PLuS Alliance PIIR program – Application Guide

Applications are being processed via InfoReady and this document provides information on:

1. Accessing InfoReady

2. The application form

3. Uploading an attachment

4. Requesting a letter of support from Faculty mentor

5. Saving a DRAFT and submitting an application

6. Notifications

7. Important Dates

The sections contain detailed advice, but as a quick-reference, please see our top tips.

Top tips for creating this application in InfoReady

- Use Google Chrome as your browser
- Allow pop-ups from InfoReady
- Regularly save drafts of the Application Form
- Create text responses in a Word document (plain text, no formatting) and cut and paste into the InfoReady online form. Once submitted, the content can't be edited.
- Ensure you obtain the required Faculty approval before submitting the application

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1. Accessing InfoReady

Google Chrome is the recommended search engine for accessing InfoReady. If you do not have access to this browser, other options are, in order: Safari, Firefox or Microsoft browsers such as Internet Explorer.

To access the InfoReady portal, go to https://asu.infoready4.com/#homePage (see Figure 1)

Figure 1: The InfoReady homepage and competition list

To access the online Application Form, go to the 'competitions list' and enter 'PLuS Alliance' into the search tool at the top of the list. Alternately, you can scroll down the page to locate the competition entitled PIIR: PLuS International Interdisciplinary Researchers Program. . Once you select this opportunity from the competition list, a description of the program will appear (Figure 2).

You may also directly access this page with a direct link:
https://asu.infoready4.com/CompetitionSpace/#competitionDetail/1773811

Figure 2: Description page (example only)

You are able to print a PDF version of the description page, by selecting 'PDF'. The instructional document (Guidelines and InfoReady instructions) can be accessed via the 'Competition Files' section at right of screen. To access the Application Form, select 'Apply' at top-right of screen.

LOGIN

Applicants are required to login and the login screen (Figure 3) will appear once you have selected 'Apply'. ASU associates can use the ASU login – they will be directed to the single sign in process using their ASURITE User ID and password and duo login). King's and UNSW affiliates who that have previously accessed this portal to apply for PLuS Alliance programs will be able to enter their details into the 'Login for other users' fields.
New users from King's and UNSW will need to select the 'Register'

You must use your university email address to register for the InfoReady access the portal. This is because InfoReady allows access from applicant domain names for ASU (asu.edu), King's (kcl.ac.uk) and UNSW (unsw.edu.au). It is not possible to create an application using any other email address.

Applicants should allow pop-ups in Google Chrome. You need to: open a page that has pop-ups blocked; select the link for pop-ups on the right-hand side of the address bar; and select 'Always allow pop-ups from this site'.

Figure 3: The login screen
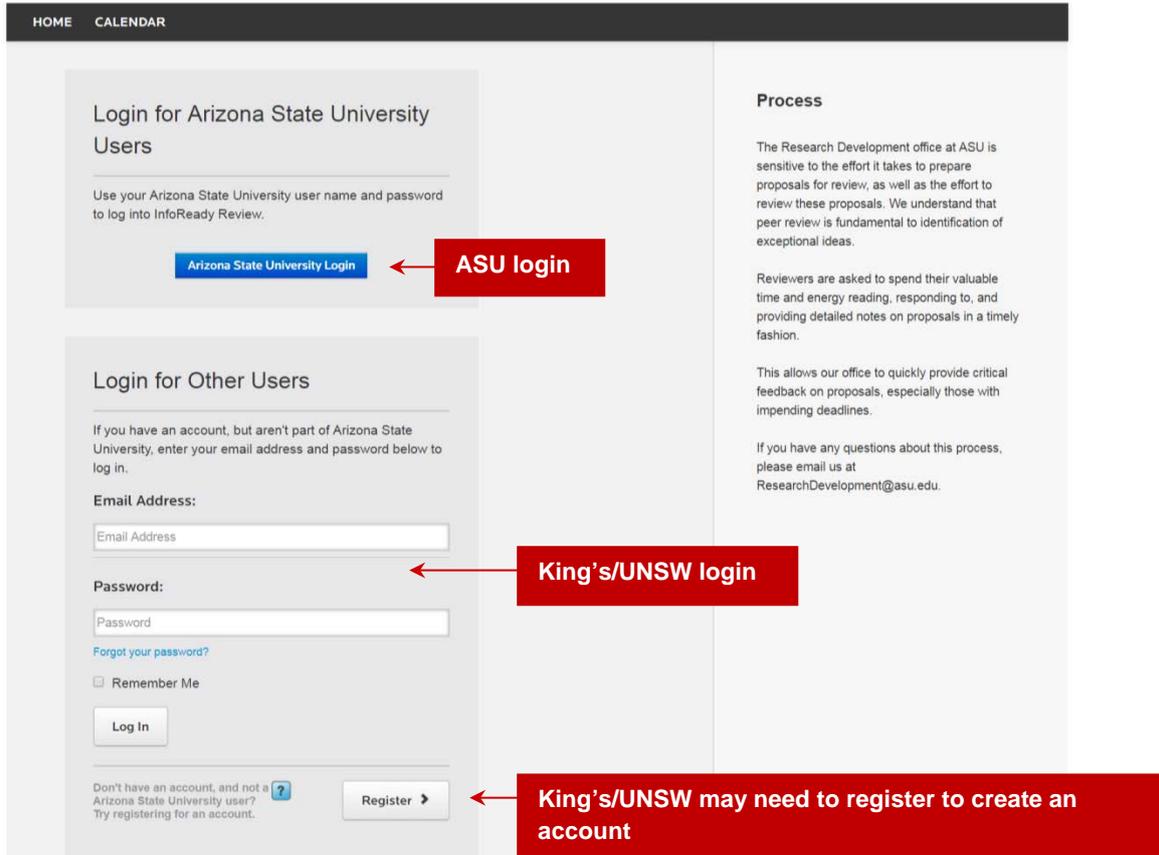
New users will need to create an account, by selecting 'Register'. Once selected, a pop-up box will appear (Figure 4) which King's/UNSW applicants will need to complete, including:

