

The screenshot shows the top navigation bar with the IU logo and 'INDIANA UNIVERSITY' text. Below the navigation, there's a main heading 'Internal Grants Competitions Administered by VPR, OVCR, and OVPR' and a large Psi symbol graphic. To the right, there's a 'More Information' section with links to 'IU Research Offices' and contact information for the Vice Provost for Research, Vice Chancellor for Research, and IU Research Gateway.

1. Navigate to the Indiana University InfoReady website at [iu.infoready4.com](http://iu.infoready4.com). You may access the site directly or reach it through the internal funding pages on the Office of the Vice Provost for Research, Office of the Vice Chancellor for Research, and IU Research Gateway websites.

Title	Due Date	Organizer	Category	Award Cycle
IUPUI Arts and Humanities Internal Grant (IAHI)	10/03/2016	Indianapolis	Arts and Humanities	Fall 2016
Funding Opportunities for Research Commercialization and Economic Success (FORCES)	06/30/2017	Indianapolis	Commercialization	FY 2016-17
Biomedical Imaging Support Program (BISP)	06/30/2017	Indianapolis	Imaging	FY 2016-17
Emergency Grant-in-Aid of Research & Creative Activity	06/30/2017	Bloomington	Internal Funding	FY 2016-17
Emerging Areas of Research (EAR)	09/09/2016	Bloomington	Internal Funding	Fall 2016

2. In the grid in the middle of the page, select the title of the grant for which you'd like to apply (highlighted in blue). The link will take you to an information page for that specific grant competition. For most grants, there is a link to program guidelines on the right under the heading "Competition Files".

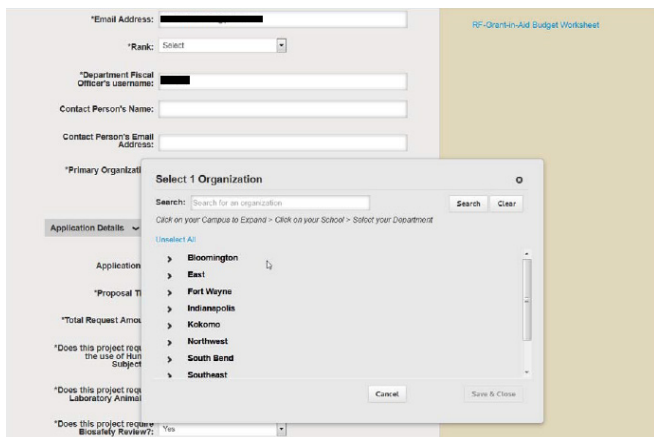


The screenshot shows the application details for the 'Indiana University Collaborative Research Grant (IUCRG)'. It includes the 'Internal Submission Deadline' (Monday, November 7, 2016), a status bar indicating the user has applied 1 time and can submit 98 more applications, and a list of administrators (Jackie Parish, Owner). The category is 'Internal Funding' and the award cycle is 'FY17'. The maximum applications allowed per applicant is 99. A description at the bottom explains the program's goals and submission details.

3. To apply, click the white "Apply" button at right.

4. Log in. You can click the blue Indiana University Weblogin button to login with your IU CAS authentication or complete the steps under "Login for Other Users."

5. Complete the online application form. An asterisk (\*) indicates a required field, other fields are optional.



6. In the Personal Details section, click the white “Add Organization” button and wait for the “Select 1 Organization” screen to appear. Click your campus, click your school, check your department or center, then click “Save and Close”.

7. There is a 750-character limit on the required proposal abstract.

8. You will be instructed to upload specific required application materials such as project description, budget justification, etc. You may want to look through the application first and note the documents you will need to complete your submission.

9. Most grants require you to download and complete a budget worksheet (an Excel spreadsheet). A link to this worksheet is in the column on the right. The completed budget worksheet is a required document to be uploaded to your application.

10. Letters of support are required and can be uploaded to your application or sent via email to the address specified in the description.

11. At the bottom of your application, you can click “Save as Draft” or “Submit Application.” To access a saved application, go to the IU InfoReady website, log in (top right), click APPLICATIONS in the horizontal navigation bar at top, then click the blue linked title of your application in list that appears. This will take you to the grant information page. Click “My Application” on the right to open your saved application.

