COVID-19 Sponsored Project Impact Lost Progress Effort Reporting

Step by Step Instructions

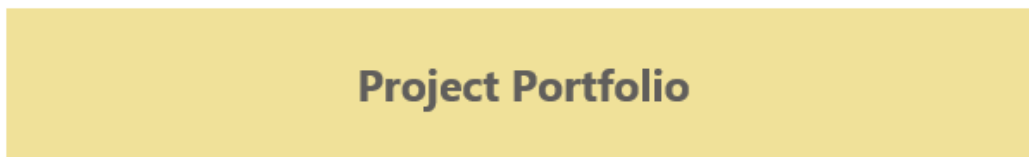COVID-19 Application Links (click on one below):

Microsoft Power BI Tool: Microsoft Power BI Tool

Teams View: C19 Research Impact App Purdue University Researcher

In the portal:

Click on Project Portfolio.

In your project portfolio, you will find a list of your current projects that have payroll being charged.
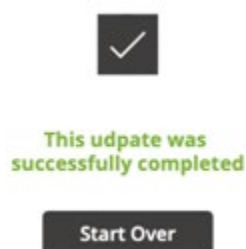

Click on the RED arrow on the right of your listed project.

This brings up a list of employees that are paid on this project. Here you need 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, **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 have any questions, please email COVIDimpactproject@groups.purdue.edu or call (765)496-9651.