Search for a Request in ESPR

Overview
To search for a request in the Electronic Sponsored Projects Request (ESPR) system, use the “Search” feature found in the top navigation bar. Clicking on the “Search” button, will open up a screen with two sections labeled, “Search for Requests” and “List of Requests.” In the “Search” area, you can enter a number of criteria (e.g. Principal Investigator, Request Type) to refine a list of ESPR requests that meet the condition(s) entered.

In the “List” area, all requests in all statuses (i.e. in progress, routed and awaiting PI, unit, and/or OSR approval, and OSR approved/rejected) to which you are permitted access will appear. For departmental users, this includes (your) in-progress and routed requests and, if applicable, those from others in your RA pool. For approvers, this includes requests from the units for which you are an approver. For OSR, this includes request types that you handle for all units on your campus.

Searching for requests in ESPR

Search Criteria
The criteria you can use to search for ESPR requests are as follows:

(A) Tracking #: The ESPR Request #. The number must be entered exactly in order to return result.
(B) Principal Investigator: Enter all or part of a PI's first name, last name, or NetID.
(C) Award Department: Select award department from the dropdown list of options. (Only one department may be selected for a given search.)
(D) Institution #: InfoEd Proposal # (i.e. the SP#). Enter all or part of the number (with or without the “SP”) 
(E) Request Type: Choose request type from the dropdown list of options. Note: Only main request types are included (e.g. budget), so if you are searching for a certain subtype (e.g. Subcontract Amendment), you will have to use its main request type (e.g. Subcontract)
(F) Request Created By: Enter all or part of an individual's first name, last name, or NetID.

Note: Search for requests will match your search with AND condition
**Search Logic**

Search for requests will match your search with AND condition. In other words, if you enter more than one search criteria, the system will return a list of requests that meet all of the criteria you entered. In the below example, “Joy Baker” is entered as the PI and “Subcontract” is selected as Request Type. Clicking search will return a list of all subcontract requests for which Joy Baker is PI.

Helpful Hint: In general, the fastest way to find a specific request is to enter its Request # in the Tracking # field. If searching more broadly for a request or requests that simply meet certain criteria and/or if you do not have the ESPR tracking #, entering one or more other criteria is a useful method to find what you need. Note: If you enter a combination of criteria for which no requests exist, then nothing will be returned in the “List” area.

**Sorting**

You can further refine search results in the “List” area by sorting the list of requests by any of the header fields that are underlined (See graphic on previous page.) For example, if you performed a search for all subcontracts for which Joy Baker is PI and wanted to see them by when they were submitted, you could click on the “Routing Started On” header to sort them in ascending (i.e. chronological order). Clicking on the same header field a second time with sort them in reverse order.