

Limited Submission Internal Review Process (for Reviewers)

An internal review takes place when there are more internal white papers submitted in InfoReady than spots available to submit to the sponsoring agency. For faculty that accept a request to serve as a limited submission reviewer, the timeline and review deadlines are important to follow.

The process for internal white paper reviewers is detailed below:

- Step 1: You will be sent a “Request to Review” email from LimitedSub@ucf.edu with the opportunity details and a timeline for review. Please respond whether you are able or unable to review.
- Step 2: If you are able to serve as a reviewer, you will need to respond via email to accept the request, and then limitedsub@ucf.edu will acknowledge and assign your review in InfoReady.
- Step 3: You will receive a “Request to Review” email from InfoReady (support@inforeadyreview.com) with a link to the internal white paper applications, visible after logging in.
 - Please add limitedsub@ucf.edu and support@inforeadyreview.com to your Safe Senders list so correspondence isn't routed to the Junk Email folder by mistake.
 - Note: You can also see your review assignment by going to <https://ucf.infoready4.com> then logging in and selecting the REVIEWS tab at the top of the page.
- Step 4: Log in using the UCF Single Sign On (SSO) or log in directly to InfoReady with your UCF email address and InfoReady password.
 - **Faculty who originally registered for access to InfoReady using their email address and an InfoReady-specific password can log in using that method rather than UCF SSO.**
 - **If you experience issues with SSO log in to InfoReady or if you do not see your review assignments when logged in, please contact limitedsub@ucf.edu for assistance.**
- Step 5: When you select the title of an application assigned for your review
 - First, review the “Reviewer Instructions” at the top of the page
 - Then, enter comments and assign a rating score for each question.
 - Next, click the check box for the Confidentiality Statement at the bottom of the page.
 - Finally, submit your application review by selecting the “Submit the Review” button at the bottom of the page.