

CRC InfoReady Reference Guide:

How to Designate a Proxy

If you would like to have a member of your department grant team review or submit a proposal on your behalf, you can designate them as a proxy in InfoReady. The option to designate a proxy can be found in your InfoReady profile, and will set the designated proxy as a person who can start an application, continue an application, enter information, provide document attachments, review, and submit the application all on your behalf.

Below you will find the steps to designate a proxy in InfoReady, and what the experience looks like acting as a proxy. If you need further assistance, please contact the CRC Program Coordinator: RSCH-CRC@fsu.edu.

For a faculty member to designate a proxy, they will need to follow these steps:

The grant PI (faculty member submitting the grant application) will need to log into their InfoReady profile at: <https://fsu.infoready4.com/>

Florida State University Login

Welcome to the CRC Grant Submission Portal!

Welcome Michael. Here is what is new:

- You have one Review due. x
- You have a draft Application. x



The Council on Research + Creativity (CRC) promotes research and creative activity at Florida State University - across all disciplines and their intersections - by sponsoring competitive internal grant programs and merit-based honorary awards, and by serving as an advisory body to the Vice President for Research. For more information, please visit the [CRC Internal Funding website](#).

Search:

Title	Due Date	Organizer	Category	Cycle
		All	All	All
2024/2025 Arts & Humanities Program Enhancement Grant (AHPEG)	12/19/2024	Competitive Internal Funding	Council on Research + Creativity	2024 - 2025
2024/2025 Developing Scholar Award (DSA)	12/19/2024	Competitive Internal Funding	Council on Research + Creativity	2024 - 2025

2024/2025 Grant Submission Deadlines

Click on your name at the top right corner to open your profile settings.

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

Questions? Please email the CRC Program Manager: RSCH-CRC@fsu.edu

User Profile

* indicates required

*First Name:

*Last Name:

ID:

*Email Address:

Email Alias:

Phone Number:

Title:

This is your user profile.

Campus:

School:

Primary Organization:

Secondary Organization:

Degree:

Major:

*Roles: Reviewer

Account Created: Tuesday, July 9, 2024 at 5:51 pm

Last Updated: Monday, September 16, 2024 at 8:04 pm

Source(s): Self-Reported



Click here to "Add a Proxy".

Designate an Applicant Proxy

You can designate an applicant proxy who can submit an application on your behalf.

You don't have any assigned proxies.

Enter the email address for the person you would like to designate as your proxy.

It will need to be the proxy's FSU SSO email address, not an additional email designated by their department.

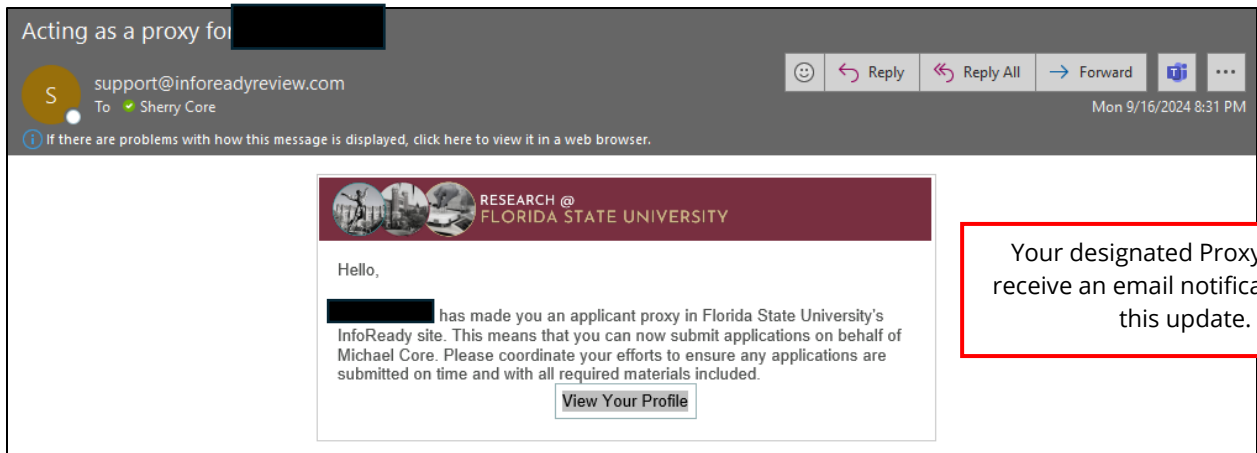
For example:
 Yes: JSmith@fsu.edu
 No: John.Smith@med.fsu.edu

