PEER SPOTLIGHT

with

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infoReady

Create.
Collect.
Review.
Track.
Decide.
Report.

InfoReady **is the all-in-one platform for higher education's selection and approval processes.**

So Many Ways to Use InfoReady

GENERAL GRANTS & RESEARCH
- Internal Grants
- Seed Grants
- NIH Limited Submissions
- NSF, NIH, Foundation and Corporate Limited Submissions
- CFR-Endowed Research
- No-Cost Extensions
- Equipment Repair Approvals
- Accelerator Prizes & Awards
- Cost Share Requests

TECHNOLOGY TRANSFER
- Translational Research Decisions
- Technology Licensing Decisions
- Startup-Spinoff Decisions
- Approval of Patent Pursuits

FACULTY
- Tenure Decisions
- Student-Nominated Awards
- Research Awards
- University Senate
- Honorary Degree Decisions
- Sabbatical Decisions
- Classroom Grants
- Outside Employment Forms
- Fellowships

ADMINISTRATION
- Routine Approval
- Routing Approval of Major Expenses
- Review of Strategic Decisions
- Pandemic Re-Openings
- Institute/Center Annual Reports

RESEARCHERS & GRADUATE STUDENTS
- Fellowship

Selections
- Pre-doc Fellowships
- Dissertation Reviews

STUDENTS
- Scholarship Decisions
- Honors Program
- Admissions Program
- Admission Decisions
- Student Research Competitions
- Undergraduate Research Grants
- Undergraduate Fellowships
- Student Scholar Awards
- Poster Competitions

STUDENT SUCCESS & DIVERSITY
- Student Advising Processes
- Student Success Programs
- Student Engagement Programs
- Student Retention

Initiatives
- Residency waivers
- Emergency Funding

PEER REVIEW
- Journal Publication Selections
- Textbook Reviews
- Dissemination Support

THE ARTS
- Fine Arts Competitions
- Performing Arts
- Competitions Arts Programs Admissions
- Film Festival Selections
- Film Festival Jury Awards

CONFERENCES, WORKSHOPS & TRAVEL
- Applications to Attend
- Poster Presentation
- Selections Paper
- Presentation Selections

- Travel Request Approvals
- Travel Grants

OUTREACH PROGRAMS
- K-12 Program Registration
- K-12 Competitive Programs
- High School Programs
- Diversity-Driven Programs

CLASSROOM
- Course Releases
- Course Reviews
- Reassigned Time Approval

GLOBAL & STUDY ABROAD PROGRAMS
- International Agreements
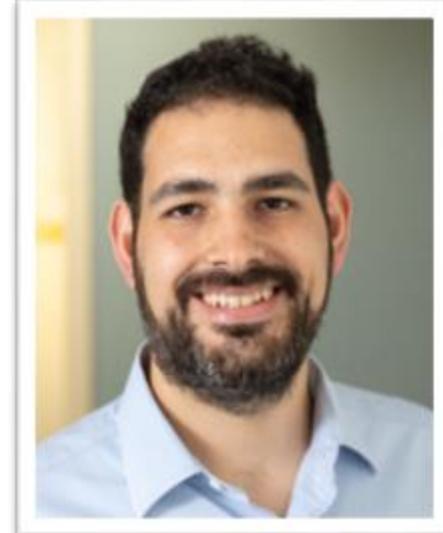- Trip Applications

infoReady™

On Today's Webinar

Amy Gantt
Director of Strategic
Research Development

Mustafa Humayun
Associate Director of Strategic
Research Development

Adrienne Wesolaski
Research Development
Specialist

Carlos Moncada
Director of Client Services
InfoReady

FROM EXCEL TO EXCELLING

Streamlining Limited Submissions, Internal Competitions, and Research Connections through InfoReady

Amy Gantt, Director
Adrienne Wesolaski, Specialist
Mustafa Humayun, Associate Director

Strategic Research Development

Tufts UNIVERSITY | Office of the Vice Provost for Research

STRATEGIC RESEARCH DEVELOPMENT

The SRD team collaborates with investigators, staff, and leadership across the institution to bolster federally funded research and scholarship capabilities through the following initiatives:

- Developing competitive proposals; prioritizing early-career investigator awards and large, complex proposals

- Partnering with units across Tufts to provide capture management of targeted proposals

- Supporting select research-related awards and honorifics

- Overseeing limited submissions and OVPR-sponsored internal funding programs

- Holding grant-related workshops for early-career investigators

- Providing support to OVPR initiatives around research strategy

Contact: researchdevelopment@tufts.edu

WHY WE ADOPTED INFOREADY

TIME and EASE!

