

Office of Sponsored Programs

Ad Hoc Report Request Form

Requested By: _____
Phone: _____
E-Mail: _____

Date Submitted: _____
Date Needed: _____

Purpose:

Brief Description of Request:

Select the desired fields

<input type="checkbox"/> PI Full Name	<input type="checkbox"/> Requested Project Period Start Date	<input type="checkbox"/> Awarded Project Period Start Date
<input type="checkbox"/> Sponsor Name	<input type="checkbox"/> Requested Project Period End Date	<input type="checkbox"/> Awarded Project Period End Date
<input type="checkbox"/> Sponsor Award No.	<input type="checkbox"/> Requested Direct Dollars	<input type="checkbox"/> Awarded Start Date
<input type="checkbox"/> Project Title	<input type="checkbox"/> Requested F&A (Indirect) Dollars	<input type="checkbox"/> Awarded End Date
<input type="checkbox"/> Division Name	<input type="checkbox"/> Requested Total Dollars	<input type="checkbox"/> Awarded Direct Dollars
<input type="checkbox"/> Department Name		<input type="checkbox"/> Awarded F&A (Indirect) Dollars
<input type="checkbox"/> School Name		<input type="checkbox"/> Awarded Total Dollars
Project Status <input type="checkbox"/> Active <input type="checkbox"/> Pending <input type="checkbox"/> Resubmitted <input type="checkbox"/> Complete <input type="checkbox"/> Withdrawn <input type="checkbox"/> Not Funded <input type="checkbox"/> All Statuses		

Other fields required that are not listed above:

Once completed, save form (in Adobe or Word format) and submit as an attachment through email. All ad hoc reports are prepared on a first-come, first-serve basis. Turnaround time is dependent on workload and the complexity of the report requested. All reporting questions should be directed to [Cathy Tarver](#) or call (205) 975-6141.

REMINDER: Please visit the [IRAP eReports](#) site for a list of available standard reports about sponsored projects.