

**Office of Sponsored Programs**

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**REMINDER:** Before completing this form, please visit the [IRAP e-Reports website](#) (login required) for a list of available standard reports about sponsored projects and verify that an existing report does not satisfy your report criteria. Please request ad hoc reports at least one business day in advance of the Date Needed to ensure that your deadline can be met.

Ad Hoc Report Request Form			
<b>Requestor Name</b>		<b>Date Submitted</b>	
<b>Requestor Phone</b>		<b>Date Needed</b>	
<b>Requestor E-Mail</b>		<b>Priority</b>	
<b>Report Purpose</b>			
<b>Report Criteria</b>			

Select 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 Direct Dollars		
<input type="checkbox"/> Project Title	<input type="checkbox"/> Requested F&A (Indirect) Dollars	<input type="checkbox"/> Awarded F&A (Indirect) Dollars		
<input type="checkbox"/> Associated Department	<input type="checkbox"/> Requested Total Dollars	<input type="checkbox"/> Awarded Total Dollars		
<b>Current Project Status - Select all desired statuses below:</b>				
<input type="checkbox"/> Active	<input type="checkbox"/> OSP Processing	<input type="checkbox"/> Complete	<input type="checkbox"/> Not Funded	<input type="checkbox"/> All Statuses
<input type="checkbox"/> Pending	<input type="checkbox"/> Resubmitted	<input type="checkbox"/> Withdrawn	<input type="checkbox"/> Pre-submission	
<b>Other Fields - Describe additional required fields that are not listed above:</b>				

**NOTE:** 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 Jonathan Price ([jonprice@uab.edu](mailto:jonprice@uab.edu)) or Kristi Allison ([kma@uab.edu](mailto:kma@uab.edu)).