

# CRC InfoReady Reference Guide: Developing Specialized Faculty (DSF) – Nomination Walk-Thru

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2024/2025 Grant Proposal Submission Deadlines

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## 2024/2025 Developing Specialized Faculty (DSF) Award



Details [Apply Here](#)

### 2024/2025 Developing Specialized Faculty (DSF) Award

#### ▼ Nomination Deadline

Internal Submission Deadline: Thursday, December 19, 2024 at 5:00 pm  
[ADD TO CALENDAR](#)

#### ▼ Details

Administrator(s): Sherry Core (Owner)

Category: Council on Research + Creativity

Cycle: 2024 - 2025

Award Range: Up to \$10,000

Award Notification: April 2025

Award Period: 7/1/2025 - 6/30/2026

Supporting Documents: [DSF Reviewer Guidelines](#)  
[CV Template](#)

#### ▼ Description

### Developing Specialized Faculty (DSF) Award

- This **Developing Specialized Faculty (DSF) award** recognizes the outstanding research and/or creative activity of **eligible Florida State University faculty**.
- This award program recognizes successful FSU specialized faculty members who are several years into their careers, and is intended to identify and honor FSU's future research/scholar/scientist leaders.
- Departments and/or centers are encouraged to nominate **only one** candidate for this award. If multiple candidates are nominated, the Chair, Director, or Dean will be contacted to rank order their candidates (no ties) for reviewers.
- The one-time award amount of **\$10,000** is to be used to promote the awardee's program of research and creativity during the academic year subsequent to the award's presentation.

For more information about the DSF Program, please see the [CRC Internal Funding website](#). If you have any questions, email us at: [RSCH-CRC@fsu.edu](mailto:RSCH-CRC@fsu.edu).

[Apply Here](#)

FSU FLORIDA STATE UNIVERSITY

Florida State University  
QUESTIONS? Email us

Office of Research  
3012 Westcott North Annex  
Tallahassee, FL 32306-1330

InfoReady  
Accessibility

# DSF Nomination Application:

At any point in the application, you can click the "PDF" button and it will create a PDF for your application.

## Recommendation:

Before you submit your application, produce the PDF and send it to your department grant team for review.

The screenshot shows the '2024/2025 Developing Specialized Faculty (DSF) Award' application page. At the top, a navigation bar includes 'HOME', 'REVIEWS', 'APPLICATIONS', 'PROGRESS REPORTS', and 'CALENDAR'. Below this, an 'Expand Screen' button with a green icon is highlighted by a red arrow pointing to a callout box that says 'Click here to "Expand Screen".'. To the right, a 'PDF' button is also highlighted by a red arrow pointing to a callout box with a 'Recommendation' to produce a PDF before submission. The main content area is titled '2024/2025 Developing Specialized Faculty (DSF) Award' and includes tabs for 'Details', 'Applications', and 'Apply Here'. A sub-section 'My Applications >' shows a list of applications, with the current one being 'Developing Specialized Faculty (DSF) Award - Nomination'. The form itself is titled 'Developing Specialized Faculty (DSF) Award - Nomination' and is divided into two main sections: 'Nominator Information' and 'Nominated Faculty Information'. The 'Nominator Information' section includes fields for 'First Name', 'Last Name', 'Employee ID', 'Email Address', and a 'Department' dropdown menu. The 'Nominated Faculty Information' section includes fields for 'Name', 'Employee ID', 'Email Address', and 'Primary Organization', along with an 'Add Primary Organization' button. A 'Page 1 of 1' indicator is visible in the top right corner of the form area.

Expand Screen

Click here to "Expand Screen".

PDF

Recommendation:  
Before you submit your application, produce the PDF and send it to your department grant team for review.

2024/2025 Developing Specialized Faculty (DSF) Award

Details Applications Apply Here

Complete and submit the application below. The personal details 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.

My Applications >

Page 1 of 1

Developing Specialized Faculty (DSF) Award - Nomination

**Nominator Information**  
Enter the information of the individual submitting the nomination.

First Name \* Last Name \* Employee ID \*  
Please provide the full employee ID number, including all zeroes.

