



## COVID-19 Sponsored Project Impact Lost Progress Effort Reporting Frequently Asked Questions:

### How do I get Help?

If you have any issues accessing the dashboard or logging in, please contact the help desk at x44000 or [itap@purdue.edu](mailto:itap@purdue.edu).

If you have any other questions, please review the frequently asked questions below or embedded in the application or contact: [BICC@purdue.edu](mailto:BICC@purdue.edu)

If you need assistance filling in the data for your employees, contact [COVIDimpactproject@groups.purdue.edu](mailto:COVIDimpactproject@groups.purdue.edu) or call (765) 496-9651.

### What is meant by “Lost progress towards goals and deliverables”?

The percentage of loss effort is a judgement call based what you feel they would have accomplished if they were working under normal circumstances. Another way to think about it is what % of their pay will be needed to catch back up.

If you lost 25% progress then 25% of their normal pay would be needed to catch the project up once things return to normal. This calculation will be a basis for justifying a supplemental funding request (if the sponsor will allow) or qualify for stimulus funding (if that opportunity is presented).

### Are their examples or scenarios to assist in the thought process?

Yes. Percentages will be entered based on the assessment or judgement you make for each cost distribution. For example:

- If you have a **half-time (FTE)** graduate research assistant **paid 100%** from your project and you feel they **accomplished three-quarters** of what they would have normally. You would enter or express that as a **25% loss** in progress.
- If you have a **full-time (FTE)** research scientist **paid 25%** from your project and you feel they accomplished about a **quarter** of what they would have normally. You would enter or express that as a **75% loss** in progress.
- If you have a person who is **off completely** because a lab closure or perhaps they were unable to work because of a COVID related leave (child care, ill family member or their own illness). You would enter or express that as a **100% loss** in progress.

Keep in mind these are judgement calls based on your best estimate with the information you have available.

**What are the reasons I can select for the impact/loss?**

We have pre-populated the application with 7 reasons for lost progress. You will be asked to select one of these reasons from a drop down menu. If you select 0% (no loss) you should select “No Impact ...” otherwise you should select the reason that best matches your situation.

1. No Impact – Able to Continue Planned Progress (0%)
2. Restricted Facility Access
3. Restricted Human Subjects Research
4. Restricted Animal Research
5. Restricted Travel
6. Effort Repurposed to COVID-19 Activity
7. Off COVID-19 Leave
8. Other

**How will this data be used?**

The data/information you report will be aggregated by employee, principal investigator, department, college and campus as well as a by sponsored program, grant, sponsor and sponsor type to estimate of the financial impact of the COVID-19 crisis on externally sponsored programs.

It will provide the University with information necessary to better measure and quantify the impact so that we are in a better position to advocate for resources in the event that a funding opportunity arises. This exercise will move us on the spectrum from purely qualitative information to more quantitative data that can be reported.

If grant or project specific supplemental funding opportunities arise from a sponsor, the Principal Investigators will be consulted and the data collected will assist in formulating project specific requests. At this point no such requests have been received.

**How does this reporting and information relate to University Effort Reporting through SEEMLESS and other sponsor related person-month or effort reporting?**

It is important to note that these are extraordinary and unprecedented times. OMB’s guidance M-20-17 issued March 19, 2020 said: *“awarding agencies may allow recipients to continue to charge salaries and benefits to currently active Federal awards consistent with the recipients’ policy of paying salaries (under unexpected or extraordinary circumstances) from all funding sources, Federal and non-Federal.”* Purdue has such a policy and we are utilizing this guidance to continue to charge salaries as they were charged prior to the COVID-19 crisis even though researchers and labs may not be operating at full capacity. This reduced efficiency and productivity loss from unexpected changes such as work location or project tasks due to the COVID-19 crisis is exactly what this data is being collected to measure. Because it is more quantitative than the information we have now it is expected to provide a reasonable estimate of lost progress towards the sponsored project’s objectives and a measure of the resources that may be required in the future to restore project progress towards expected deliverables.

Compensation currently being charged under President Daniels guidance that faculty, staff, graduate and post-doc staff will be paid through June 30, 2020 (or, the end of their contract period, whichever first occurs) is consistent with OMB M-20-17 and is allowable to most federal projects, by exception, and is expected to be reported on effort certifications and sponsor reports as time worked. This data has no bearing on effort certifications, person-month reporting or other sponsor related effort declarations.

Impact on non-federal projects is also being captured through this process and will be utilized once additional guidance from non-federal sources is received.

**How often will these estimates be asked for?**

Monthly. Our intention is to provide links to this application and your portfolio on a monthly basis until our labs and facilities reopen and business returns to normal. The information in subsequent months will combine payroll from the start of March 2020 through the last day of the month just ended. For example in May you will be provided a link to the application loaded with the combined March and April pay for each employee.

By providing the combined data you will have the opportunity to look at the entire period and assess the impact or the lost progress towards goals and deliverables from the start of the COVID crisis. Any adjustments in payroll distribution or errors that were found and corrected should appear in the summary payroll data each time the application is distributed.

**What if I don't complete the information for my employees?**

Since this information will be the basis for justifying supplemental funding requests or used to justify allocations of stimulus funding (if those opportunities are available), failure to provide information provides us no basis for making these requests, allocating any resources or advocating on your behalf. Compliance is in your best interest. You will still be accountable to your sponsors for your projects stated goals and deliverables.

**Will I get an opportunity to provide estimates other non-salary financial implications on my sponsored program accounts?**

Yes. Our intention is to add to the final distribution of the application the ability to enter non-payroll related data. This will allow us to assess the entire financial impact at that time.

**Why is the payroll information being collected monthly and the other expenses being collected later?**

About two-thirds of our expenses are related to salaries and benefits, so the information collected will assist in estimating the financial impact and allow us to advocate for resources and assistance with actual data. For non-salary related costs, in most cases, we are only incurring new costs when they are needed for on-going operations. Therefore it is probably easiest to assess the impact on non-salary related expenses once our labs and facilities reopen.