

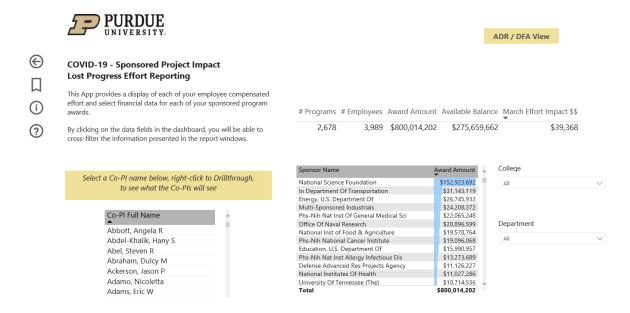
## COVID-19 Sponsored Project Impact Lost Progress Effort Reporting Step by Step Instructions

COVID-19 Application Links (click on one below):

Microsoft Power BI Tool: Microsoft Power BI Tool

Teams View: C19 Research Impact App Purdue University Researcher

## Upon logon you will see:

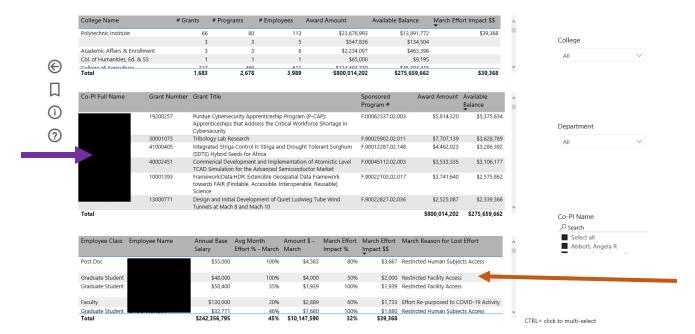


In the portal:

Click on ADR/DFA View.

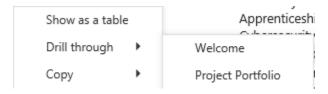
ADR / DFA View

This screen will show you all of the projects in your college:

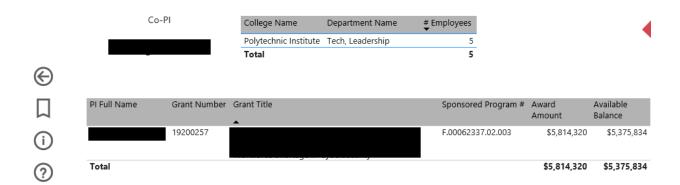


This screen will show you what information has been entered for the employees under your co-PIs.

You can drill down into each of the Co-PIs information by right clicking on the Co-PI name, then Drill through > Project Portfolio



The screen that populates shows that Co-PIs list of employees and projects:

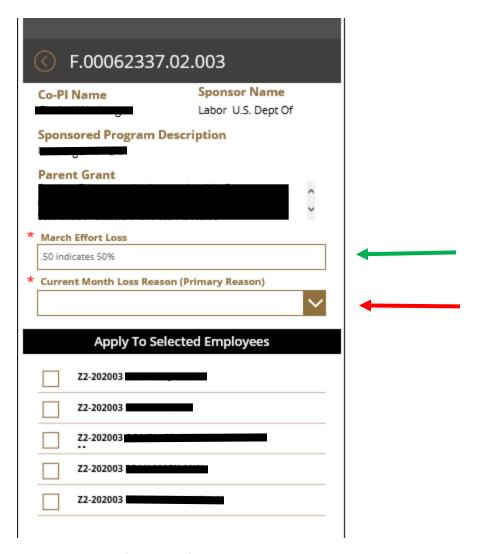


Employee Class	Employee Name	Annual Base Salary	Avg Month Effort % - March	Amount \$ - March	March Effort Impact %	March Effort Impact \$\$	March Reason for Lost Effort
Professional		\$60,000	100%	\$5,000			
M/P Professional		\$93,000	100%	\$7,750			
M/P Professional		\$82,711	100%	\$6,893			
Professional		\$62,000	100%	\$5,167			
Clinical/Research		\$125,768	50%	\$6,987			
Total		\$423,479	90%	\$31,796			

This will take you to all of the projects for that specific Co-PI. At that point you can look at their individual projects:

Click on the RED arrow on the right of their listed project.

This brings up a list of employees that are paid on this project. Here the Co-PI needs to record the **effort loss** for that person and the **primary reason for the loss**. If the effort loss is the same for each person, the Co-PI can click on all the employees and it will apply to all of them once you hit submit.



Once you enter information for each person, hit the submit button at the bottom. Once you successfully submit you should receive the following message:



Click the "start over" button to continue to the next employee or the next project.

If you need to sort your Co-PIs by department, there is a search field on the right hand side.



If you have any questions, please email  $\underline{\text{COVID} impactproject} \underline{\text{@groups.purdue.edu}} \text{ or call (765)496-9651}.$