



CRC InfoReady Reference Guide: Approver Walk-Thru

Welcome to the CRC's InfoReady Reference Guide to clarify the steps needed for faculty members in the role of Proposal "Approver". Approvers are Deans and Department Chairs. You will have read-only access to the proposal in the form of a PDF, including the application information, CVs for the grant PI/Co-PI(s), an abstract, proposal, and any additional documentation provided.

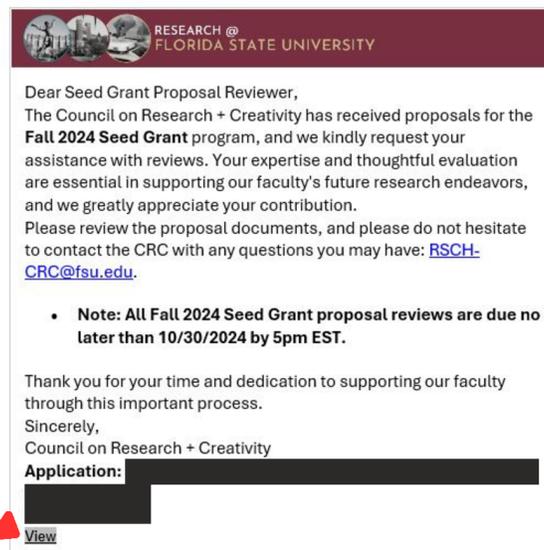
After reading over the proposal, you will be prompted to either "Approve" or "Do not Approve" the proposal. Once this is completed (and approved), the proposal will progress to the CRC review committee.

Notifications:

You will receive a notification when a proposal is submitted for a faculty member in your department, when an approval is needed, and if the proposal is awarded or declined. If there are any issues with these notifications, please contact the CRC Program Coordinator: SBCore@fsu.edu.

Step 1: Email Notification from support@inforeadyreview.com stating a proposal Approval is needed. Click the link below the notification to "view", and it will transfer you to the InfoReady homepage.

Click "View" to be transferred to the FSU InfoReady homepage.



You can also access your approvals by going directly to the FSU InfoReady website:

<https://fsu.infoready4.com/>

Step 2: Sign into the FSU InfoReady Grant Submission Portal. The portal will use the FSU's SSO login.

The screenshot shows the top navigation bar with the FSU logo and 'RESEARCH @ FLORIDA STATE UNIVERSITY' text. Navigation links include 'HOME' and 'CALENDAR'. On the right, there are links for 'Log In' and 'Help'.

The main content area is divided into two columns. The left column contains two login sections:

- Login for Florida State University Users:** This section instructs users to use their FSU user name and password. A red arrow points to a blue button labeled 'Florida State University Login'.
- Login for Other Users:** This section is for users with accounts but not part of FSU. It includes fields for 'Email Address' and 'Password', a 'Forgot your password?' link, a 'Remember Me' checkbox, and a 'Log In' button. Below this is a 'Register' button with a right-pointing arrow.

The right column has a gold background and is titled '2024/2025 Grant Proposal Submission Deadlines'. It states that for the 2024/2025 Academic Year, the deadlines are as follows:

- Competitive Proposal Programs:**
 - EIEG Grant:
 - Fall 2024: 9/26/2024
 - Spring 2025: 3/6/2025
 - Seed Grant:
 - Fall 2024: 9/26/2024
 - Spring 2025: 3/6/2025
 - FYAP Grant: 10/17/2024
 - SRS Grant: 11/21/2024
 - SGP: Ongoing Monthly Awards
 - AHPEG: 12/19/2025
- Honorary Recognition Programs:**
(Nomination deadline: 12/19/2024)
 - Developing Scholar Award (DSA)
 - Distinguished Research Professor (DRP) Award
 - Developing Specialized Faculty (DSF) Award
 - Distinguished University Scholar (DUS) Award

At the bottom of the right column, it says: 'Questions? Please email the CRC Program Manager: RSCH-CRC@fsu.edu'

Step 3: Review the instructions from administrator, and click the link for the PDF. The PDF version of the application is easier to read than the web-based version (InfoReady wants to put all the application information in a single column, which is hard to read).

Review the proposal documents, then choose to “Approve” or “Do not Approve” the application. Any comments you have about the application can be put in the text box provided, but are not necessary.

