



# College of Veterinary Medicine InfoReady



**for Internal Grant Submissions**

May 2025

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# InfoReady

- There is a new system the college is rolling out called InfoReady.
- All internal grants will be submitted through InfoReady moving forward
- Zweig LOI's were submitted through InfoReady in April 2025
- The College's first full grant submission through the InfoReady will be the Zweig submission due in August 2025
- The InfoReady full application for Zweig is now open
- It will be important to submit proposals to Christie no later than five days prior to due date or earlier with the new system rolling out



# Internal Grant Submissions 2025


To access the application, go to the fund your research page <https://vet-cornell.infoready4.com/> and put the call name in the search box

- If a LOI is required, you can add Christie's email [cms44@cornell.edu](mailto:cms44@cornell.edu) so she is notified about the submission
- For full applications
  - Start the application, add Christie [cms44@cornell.edu](mailto:cms44@cornell.edu) as a proxy so she can log in and assist with the application
- The new system will split the application into separate sections for required materials.
  - Sections can be loaded you complete. (examples: abstract, lay summary, project narrative, biosketches, client consent forms, cover page, etc.)
  - We no longer compile the entire application into one PDF.
- There is now an excel budget template to use versus a word document budget
- All supporting documents (templates) are located on the details page



## Application Process/Information

- Go into InfoReady
  - If you submitted a LOI (Letter of Intent) you will receive an email with a direct link to the application
  - If no LOI was required, you can go to InfoReady and search the call name to pull up the application
- The details page will be first which includes the description of the call and the blank templates like budget, budget justification, cover page, etc.
- If you click on the application tab it will take you to the various sections of the application
  - The first tab is **General Project Information** like name, title, Co-PI's, goals, etc.
    - Depending on what you select additional forms will be added to the list of materials required (like mentoring plan, client consent form, revised application information)
  - This section provides information how to designate Christie ([cms44@cornell.edu](mailto:cms44@cornell.edu)) as a proxy.
- To select one of the application sections, you can hit the “*next tab*” at the bottom of each section, or you can select the tab you would like to go to by clicking on the section in the list
- To save your application, click “save as draft” which is located at the bottom of each page



# Grant Documents

## PI

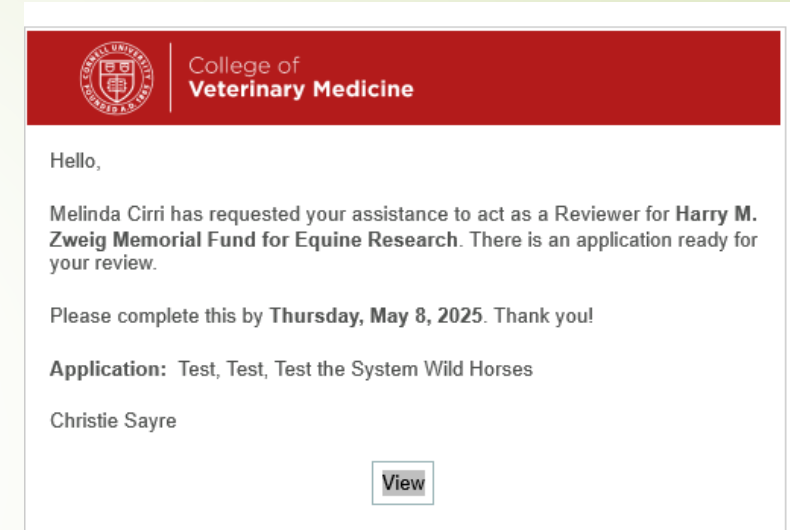
1. Cover Page
2. Abstract
3. Lay Summary
4. Introduction- for revised applications only
5. Hypothesis/Specific Aims
6. Background, Significance, Preliminary Studies
7. Experimental Approach
8. References
9. Contributions of Co-PI's and Co-I's/Plans for Future Funding
10. Mentoring Plan if applicable
11. Facilities
12. Client Owned Animals (Consent Form if applicable)
13. Budget/Budget Justification
14. Biosketches
15. Publications and External Grant Information
16. Trainee Biosketches if applicable
17. Letters of Support
18. Appendix

## Materials for Co-PI's/Co-I's

1. Biosketches
2. Publications and External Grants Associated with ongoing and completed Internal Grants Program Support
3. Budget/Justification
4. Facilities if applicable
5. Co-PI/Co-I-Contribution section
6. Effort %
7. If Co-PI cover page signatures from PI and Department Chair

# Confirmation Emails

- ▶ When you are ready to submit, there will be a place to put Christie's email to send for review and approval. Christie will receive the email and be able to review and approve.
- ▶ Once you hit submit you will receive a confirmation email including the review and notification time frame







Internal  
Grant  
Submissions  
submitted  
through  
InfoReady

**Harry M. Zweig Memorial Fund for Equine Research:** August

**Resident Research Grants:** Two Rounds- Spring February and Fall September

**Cornell College of Veterinary Medicine Graduate Scholarship Program:**  
Due October

**Cornell Feline Health Center Research Grants:** Due January

**Equipment Grants:** Due: February

**Cornell Richard P. Riney Health Center Research Grants:** Due March

**Research Grants Program in Animal Health:** Due April

**Internal Grants Program details can be found at the College Fund Your Research Page:**

<https://cornellprod.sharepoint.com/sites/VetResearch/SitePages/Home.aspx>

Or

<https://vet-cornell.infoready4.com/>

# Questions?



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