

How to Submit a New Proposal in InfoReady

Portal Link:

<https://tamu-health.infoready4.com/#freeformCompetitionDetail/1983090>

Step 1: Access the Portal

1. Click the link above.
 2. If not already logged in, click the **“Login”** button in the top right corner.
 3. Choose **Texas A&M SSO Login** and enter your NetID credentials.
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Step 2: Select the Submission Opportunity

1. From the homepage or direct link, locate the opportunity titled:
"SPH New Proposal Submission – Office of Research"
 2. Click on the **opportunity title** to open the full details.
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Step 3: Review Guidelines and Instructions

1. Read the description, eligibility, and required documents carefully.
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Step 4: Begin Your Application

1. Click the **“New Proposal Submission”** button in the bottom left corner of the opportunity page.
 2. A new form will open prompting you to complete the application.
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Step 5: Complete the Application Form

1. Enter all required information, including:
 - PI/Co-PI details
 - Proposal title

- RFA link or attachment
 - Submission deadline
 - Budget amount
 - Any additional information requested by the SPH Office of Research
2. Upload all **required documents** (e.g., budget, abstract, sponsor guidelines).
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Step 6: Review and Submit

1. Carefully review all entries for accuracy and completeness.
 2. Click **“Submit”** at the bottom of the application form.
 3. You will receive a confirmation email once submitted.
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Step 7: Track Your Submission

- After submission, you can monitor the progress and status by logging into the portal and viewing your **“Applications”** tab.
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Need Help?

For questions or assistance with your submission, please contact:

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