The screenshot shows a web application interface for reviewing a proposal. At the top, there is a navigation bar with 'HOME', 'REVIEWS', 'APPLICATIONS', 'PROGRESS REPORTS', and 'CALENDAR'. The user is logged in as 'Hello, Michael' with links for 'Sign Out' and 'Help'. The main content area displays the application details for '(TEST - DO NOT USE) Small Grants Program (SGP): Application Review'. A 'PDF' button is visible next to the application title. Below the title, the applicant information is shown: 'Applicant Name: [REDACTED]', 'Application Title: [REDACTED]', 'Application ID: 000051', and 'Review Deadline: Saturday, September 7, 2024 at 6:59 pm'. A 'Show Application Details' button is present. The 'Instructions from administrator' section includes a message from the Council on Research + Creativity (CRC) and a request for approval. The 'Approve' radio button is selected. A text box for comments is provided with a rich text editor. At the bottom, there are 'SAVE AS DRAFT' and 'SUBMIT REVIEW' buttons. Red arrows point to the 'PDF' button, the 'Approve' radio button, and the 'SUBMIT REVIEW' button.

Then click “Submit Review” once you’re done.

A green box will appear that says, "Your review was submitted!"

RESEARCH @ FLORIDA STATE UNIVERSITY

Hello, Michael | Sign Out | Help

HOME REVIEWS APPLICATIONS PROGRESS REPORTS CALENDAR

Your review was submitted!
Thank you for taking the time to review and provide feedback on this application.

(TEST - DO NOT USE) Small Grants Program (SGP): Application Review PDF

Applicant Name: [REDACTED]
Application Title: [REDACTED]
Application ID: 000051
Review Deadline: Saturday, September 7, 2024 at 6:59 pm

To start your review, click "Show Application Details" below to view the application.

Show Application Details <

Instructions from administrator:
Dear College Dean or Dean Approver,
The Council on Research + Creativity (CRC) has received a new **Small Grants Program (SGP)** application from a faculty member in your department. Your endorsement is essential to ensure the proposal aligns with the University's strategic goals and complies with institutional policies.
Please review the proposal documents, and confirm your approval by indicating "Approve" or "Do Not Approve" on this notification.
• For any questions, please contact the CRC at: RSCH-CRC@fsu.edu.
Sincerely,
Council on Research + Creativity

* indicates required

*Please indicate whether you "Approve" or "Do Not Approve" this proposal:
 Approve Do Not Approve

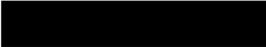
*If you have any comments for the CRC about this proposal, please include them here::

[Rich Text Editor]

Your proposal approval is complete! Thank you! If you have any questions about this process, or any issues with the InfoReady system, please contact the CRC Program Coordinator: SBCore@fsu.edu.

Also, if you would like to see an example of the PDF application, please see the following pages.

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Application Summary

Competition Details

Competition Title: (TEST - DO NOT USE) Small Grants Program (SGP)

Category: Council on Research + Creativity

Cycle: 2024 - 2025

Application Information

Application Title: [REDACTED]

Application ID: 51

Personal Details

Grant PI First Name: [REDACTED]

Grant PI Last Name: [REDACTED]

ORCID: [REDACTED]

Email Address: [REDACTED]

Proposal Title: [REDACTED]

Award Period: 1-2

Amount Requested: 5

Permission Statement: Yes

**Nonfaculty Support/Non-1
Students/Non-Ranked
Faculty::**

**Nonfaculty
Support/Graduate
Students::** 1

**Nonfaculty
Support/Undergraduate
Students::** 1

**Nonfaculty
Support/Post-doctoral
Associates::** 1

**Credit Distribution by
Department/Credit
Distribution % (Primary):** 1

**Credit Distribution by
Department/Add
another department to
receive credit?:** Yes

**Select all applicable
certifications for this
project./Section3/Certific
ations:** No Certifications Needed

Conflict of Interest?: No

Please list the investigator(s) who have a conflict of interest, and a brief explanation of the conflict.:

[REDACTED]

Project Spending None

Authorization/Project Spending Authorization:

Contacts for Notifications/Department Contact List: AAA Test Department (000000): sbcore@fsu.edu

Contacts for Notifications/Add Contacts for Notifications: sbcore@fsu.edu

Small Grants Program (SGP) - Questions/(1.) Describe the project or issue to be accomplished with this funding request; content must include clear evidence that the majority of the creative or scholarly work has been completed.

[REDACTED]

Small Grants Program (SGP) - Questions/(2.) Describe the methods that will be undertaken during the award period, including scientific or creative objectives, data or materials to be used, and methods of analysis or performance of the project. This should be clearly understandable by those not in the PI's field.

[REDACTED]

Small Grants Program (SGP) - Questions/(3.) Describe how these funds and the completion of the proposed project will enhance your current prospects for future external support and/or funding.

