Centers and Institutes
Annual Report
Reference Guide

Overview
This document will provide instructions on how to complete the annual report using the InfoReady system.

Steps to submit annual report
1. Log on to InfoReady: https://csueastbay.infoready4.com/
2. Go to the Home page
3. Click on the Title: C&I Annual Reports
4. Login using email address and password (if you have never used InfoReady you will need to create an account)
5. Once logged in you will be directed to the application form
6. On the right side of the screen you will find supporting documentation that will have all the information that you need to fill out the form. This document (Center Annual Report Template) has the same information that is on the InfoReady form. All of this information will need to be filled out on the InfoReady pages.
7. If you want to use the template document to fill out your financial report, please copy it into your desktop folder, and save as another file on your desktop. Once completed you can upload your saved financial report to the appropriate section of the InfoReady titled FINANCIAL STATEMENT (fiscal year). If you have your own financial report, not using the InfoReady template, you may upload that document to InfoReady instead.
8. On the details section if there is an asterisk (*) next to the field you must fill in the box. If you do not have information for required sections please enter "n/a" in the box. 9. You will find text boxes for sections that require more than one line of information. If you have more information than will fit in the text box, you have the option to upload your documentation. You will find the section to upload documentation in the section titled UPLOAD FILES.
10. You may save your annual report as a draft if you need to complete the submission at a later date. Click the Submit Application button when you are ready to submit.

Questions
If you have any questions regarding submission of the annual report to the InfoReady system please direct them to:
> Tina Avilla
> christine.avilla@csueastbay.edu
> 510-885-4476