

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.

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Search for Requests

Tracking #	<input type="text"/>	A	Institution #	<input type="text"/>	D
Principal Investigator:	<input type="text"/>	B	Request Type:	Select Value	E
Award Department:	Select Value	C	Request Created By:	<input type="text"/>	F

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

List of Requests

Edit	View	Status	Title					Actions		
			Sponsor Award #		Primary Sponsor					
			Tracking#	Institution#	Request Type	Principal Investigator	Award Department	Routing Started On		
			Cookie Experiments							
			GABI1234		Great American Bake-off Institute					
			404	SP54321MM	Budget: Carry-Forward of Unobligated Balance	Joy Baker	MCC Engg Science	3/23/2017 5:05:26 PM		
			Running Research							
			THF000123		The Human Fund					

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.

Search for Requests	
Tracking #	<input type="text"/>
Institution #	<input type="text"/>
Principal Investigator:	<input type="text" value="Joy Baker"/>
Request Type:	<input type="text" value="Subcontract"/>
Award Department:	<input type="text" value="Select Value"/>
Request Created By:	<input type="text"/>
<input type="button" value="Search"/> <input type="button" value="Cancel"/>	
<p>Note: Search for requests will match your search with AND condition</p>	

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 will sort them in reverse order.