[REDACTED]

Terms + Conditions Acknowledgement: I have thoroughly read and agree to adhere to the CRC's Standard Terms and Conditions of Award.

Application Details

Keywords: DI_SPEECHANDLANGUAGE - Speech and Language Disorders

Arts + Humanities Program Enhancement Grant (AHPEG) - Budget Sheet

GRANT BUDGET	\$20,000
TOTAL AMOUNT FROM SECTION A-D	\$15,600

SECTION A: PERSONNEL SALARY	AMOUNT
List all personnel employed at FSU. Do not include non-FSU employees, such as personnel at other organizations or consultants. Each person's role on the project should be identified. OPS personnel should be budgeted using an hourly rate.	
• PI Salary is not allowed.	
Other Personnel Salary (GA, Undergrad, Post-Doc, Technician, etc. are allowed. Faculty, USPS and A&P are not.)	\$1,500
TOTAL	\$1,500

SECTION B: PERSONNEL TRAVEL	AMOUNT
Travel expenses for all personnel employed at FSU. These expenditures can include conferences, workshops, or other such research meetings that are necessary to carry out the project are generally allowable direct costs. These costs include transportation (airfare, mileage, etc.), lodging, ground transportation, registration fees, and per diem. Travel budgets should be divided into domestic (travel within the contiguous United States, Alaska, Hawaii, Puerto Rico or the U.S. Virgin Islands) and foreign (travel outside of the contiguous United States, Alaska, Hawaii, Puerto Rico, and the U.S. Virgin Islands).	
Domestic (U.S., Alaska, Hawaii, Puerto Rico, or U.S. Virgin Islands)	\$2,000
International	\$500
TOTAL	\$2,500

SECTION C: OTHER DIRECT COSTS	DESCRIPTION OF COST	AMOUNT
Materials and Supplies	<ul style="list-style-type: none"> Supplies that are directly related to the project are generally allowable as direct costs. "Equipment" that costs less than \$5,000 falls within this category. 	\$500
Publication Costs	<ul style="list-style-type: none"> Costs for publication of research results in professional journals as a part of the project dissemination plan are generally allowable as direct costs. Costs of the publication of a book, article or other forms of publication (e.g. exhibits, performances), such as: <ul style="list-style-type: none"> Special costs associated with illustrations, reprint fees, editing and etc. for either an article or book. Other types of equivalent expenses involved in the "publication" of creative works in other media (music, drama, visual arts, electronic arts, etc.). Subventions are not allowed. 	\$500
Consultant Services	<ul style="list-style-type: none"> A consultant is generally an expert advisor who is paid to provide advice, but should not be making decisions for the direction of the research at a fixed rate. Consultant costs are allowable as direct costs as long as it directly benefits the project. If the consultant is an employee of another university, be certain that the consultant is following his or her home institution's consulting policy. The services you include here should be research specific computer services, such as, reserving computing time on supercomputers or getting specialized software to help run your statistics. 	\$8,000
ADP/Computer Services	<ul style="list-style-type: none"> Contractual costs are associated with a vendor that provides a service or good that is routinely provided to the general public and therefore is not unique to the project. Typically the organization is for-profit and not subject to federal compliance requirements. 	\$2,000
Consortium/Contractual Costs	<ul style="list-style-type: none"> Rent is generally an allowable cost when work is being performed in a space that is not owned by FSU. 	
Rent		
TOTAL		\$11,000

SECTION D: ADDITIONAL OTHER COSTS	AMOUNT
Other costs are not mentioned above can be budgeted as a direct cost as long as they are allowable, allocable, reasonable, and consistently treated, such as:	
<ul style="list-style-type: none"> Honorariums Travel Costs for non-FSU employees Incentives and/or payments for research participants 	
Incentives for research participants	\$600
TOTAL	\$600

CURRICULUM VITAE

INVESTIGATOR NAME: Jill Pable

EDUCATION/TRAINING *(Begin with baccalaureate or other initial professional education, such as nursing, include postdoctoral training and residency training if applicable. Add/delete rows as necessary.)*

INSTITUTION	DEGREE <i>(if applicable)</i>	Completion Date YYY 1986	FIELD OF STUDY
Appalachian State University	B.S.	1993	Housing and Interiors
Florida State University	M.F.A.	2000	Interior Design
University of South Florida	PhD		Secondary Education with emphasis in Instructional Technology

A. Positions

2000–2005	Assistant Professor, Department of Design, California State University
2008–2013	Associate Professor, Department of Interior Design, Florida State University
2011–present	Director of Graduate Studies, Department of Interior Design, Florida State University
2013–present	Professor, Department of Interior Design, Florida State University

B. Selected publications related to the proposal

Invited Journal Articles

Pable, J. B. (2014). Research on the homeless population: the particular utility of case study methodology. *Journal of Systemics, Cybernetics and Informatics*.

