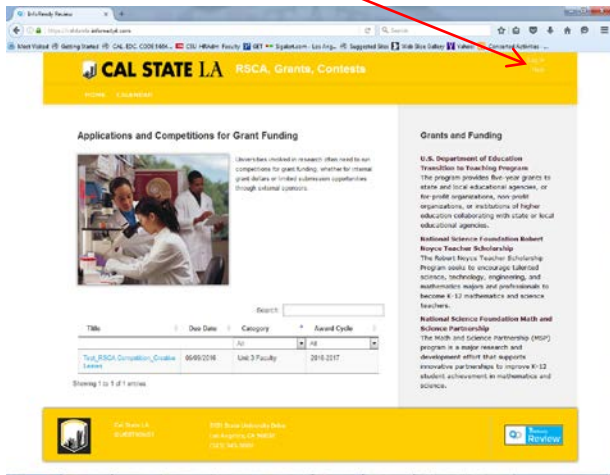


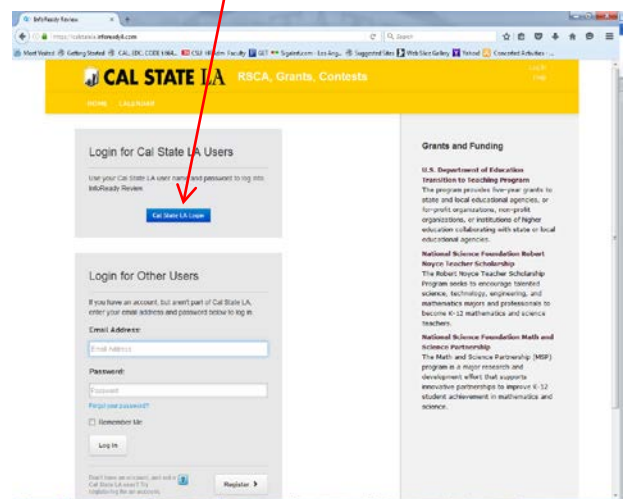
Instructions for Submitting RSCA Award Applications through InfoReady Review

To apply for a Minigrant or Assigned Time Award, go to <https://calstatela.infoready4.com/>

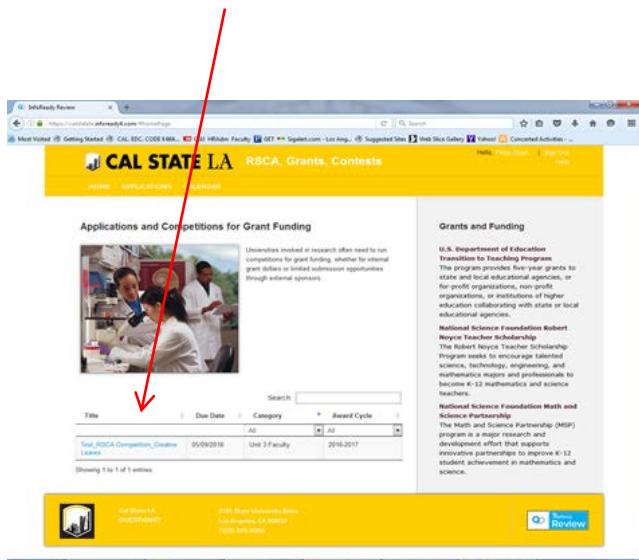
1) First, click on “Log in” in the upper right hand corner of the page:



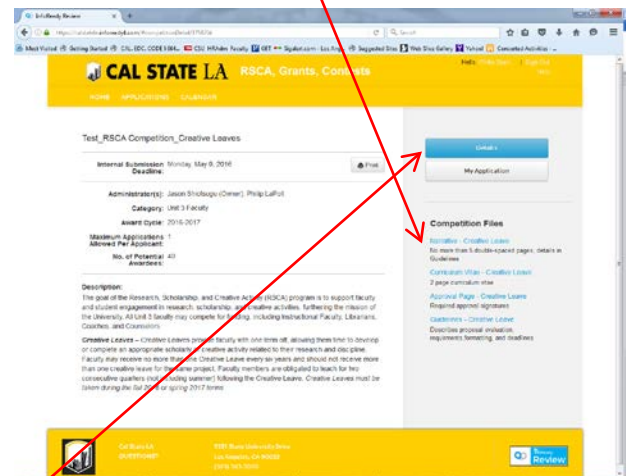
2) Next click on Cal State LA Login button and use your Cal State LA user name and password to log in:



3) Click on the title corresponding to your application (Minigrant or Assigned Time Award):



4) Download competition files (Guidelines, and forms for Approval Page, Narrative, Curriculum Vitae, and Budget, if needed). Complete the appropriate forms and save as pdfs to upload



5) When ready to submit your application, click on My Application.

6) On the Application Form page, fill in information (Primary Organization and Proposal Title) and upload files specified for each competition.

7) Click “Save as Draft” to return later to revise your application, or click “Submit Application” for final submission.

8) After submission, a confirmation email will be sent to your Cal State LA email address.