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.

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:
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:

![Checkmark]

This update was successfully completed

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 COVIDimpactproject@groups.purdue.edu or call (765)496-9651.