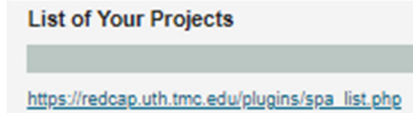


How to Pull a Funding History Report

1. **Go to SPA Card webpage** <https://www.uth.edu/sponsored-projects-administration/manage/clinical-trialsresearch/spa-cards-program>
2. **Click on the link “List of Your Projects”**



3. **Log into REDCap**
 - a. go to: <https://REDCap.uth.tmc.edu/>
 - b. You will be prompted to enter your UTHealth User ID and password.
4. **Click on “Funding History Report”**



5. **Adjust Date Range**
 - a. By placing your cursor in the date field you will see the options for setting the date range for the report (see screenshot on next page)

**Office of Sponsored Projects
SPA Card Program**

All Funding Events within Date Range
Test A 10.08.20 One Time

Date Range: 09/14/2023 - 09/20/2023

Export to Excel

Charge Type Milestone Name Card Number Patient Name Date Amount

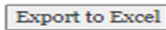
Search:

No data available in table

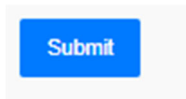
Showing 0 to 0 of 0 entries Previous Next

b.

6. **Click on “Export to Excel”**



7. **Report will open up in Excel.**



*If you are unable to access screen shown in item #4, this means you are not listed as study personnel. If you need to be added to the study, see guidance document “Adding /Removing Study Staff”.