



## COVID-19 Sponsored Project Impact Lost Progress Effort Reporting

### Step by Step Instructions

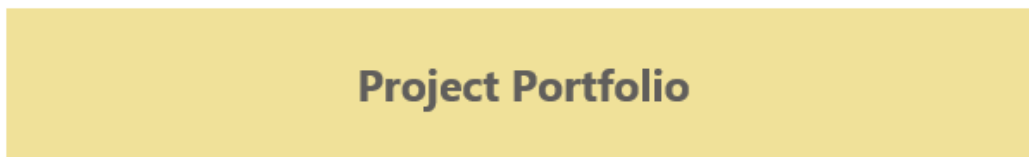
COVID-19 Application Links (click on one below):

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.



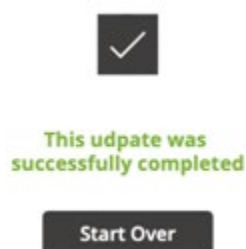
**Click on the RED arrow on the right of your listed project.**

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.**

Form fields and sections:

- Co-PI Name: [Redacted]
- Sponsor Name: Labor U.S. Dept Of
- Sponsored Program Description: [Redacted]
- Parent Grant: [Redacted]
- \* March Effort Loss: [Text input field with ".50 indicates 50%"]
- \* Current Month Loss Reason (Primary Reason): [Dropdown menu]
- Apply To Selected Employees: [Section header]
- Employee list (checkboxes):
  - ☐ Z2-202003 [Redacted]
  - ☐ Z2-202003 [Redacted]
  - ☐ Z2-202003 [Redacted]
  - ☐ Z2-202003 [Redacted]
  - ☐ Z2-202003 [Redacted]

**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](mailto:COVIDimpactproject@groups.purdue.edu) or call (765)496-9651.