Pable, J. B. (2009). Homeless Shelter Facilities: The Importance and Challenge of Instilling Temporal Confidence. *IN.form Journal of Architecture, Design and Material Culture*, 9, 7-12.

Pable, J. B. (2007). Homeless Shelters: Optimistic design programming through psychological theory. *Psychitecture*, June/July 2007, 4-8. Retrieved from <http://www.psychitecture.com>

Refereed Journal Articles

Pable, J. B. (2013). Possessions and the homeless shelter lived experience: the built environment's

potential role in self-restoration. *Interiors: Design, Architecture, Culture*, 4(3), 267-294.

Pable, J. B. (2012). The homeless shelter family experience: examining the influence of physical living conditions on perceptions of internal control, crowding, privacy, and related issues. *Journal of Interior Design*, 37 (4), 9-37.

Pable, J. B. (2007). Homeless shelter design: a psychologically recuperative approach. *Journal of Interior Design*, 32(3), 93-99.

Pable, J. B. (2006). Leveraging student vision: Beginning designers' potential role in homelessness awareness and community change. *International Journal of Arts in Society*, 1(2), 115 – 120.

Invited Book and Monograph Chapters

- Pable, J. B. (2012). The Just Interior (Issues of Social Justice, Universal Design and ADA). In JoAnn Asher Thompson, & Nancy Blossom (Eds.), *The Blackwell Handbook of Interior Design*. New York, NY: Wiley.
- Pable, J. B. (2009). Social Justice and Interior Design. In Caren Martin, & Denise Guerin (Eds.), *State of the Interior Design Profession* (pp. 8-16). New York, NY: Fairchild Books.
- Pable, J. B., & Waxman, L. (2011). The importance of interior design professionals' engagement in policy development as a means to effect practical and lasting change for underprivileged individuals. In Dianne Smith, Marina Lommerse, & Priya Metcalfe (Eds.), *Life from the Inside: Perspectives on Social Sustainability and Interior Architecture*. Perth: Pencil and Paper, IA Publication Series 1. Second edition as *Perspectives on Social Sustainability and Interior Architecture: Life from the Inside*: Springer (2013).
- Pable, J. B. (2007). Social Responsibility by Design: Interior Design, Graphic Design and Photography Students' Close Encounter with Homelessness. In the California State University Service Learning Faculty Scholar (Ed.), *Race, Poverty and Social Justice* (pp. 123-147). Sterling, VA: Stylus Publishers.

C. Research Support

- Pable, J. (May 2015–May 2016). *Design Solutions for Homelessness: a knowledge resource for architects, designers and others*. Funded by American Society of Interior Designers (national). Total award \$5,000.
- Pable, J. (May 2015–May 2016). *Design Solutions for Homelessness: a knowledge resource for architectural designers and others*. Funded by FSU Council on Research and Creativity. Total award \$15,000.
- Pable, J. B. (Jul 2009–Jul 2010). *Homeless Shelter Family Bedrooms: A study of personal control*. Funded by Florida State University Council for Research and Creativity (Developing Scholar Grant). Total award \$10,000.
- Pable, J. B. (Jan 2008–Jan 2009). *Homeless Shelter Cradle Prototype*. Funded by Florida State University Council for Research and Creativity Small Grant Program. Total award \$2,868.

D. Other data pertinent only to the research or activity proposed

Invited Keynote and Plenary Presentations at Conferences

Pable, J. B. (presented 2010, September). *Art and Design in the Age of Need*. Keynote presentation at Power of Design Event, Appalachian State University, Boone, North Carolina. (Regional)

Patented Inventions (where I served as faculty mentor and acquired grant funds)

McClure, R., & Coyne, S. (2010). *Cradle for Homeless Shelters*. Florida State University (grant). Tallahassee FL.

Review Form

(TEST - DO NOT USE) Small Grants Program (SGP)

Routing Step:	Dean Approval
Application Title:	[REDACTED]
Application ID:	51
Review Deadline:	09/7/2024 6:59 PM

***If you have any comments for the CRC about this proposal, please include them here:**

test comments for CRC

***Please indicate whether you "Approve" or "Do Not Approve" this proposal.:**

Approve

Comments to Administrator:

test admin comments - This is a test only