Designate an Applicant Proxy

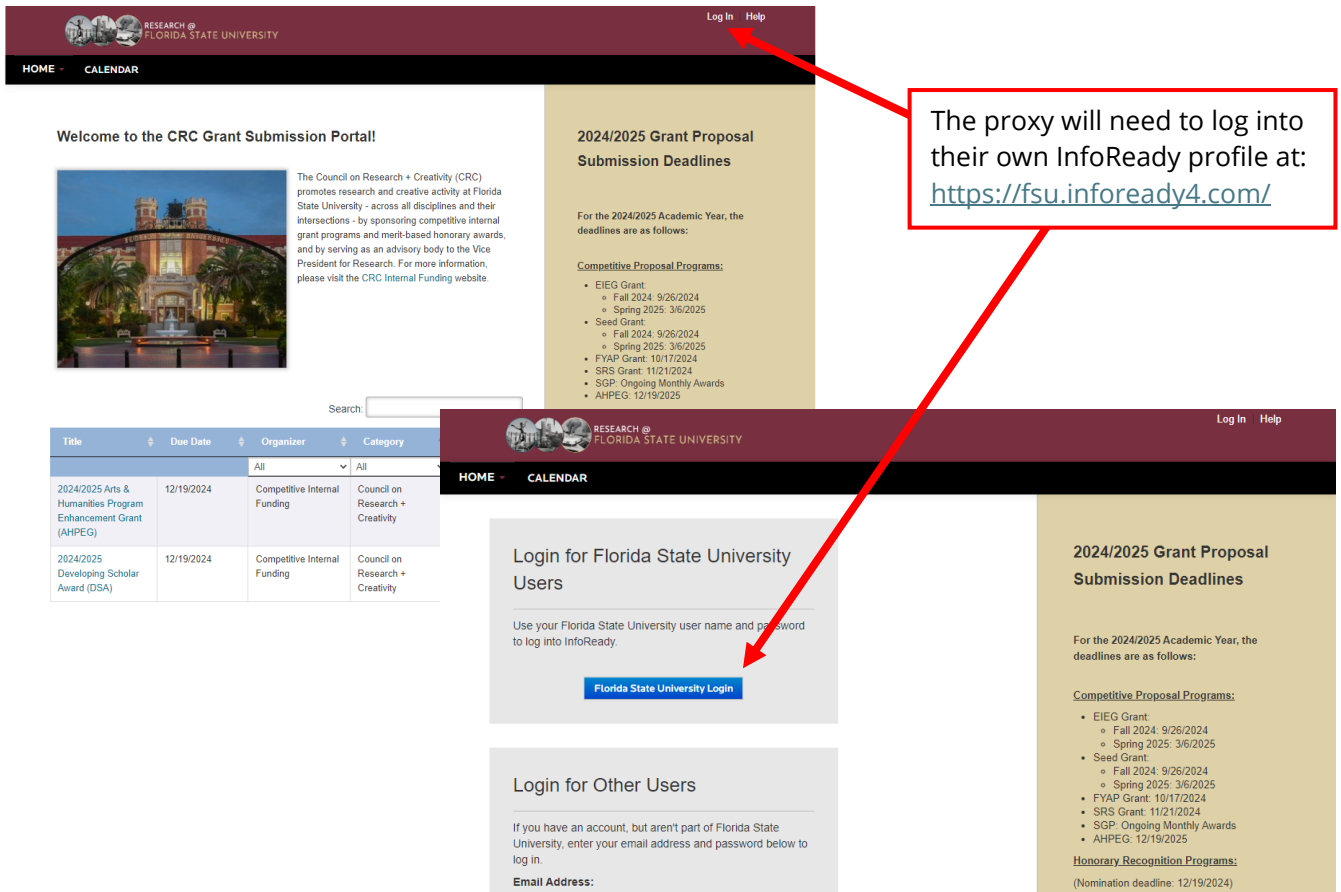
You can designate an applicant proxy who can submit an application on your behalf.

sbcore@fsu.edu has been added as your Applicant Proxy. Email is on its way to the email address you entered.