Email Address \* Department \*  
Select...

**Nominated Faculty Information**  
Enter the information for the nominated faculty member.

Name \* Employee ID \* Email Address \*  
Please provide the full employee ID number, including all zeroes.

Primary Organization \*

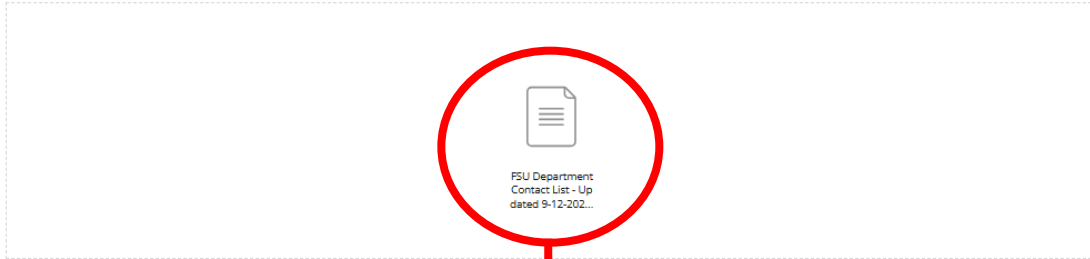
Add Primary Organization

### Notifications

List the email addresses of the people you would like notified about the status of this nomination.

### FSU Department Contact List

Please search for your department on the FSU Department Contact list, and copy all the email addresses in your department. Then paste them in the "Add Contacts for Notifications" field below. All email addresses should be separated only by a comma, and no spaces.



### Add Contacts for Notifications \*

Please copy and paste all of the email addresses listed in the "Department Contact List" above, and also include the email addresses of any additional individuals you would like contacted about the progress of this submission. Contacts will receive all notifications you receive. Note: Separate email addresses with commas, no spaces.

Separate email addresses with commas

### FSU Department Contact List:

For your grant application, please copy only the email addresses, separated by a comma and no spaces between the addresses. Then paste them in the "Add contacts for notifications" section of the grant application. The people on this list will receive all the notifications you do about the status of your grant application.

Center for Ocean Atmospheric Prediction Studies (059000): echassignet@fsu.edu,tlogan@fsu.edu

University Libraries (066000): getschmaier@fsu.edu

Earth, Ocean & Atmospheric Science (069000): rhart@fsu.edu,tlogan@fsu.edu

College of Arts & Sciences (070000): tlogan@fsu.edu

Geophysical Fluid Dynamics Institute (071003): kspeer@fsu.edu,tlogan@fsu.edu

Anthropology (072000): Mark.mccoy@fsu.edu,tlogan@fsu.edu,mcarlisle@fsu.edu

Anthropology Sponsored Projects (072004): Mark.mccoy@fsu.edu,tlogan@fsu.edu,mcarlisle@fsu.edu

Institute of Molecular Biophysics (073002): hongli@sb.fsu.edu,tlogan@fsu.edu

Biological Science (074012): haupt@bio.fsu.edu,tlogan@fsu.edu

Chemistry and Biochemistry (075000): yang@sb.fsu.edu,tlogan@fsu.edu

Classics (076002): tstover@fsu.edu,tlogan@fsu.edu,khawkins@fsu.edu

**Uploads**

Upload the files described in each section.

**Letter of Nomination \***

Letter of Nomination file should also include the Nominator's 2-page CV. Note: 1 File limit for this section. Please attach file as a .pdf.

Drag and drop a file here or click the button below to select a file to upload.

 [Select File](#)

**Internal Letters of Endorsement**

Internal Letters must be from the Nominee's "home" Department Chair and Dean. If the Nominator is also the Nominee's Department Chair, the previous Chair may submit the Internal Letter in the place of the current Chair. Note: 3 File limit for this section. Please attach files as a .pdf.

**Internal Letter 1 \***

Drag and drop a file here or click the button below to select a file to upload.

 [Select File](#)

**Internal Letter 2 \***

Drag and drop a file here or click the button below to select a file to upload.

 [Select File](#)

**Internal Letter 3**

Drag and drop a file here or click the button below to select a file to upload.

