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**.

<table>
<thead>
<tr>
<th>Co-PI Name</th>
<th>Sponsor Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Redacted]</td>
<td>Labor U.S. Dept Of</td>
</tr>
</tbody>
</table>

**Sponsored Program Description**

**Parent Grant**

<table>
<thead>
<tr>
<th>March Effort Loss</th>
<th>Current Month Loss Reason (Primary Reason)</th>
</tr>
</thead>
<tbody>
<tr>
<td>.50 indicates 50%</td>
<td>[Dropdown]</td>
</tr>
</tbody>
</table>

**Apply To Selected Employees**

- [ ] Z2.202003
- [ ] Z2.202003
- [ ] