses for Notifications

Use the form below to have other email addresses included on all communications.

Enter recipient(s) email address(es):

Separate email addresses with commas

Declaration

The information on this form is collected under general authority of the University Act (R.S.B.C. 1979, c.419) and according to the Guidelines and Terms of Reference of the University Publications Fund. This information is directly related to and needed for the University's Publications Fund program and will be used to review and make a decision about applications, administer grants, generate grants reports from an electronic database. If you have any questions about the collection and use of this information, contact the Director, Research Services at 778-782-5457.

I declare the information contained in this application is accurate and complete to the best of my knowledge and that the funds are required to support the publication named above. I agree to abide by the conditions specified in the Guidelines of the University Publications Fund.

Save as Draft

Submit Application

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.

UPF Rapid Response Proposal Details 4

Upload Files ▾

Contractual Agreement with the Press * indicates required
Please attach a copy of the fully signed publication agreement with the press to this application. If one is not available, please provide a justification above.

File Input: no file selected

Peer Reviews or Assessors' Reports
Please attach a copy of any peer reviews or assessors' report for your publication. If peer reviews or assessors' report(s) are not available, please provide a justification above.

File Input: no file selected

***UPF Chair's Evaluation**
Please attach a signed and dated copy of your Chair's Evaluation of your application. Incomplete evaluations will not be considered.

***File Input:** no file selected

***UPF Rapid Response Budget Form**
Please complete and attach a Rapid Response Budget Form.

***File Input:** no file selected

Save or Submit Your Application

Click the Save as Draft button if you would like to return later to complete your application (below left).
Click the Submit Application button when you are ready to submit your application (below right).

Add Other Email Addresses for Notifications
Use the form below to have other email addresses included on all communications.
Enter recipient(s) email address(es):

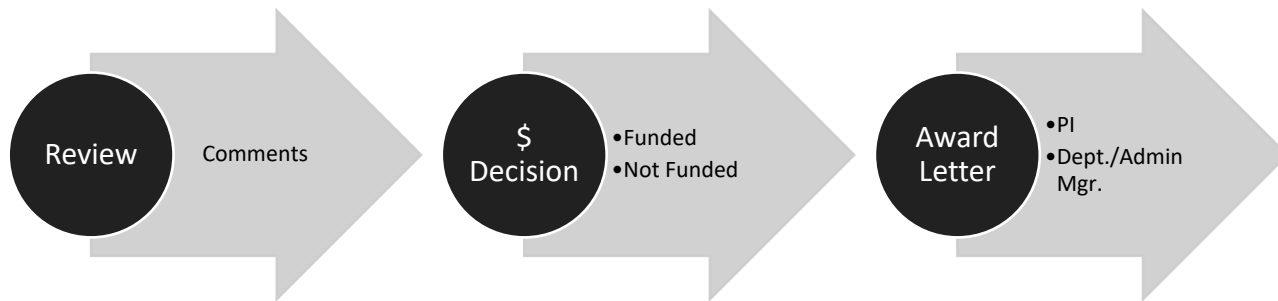
Separate email addresses with commas

Declaration
 The information on this form is collected under general authority of the University Act (R.S.B.C. 1979, c.419) and according to the Guidelines and Terms of Reference of the University Publications Fund. This information is directly related to and needed for the University's Publications Fund program and will be used to review and make a decision about applications, administer grants, generate grants reports from an electronic database. If you have any questions about the collection and use of this information, contact the Director, Research Services at 778-782-5457.

I declare the information contained in this application is accurate and complete to the best of my knowledge and that the funds are required to support the publication named above. I agree to abide by the conditions specified in the Guidelines of the University Publications Fund.

- 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?



Contact/Questions

ORS@SFU.CA