Proxy	Assigned By
sbcore@fsu.edu	[REDACTED]



As a proxy, this will be your experience in InfoReady:





Welcome to the CRC Grant Submission Portal!



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2024/2025 Developing Specialized Faculty (DSF) Award	12/19/2024	Competitive Internal Funding	Council on Research + Creativity	2024 - 2025

2024/2025 Grant Proposal Submission Deadlines

For the 2024/2025 Academic Year, the deadlines are as follows:

Competitive Proposal Programs:

- EIEG Grant:

If there is a started application, click on the grant program the faculty member is applying for.

(Nomination deadline: 12/19/2024)

- Developing Scholar Award (DSA)
- Distinguished Research Professor (DRP) Award
- Developing Specialized Faculty (DSF) Award
- Distinguished University Scholar (DUS) Award

Questions? Please email the CRC Program Manager: RSCH-CRC@fsu.edu



Fall 2024 Seed Grant



Details **Apply Here** **Apply Here as Proxy**

Fall 2024 Seed Grant

▼ Deadline

Internal Submission Deadline: Thursday, September 26, 2024 at 5:00 pm
[ADD TO CALENDAR](#)

▼ Details

Administrator(s): Sherry Core (Owner)

Category: Council on Research + Creativity

Cycle: Fall 2024

Number of Applications Allowed Per Applicant: Unlimited

Award Range: Up to \$100,000

Award Notification: December 2024

Fall 2024 Award Period Start Date: 2/1/2025 - Faculty may choose the award period for their project, up to 24 months from the stated Award Period start date.)

Supporting Documents: [Seed Grant Reviewer Guidelines](#)
[Seed Grant Proposal Template](#)
[CV Template](#)
[Seed Grant Budget Form](#)

▼ Description

Seed Grant Program

The Seed Grant program provides funding for a new direction or continuing early support of existing research or creative activity, with the expectation that this assistance will lead to the application for external funding or support within one year of the completion of this award.

'Continuing early support' in this context is defined as having received support for one or more components of the work defined in the award application.

Additionally, the Seed Grant program strongly encourages multidisciplinary research with transformative ideas and concepts, and will lead to new programs of research or creative activity.

Please review the [Seed Program: Request for Proposal](#) page on the Research website for more information about this program.

Click "Apply Here as Proxy".

Apply Here **Apply Here as Proxy**



Expand Screen

2024/2025 Arts & Humanities Program Enhancement Grant (AHPEG)

PDF ?

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.

Tracy Ippollo started 1 applications for 2024/2025 Arts & Humanities Program Enhancement Grant (AHPEG) and has not submitted any. Tracy may submit up to 999 applications. Apply Again

Select Applicant Proxy

Applying as a Designated Proxy for an Applicant

I am applying as a Designated Proxy on behalf of the following Applicant:

Name:

*Select Application:

New Application

Select the name of the person you will be applying for.

* indicates required

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General Information

Proposal Transmittal

Project Spending Authorization, Named Faculty Approvals and Notifications

Curriculum Vitae

Abstract

Budget

General Information

Primary Investigator (PI) First Name *	Primary Investigator (PI) Last Name *	PI Employee ID * Please provide the full employee ID number, including all zeroes.
<input type="text"/>	<input type="text"/>	<input type="text"/>

Expand Screen

2024/2025 Arts & Humanities Program Enhancement Grant (AHPEG)

PDF ?

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.

Tracy Ippollo has started 1 applications for 2024/2025 Arts & Humanities Program Enhancement Grant (AHPEG) and has not submitted any. Tracy may submit up to 999 applications. Apply Again

Select Applicant Proxy

Applying as a Designated Proxy for an Applicant

I am applying as a Designated Proxy on behalf of the following Applicant:

Name:

*Select Application:

New Application

New Application

Title not specified - 09/17/2024 14:50:15 (Draft)

Choose the started application from the drop-down menu.

Page 1 of 8

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Primary Investigator (PI) First Name *
<input type="text"/>

You can also choose to start a new application if one has not yet been started.

The proxy will have all the same abilities as the faculty member to start, enter information, attach documents, and submit the application. They will also receive notifications about the proposal as it progresses through the review process.