

## UAB Center and Institute Progress Report User Guide

In accordance with [University of Alabama System Board Rule 503](#), UAB requires all officially recognized centers and institutes (C/I) to submit an annual progress report. This report must be completed by the C/I director and [submitted through InfoReady](#). Use this guide to understand how to successfully prepare and submit the progress report.

### Key Dates

Progress Report Available	June 15, 2026
Progress Report Due	September 4, 2026
Reviews Due	October 4, 2026

### First Time Users

All UAB faculty and staff have access to InfoReady. To access the system, log in using your BlazerID via single sign on (SSO). If you have issues accessing the system, contact the Research Development Office at [vpr-researchdev@uab.edu](mailto:vpr-researchdev@uab.edu).

### Recommended Browsers and Devices

- InfoReady runs best on the latest supported versions of Chrome, Edge, and Firefox browsers.
- The site should be accessed via a desktop or laptop computer. It is **not** compatible with mobile devices or tablets.

### Accessing the Progress Report

Use a direct link, or navigate to the [UAB InfoReady homepage](#). Here, you will find a table listing all currently active applications. Locate the progress report here and click on the title to access the form. This will take you to the application's Details page.

Title ↑	Due Date ↓↑
<a href="#">Advanced Notification of Intent to Submit a Center or Institute Grant Application for Extramural Funding</a>	
<a href="#">Blazing Excellence - Office of Research Employee Recognition Program</a>	06/30/2026
<a href="#">Centers and Institutes FY26 Progress Report</a>	09/4/2026

## **Instructions for Completing the Progress Report**

### **Step 1: Review Progress Report Details and Instructions**

Upon opening the Progress Report, you'll land on the Details page. This page includes:

- Submission deadlines
- Content guidance
- Supporting documents, including:
  - CI Progress Report User Guide
  - CI Progress Report Worksheet
  - Expenditures and Grantmaking Reporting Table

Review and, when ready, click “Begin” to start your report.

### **Step 2: Complete the Report Form**

You will be asked to provide updated general information and report on progress across six key areas:

1. FY 26 Goals
2. FY 27 Goals
3. Impact
4. Leadership
5. Membership
6. Expenditures

For Section 6 (Expenditures), upload the completed Expenditures and Grantmaking Reporting Table from the Supporting Documents. Use the CI Progress Report Worksheet to draft responses with collaborators, then copy them into the form.

### **Step 3: Review and Submit**

To finalize your submission:

1. Click “Preview”. Ensure all information is accurate and complete.
2. Click Submit. Your report will be routed to the reviewer for the next steps.