- Reduce administrative burden for both limited submissions and internal funding programs
- Reduce email volume, request documents, recruit reviewers, follow up with reminders, and provide official approvals
- Provide administrators, applicants, and reviewers with a single, user-friendly platform
- Allow automated data collection and analysis

LIMITED SUBMISSIONS

PREVIOUS PROCESS: LIMITED SUBMISSIONS

1. Identifying Opportunities:
   - PIVOT, agency/foundation listservs and invitations, other university websites
2. Creating Announcements:
   - Word document template with headers for critical information
3. Identifying Candidates:
   - Two-stage process, with a two-sentence email of intent followed by (if needed) solicitation of a 500-word internal application sent to internal reviewers
4. Communications:
   - All by email! Templates for emails to internal candidates and reviewers at each stage
5. Tracking and Data Collection:
   - A VERY complicated spreadsheet with conditional formatting to alert when various stages are due and to collect data regarding applicants and reviewers

PIVOT INTEGRATION

The most time-saving feature of InfoReady

- Prevents significant manual creation of announcements
- Provides customizable and editable fields to allow announcement of the most important information

Push all the LOI information to a template

- Templates simplify the creation process and create a consistent experience for users

TEMPLATES

Creating templates to either push from PIVOT or create announcement from scratch.

- Ability to edit and customize for each announcement and for each institution's needs

- Hiding feature for the requirements – applicants don't necessarily need to see all requirements available

- For annual (or more frequent) opportunities, previous announcements can be easily updated

A TWO-STAGE PROCESS: CONVERTING FROM LETTER OF INTENT TO COMPETITION

- Because of Tufts' size, many limited submission opportunities do not need an internal competition, so to maximize the time investigators have to prepare their external applications, we use a two-stage process.

- InfoReady allows us to award directly from LOI or to convert to a competition, which requires a full internal application.

COMMUNICATING RESULTS TO APPLICANTS AND TUFTS STAFF

The Tufts process requires that the limited submissions team alert investigators' local research administrators and central pre-award contacts, as well as (for foundations) their Corporate & Foundation Relations representative.

InfoReady allows customization to ensure that internal processes and policies can be followed.

NEXT STEPS: INFOREADY FOR AD HOC REVIEWS

Our 2025 goal: Use the reviewing features for our limited submissions process.

- Ensure reviewers know how to use InfoReady

- Enhance turn-around time

- Provide applicants with useful feedback

INTERNAL FUNDING PROGRAMS

INTERNAL FUNDING PROGRAMS: BUILDING THE PIPELINE

Internal seed funding managed by the OVPR:
- Springboard Research & Scholarship Program
- MUSE: Arts, Humanities, and Humanistic Social Sciences Funding Program

Springboard Research & Scholarship Program

- Two Tracks: Momentum Award (up to $50K); Explore Award (up to $15K)
- Supports high-impact projects with a clear plan for outcomes to increase extramural funding (Momentum Award) and/or to raise Tufts' profile (Explore Award)
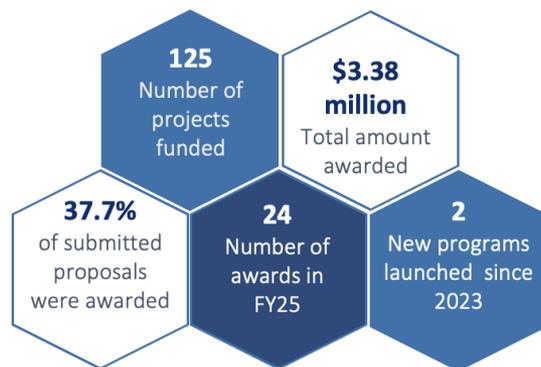
MUSE: Arts, Humanities, & Humanistic Social Sciences Program

- Awards of up to $7,500 are available for faculty-led scholarly or creative projects in fields with limited external funding opportunities

Strategic Role of SRD

- Provides consultations, manages proposal review, and oversees award disbursement and follow-up reports
- Ensures internal awards support successful grant trajectories by aligning internal support and investments with future external opportunities

AT A GLANCE OVPR INTERNAL AWARDS

- **125** Number of projects funded
- **$3.38 million** Total amount awarded
- **37.7%** of submitted proposals were awarded
- **24** Number of awards in FY25
- **2** New programs launched since 2023

Note: RIGs are non-monetary awards that provide recognition and institutional support rather than direct funding.

