

Sponsored Projects Information Request Form

Purpose. To assure that requests for sponsored projects information are prepared in a uniform and accurate manner, when filing a request please provide as much of the following information as possible. Please note that some information may be unavailable or may be subject to certain qualifications or adjustments depending upon the parameters of the report.

REQUESTER'S INFORMATION

Name: _____ Phone: _____
 Department / Agency Name: _____
 Date of Request: _____ Date Report Needed: _____

PURPOSE OF REQUESTED REPORT

Please describe the purpose of the requested report and attach any supporting documentation.

REPORT DETAILS

Instructions: Please complete as many details as possible about your requested report.

TITLE OF REPORT TO BE PREPARED: _____

RECORD TYPE:
 Awards
 Expenditure

TIME PERIOD:
 Set up dates. From _____ To _____
 Fiscal year _____
 Other (please specify) _____

FIELDS REQUESTED:
 Principal Investigator (PI) name _____
 School _____
 Department _____
 Division _____
 Organization Name _____
 Organization Number _____
 Award Type (eg, grant, contract, subcontract) _____
 Activity Type (research, public service, training, clinical trial, etc) _____
 Project Title _____
 Sponsor (Agency) _____
 OGA Project / Award Number(s) _____
 Project Start & End Dates (budget year, generally one year) _____
 Award Start & End Dates (full competitive segment or award term, generally multiple years) _____
 Direct Costs _____
 F&A (indirect) Costs _____
 Total Cost _____
 Other (please specify) _____

DELIVERY METHOD

Choose One:
 Campus Mail (mail code _____)
 Mailing Address (if external to OHSU) _____
 Fax _____
 Email _____

SPA USE ONLY
 SPA Authorization: _____ Comments: _____
 Prepared By: _____ Date Completed: _____
 Approved: _____ Comments: _____