

## UAB Center and Institute Progress Report User Guide

In accordance with University of Alabama System Board Rule 503, UAB requires all officially recognized centers and institutes (C/I) to submit an annual progress report. This report must be completed by the center or institute director and submitted through InfoReady. Use this guide to understand how to successfully prepare and submit the annual progress report.

### Key Dates

Progress Report Available	June 9, 2025
Progress Report Due	August 15, 2025
Reviews Due	September 12, 2025

### First Time Users

All UAB faculty and staff have access to InfoReady. To access the system, log in using your BlazerID via single sign on (SSO). If you have issues accessing the system, contact the Research Development Office at [vpr-researchdev@uab.edu](mailto:vpr-researchdev@uab.edu).

### Recommended Browsers and Devices

- InfoReady runs best on the latest supported versions of Chrome, Edge, and Firefox browsers.
- The site should be accessed via a desktop or laptop computer. It is **not** compatible with mobile devices or tablets.

### Accessing the Progress Report

Navigate to the UAB InfoReady homepage ([uab.infoready4.com](http://uab.infoready4.com)). Here, you will find a table listing all currently active applications. Locate the progress report here and click on the title to access the form. This will take you to the application's Details page.

Title	Due Date	Category	Cycle
		All	All
<a href="#">Advanced Notification of Intent to Submit a Center or Institute Grant Application for Extramural Funding</a>		Centers and Institutes	Ongoing
<a href="#">Centers and Institutes FY25 Progress Report</a>	08/15/2025	Centers and Institutes	FY 2025
<a href="#">Edward Mallinckrodt Jr. Foundation Grant Program</a>	06/25/2025	Limited Submissions	2025

## **Instructions for Completing the Progress Report**

### **Step 1: Review Progress Report Details and Instructions**

Upon opening the Progress Report, you'll land on the Details page. This page includes:

- Submission deadlines
- Content guidance
- Supporting documents, including:
  - Centers and Institutes Reporting Channels
  - Expenditures and Grantmaking Reporting Table
  - CI Progress Report User Guide
  - CI Progress Report Worksheet

Review and, when ready, click Begin to start your report.

### **Step 2: Complete the Report Form**

You will be asked to provide updated general information and report on progress across six key areas:

1. FY 25 Goals
2. FY 26 Goals
3. Impact
4. Leadership
5. Membership
6. Expenditures

Some questions may change based on your response to Question #3 (UWIRC status). For Section 6 (Expenditures), upload the completed Expenditures and Grantmaking Reporting Table from the Supporting Documents. Use the CI Progress Report Worksheet to draft responses with collaborators, then copy them into the form.

### **Step 3: Assign Reviewer and Submit**

To finalize your submission:

1. Identify your assigned reviewer:
  - a. Most CIs: Dean of the affiliated school or college
  - b. UWIRCs: Frannie Horn, Director, Research Development Office
  - c. Heersink School of Medicine: Dr. Shaila Handattu
2. The system will auto-populate the appropriate reviewer based on your CI's name in the General Information section.
3. Copy and paste the reviewer's email into the Assigned Reviewer field.
4. Click Submit. Your report will be routed to the reviewer for the next steps.