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](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/](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)
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”.*