

## **INSTRUCTIONS FOR PREPARING AND SUBMITTING AN APPLICATION USING THE INFOREADY REVIEW SOFTWARE:**

Go to <https://tcu.infoready4.com/#competitionDetail/1755970> (We recommend using Firefox as your browser for this purpose). In the right column of the page, click on “Apply.”

You will be taken to a login screen. The first time you use the software, you will need to click on “register” in the lower right corner of the login screen. Once you have set up your account, the application will open. Follow the instructions within the application for completing your proposal.

You will note that there are word count limits in the text boxes. The box will not automatically prevent you from exceeding the limit, but there is a word counter in the lower right corner of each text box which you can use to judge when you are approaching the limit.

You may type directly into the text box if you like, or you may cut and paste each section from a word document. The word counter will work in either case, so that you can check whether you have exceeded a limit. Text that is pasted into a textbox remains editable until you submit the proposal.

You can save your application as a draft and return to it later if you like, using the login credentials you created when first accessing the software. When you are finished, click on “submit application” and the routing process will begin.

If you submit prior to the deadline of **noon, January 30, 2017**, your proposal will be considered on time and will be reviewed pending timely approval by your chair and dean.