PREVIOUS PROCESS: INTERNAL FUNDING PROGRAMS

1. Publishing RFPs:
   - Web-based, plus email
2. Accepting Applications:
   - Downloadable template provided to applicants, though adoption and adherence to template were inconsistent, all submitted via email
3. Assigning Reviewers:
   - Manual process involving setting up a RedCap system to collect reviews, in addition to individual emails and follow-ups to reviewers
4. Identifying Awardees:
   - All reviews downloaded and scores added to Excel spreadsheet; manual calculations of scores, standard deviation, and requested budgets
5. Tracking and Data Collection:
   - Emails requesting progress reports and outcomes; ROI calculated manually and with much difficulty in gathering information

TUFTS' INFOREADY FOOTPRINT:
Internal and Intra-Institutional Internal Funding Programs

What we manage today

- **Internal OVPR seed programs:** Springboard Research & Scholarship (Cycle 10: 29 apps; Cycle 11: 56 apps), MUSE (Cycle 2: 16 apps; Cycle 3: 5 apps)

- **Intra-institutional partners:** Tufts Institute of Artificial Intelligence (10 apps), Springboard Education (10 apps), Neuroengineering Pilot Grant Program (new request)

- **Cadence evolution:** Moved from 2x/year to 1x/year as funding landscape shifted

- **Collecting and analyzing outcomes:** Annual and follow-up reporting

- We lead and manage configuration, administration, and continuous improvement for internal programs and limited services for partners.

HOW INFOREADY POWERS INTERNAL SEED PROGRAMS

Configuration highlights

- Standardized application templates per program
- Scoring rubrics embedded for consistent evaluation
- Automated notifications for applicants/reviewers; deadline nudges
- Distributed review setup to balance workload and domain coverage

What it made possible

- Faster, cleaner review cycles and clearer audit trail
- Less admin coordination; fewer versioning errors
- Better applicant experience (predictable, consistent criteria)

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INTRA-INSTITUTIONAL EXPANSION

Right-Sized Service Tiers and Outcomes

Tier A: Full Service (OVPR internal programs). End-to-end setup, communication, review, selection, and reporting

Tier B: Template, Collection, and Distributed Review (Biomedical Engineering, new). Invite-only intake & structured reviewer assignments & scoring

Tier C: Template and Application Collection (Springboard Education, TIAI). Custom intake form, application collection, basic tracking

Outcomes and Adoption

Scale and Reach: 3 internal programs (2 monetary and 1 non-monetary), 2 current external partners, 1 new partner onboarding

Adoption Signals: faculty/units requesting our standard templates; partners returning for subsequent cycles (Springboard Education)

Operational Gains: clearer reviewer coordination and rubric-driven decisions; reduced back-and-forth via automation

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OUTCOMES

MORE TIME, FEWER COMPLAINTS, GREATER COMPLIANCE, BETTER REPORTING

InfoReady has saved an estimated 30% of time for staff members, allowing SRD to take on more strategic activities rather than focusing on administration.

While occasionally users have challenges with using InfoReady – particularly those outside of Tufts University – these are easily resolved with the excellent support InfoReady provides.

InfoReady's "hard" deadlines mean that we have fewer investigators missing deadlines (though by no means is that zero).

InfoReady's platform allows detailed reporting and follow-ups, providing opportunities to provide near real-time results to leadership.

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IN SHORT…

JULIAN RAD

I was right when I told my boss that I hadn't wanted anything more than InfoReady since I begged my parents for a hamster when I was 8 – they did and continue to add to our quality of life!

QUESTIONS?

Want to Attend an Upcoming Webinar?

Register at:

info.inforeadycorp.com/events-webinar-calendar

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To learn more about how InfoReady can help your team, contact:
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