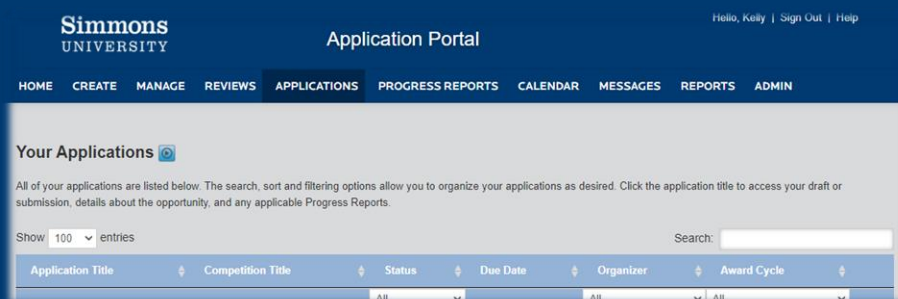


Submitting your proposal through InfoReady

Once you've finished your proposal, OSP will ask you to submit through InfoReady prior to your proposal being submitted to the sponsor. This is an important step and allows your proposal to be reviewed by the appropriate parties and documents internal approvals.

1. Login to [InfoReady](#) using your Simmons SSO
2. Once you login, click "Applications" at the top of the screen.



3. Select the application that you are submitting.
4. Review the information in the application for accuracy and make sure all of the attachments are the final or most recent versions.
5. When you are done reviewing, scroll to the bottom of the application where you will see "Assurances and Certifications." Review the agreement, and click the check box to agree.

Assurances and Certifications

I certify that I do not have any actual, potential or perceived conflicts of interest. If at any time I discover an actual, potential or perceived conflict, and/or if my circumstances change, either because of a change in my or my families financial interests, a change in University activity or any change that could affect the appearance of a conflict, I will immediately notify the Office of Sponsored Programs.

I certify that all those responsible for the design, conduct, or reporting of the proposed program are in compliance with the financial conflict of interest policy
<https://www.simmons.edu/academics/research/sponsored-programs/financial-conflict-interest-policies>

I certify that: (1) in conducting the proposed program, I am familiar with and will adhere to applicable

6. Select "Submit Application."



7. OSP will begin internal routing and will notify you if there are any questions about your proposal.