- Name
- Email address: please ensure this is the university email of the Applicant
- Password: create a password
- Remember me: if you select this option, you should not be required to login again

An automatically generated security password must be entered into the yellow box, before selecting 'create an account'.

Figure 4: Finalize registration (the security details shown are an example only)

An email will then be sent to the nominated university email address, follow the prompts to activate your account. Once your account has been created, you will be able to access the Application Form via the competitions list on the InfoReady homepage (Figure 1).

2. The Application Form

At the top right of the online application (Figure 5), there are two tabs that take you to the different sections of this competition, including

- Details: this takes you to the summary page
- My Application: the online Application Form

Figure 5: the application

It should also be noted that the top of this page also as a PDF icon that will allow you to print a PDF version of the Application Form. To use this feature you will need to ensure pop-ups are allowed.

The required information includes:

a) Applicant details
- Name and email address – *name and email fields are automatically populated from registration/login details. Please add your professional title, eg Dr., Ms., Mr.*
- Application title –InfoReady requires each submission has a title. For ease of processing, please enter "first and last name" PIIR application (e.g. Sarah

Jones PIIR Application)
- Webpage with your professional information (not required, if you have a page through your university, please include the link)
- Institution – select the institution you are associated with
- Department/School – e.g. School of Life Science, Department of Psychology
- Degree program – list the degree program you are enrolled in or have completed (e.g. PhD in Clinical Psychology)
- Career Stage – indicate if you are in a PhD training or Post-doctoral program
- Year in program – (e.g. 1st year in the program, etc)
- Anticipated graduation (for Ph.D candidates) or end of contract (for Post-Doctoral)
- Mentor/Supervisor's Name and Email

For the short answer questions, we recommend that applicants develop the information in a Word document. This information can then be pasted into the online fields prior to submission, but must be in plain text, with no formatting.

- Do you have previous experience working on PLuS sponsored projects (e.g. Seed grants) or with PLuS Fellows (250 words or less) – previous experience is not required for participation in PIIR, simply enter "No experience with PLuS Programs".
- PLuS Theme - Select the theme that most closely matches your research area: Sustainability, Technology & Innovation, Social Justice or Global Health
- How do your research interests align with the Plus Alliance Themes (300 words or less) – Describe your research interest.
- What individual strengths do you have that will contribute to your ability to work in groups/team science. Describe any experiences working on interdisciplinary teams.

3. Uploading attachments

Upload a copy of your CV/vita and a photo to be used on PIIR website (Figure 6). Please provide a headshot image less than 300KB, preferably in jpeg or png format.

Figure 6: uploading files, saving DRAFTS and submitting applications

4. Reference Letter/ Statement of support

You are required to have your faculty mentor submit a statement of support for your participation in the PIIR program.

Enter your faculty mentor's email address in the space provided. Once you have saved a draft of your application, you can click the button to send an email to your mentor requesting their submission of a statement of support.

If you prefer, a link is also provided that you can email directly to your faculty mentor.

You may also set reminders to be automatically send to your mentor and an email notification sent to you once it is submitted.

5. Saving a DRAFT and submitting an application

As shown in Figure 6, there is a 'Save as Draft' option at the bottom left of the Application Form. We recommend you save your draft regularly as you fill in the application. You must click the acknowledgement before saving or submitting your application.

This section also allows you to enter an 'other' university email address that needs to be included in notifications. This is not a required field, but may include an assistant or colleague who assisted with the submission process.

Once you have completed your application, the 'Submit Application' option is at the bottom right of screen. After this has been selected, an error message may appear if a required section is missing or there has been an error (Figure 7). Incomplete information will be highlighted red. Please review, make the required revisions and resubmit.

Figure 7: error messages prior to submission

Please note that once an application has been submitted, the content can't be edited by applicants.

6. Notifications

Once an application has been submitted, a message will appear on the screen to advise the Applicant that the application has been submitted.

The PLuS Alliance will then review the application for compliance and confirm endorsement. An email will then be sent to the nominated email address to confirm the application has been accepted.

7. Summary of important dates

Date	Description
Monday 9 July 2018	Call for Applications (round opens)
Monday 30 July 2018, midnight (AZ time)	Application review will begin. Applications will be accepted until the positions are filled, but we strongly encourage applicants to submit their application by this date to maximize their chances.
Monday 27 August 2018	PLuS Alliance notifications sent to PIIR applicants
September 5/6th (5th in Phoenix and London, 6th in Sydney) 2018	Launch event - virtual. Details on connecting the launch event will be set with notifications to successful applicants.

Any queries?

If you have any queries, please contact Sarah Jones at Sarah.Jones@asu.edu