 [Select File](#)

**External Letters of Endorsement**

External letters must include a separate paragraph of qualifications and a 2-page CV for each endorsement. Letters must be dated from within the last 24 months. Note: 3 File limit for this section. Please attach files as a .pdf.

**External Letter 1**

Drag and drop a file here or click the button below to select a file to upload.

 [Select File](#)

**External Letter 2**

Drag and drop a file here or click the button below to select a file to upload.

 [Select File](#)

**External Letter 3**

Drag and drop a file here or click the button below to select a file to upload.

 [Select File](#)

**Description of Research and Creative Activity \***

A clear, complete, and non-technical description of a systematic program of research and creative activity which includes a summary of what has been accomplished during the previous five to six years. Note: 1 File limit for this section. Please attach file as a .pdf.

Drag and drop a file here or click the button below to select a file to upload.

 [Select File](#)

**Description of Future Direction \***

A description of future direction, goals, and anticipated accomplishments comprised of the nominee's research and/or creativity program. Note: 1 File limit for this section. Please attach file as a .pdf.

Drag and drop a file here or click the button below to select a file to upload.

 [Select File](#)

**Nominee's Curriculum Vitae \***  
 The nominee's vitae should be current, concise, and complete. It should contain reasonable documentation of grants, awards, publications, exhibitions, and performances (i.e. dates, locations, page numbers, co-authorship, publication status). Indicate with an asterisk (or by some other means) those publications or presentations that were selected through a formal independent referee or competitive process, or that are invitational opportunities tantamount to awards or honors (i.e. invitation to participate in the Paris Biennale). Note: 1 File limit for this section. Please attach file as a .pdf.

**List of additional material**  
 A list of additional materials or websites may be submitted that would lend support to the candidate's nomination. The CRC does not want articles or books submitted, but reserve the right to call for these if needed in determining the final selections. Note: 1 File limit for this section. Please attach file as a .pdf.

Drag and drop a file here or click the button below to select a file to upload.  
 Select File

Drag and drop a file here or click the button below to select a file to upload.  
 Select File

Save as Draft

To save your progress, click "Save as Draft". Otherwise, no changes will be saved.

Preview

Click "Preview" to review your application before submission.

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 QUESTIONS? Email us

Office of Research  
 3012 Westcott North Annex  
 Tallahassee, FL 32306-1330

## Preview:

**List of additional material**  
 A list of additional materials or websites may be submitted that would lend support to the candidate's nomination. The CRC does not want articles or books submitted, but reserve the right to call for these if needed in determining the final selections. Note: 1 File limit for this section. Please attach file as a .pdf.

No file chosen

Clicking "Edit" will return you to the application to make any changes you need. Click "Submit" once completed.

Edit

Submit

Save as Draft

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# Leaving without Saving:

If you try to leave the page without saving, it will warn you. Make sure to click the "Save as Draft" button at the bottom left corner of the application.

The screenshot shows the top navigation bar with 'HOME', 'REVIEWS', 'APPLICATIONS', 'PROGRESS REPORTS', and 'CALENDAR'. A modal dialog box from 'fsu.infoready4.com' is displayed, stating 'The changes you made will be lost if you navigate away from this page.' with 'OK' and 'Cancel' buttons. Below the dialog, the page title is '2024/2025 Developing Specialized Faculty (DSF) Award'. There are tabs for 'Details' and 'Applications', with 'Apply Here' under 'Applications'. A small 'PDF' icon is visible on the right. A footer section contains the text: 'Complete and submit the application below. The personal details 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.' and a link for 'My Applications >'.

# Your Application History:

Any CRC applications you submit during the Fall 2024 term and after will show on this tab.

The screenshot shows the 'APPLICATIONS' tab selected in the top navigation bar. The main heading is 'Your Applications' with a search icon. Below the heading, there is explanatory text: '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.' and a status message: 'You have no applications at this time.' The footer contains the FSU logo, contact information for the Office of Research (3012 Westcott North Annex, Tallahassee, FL 32306-1330), and the InfoReady Accessibility logo.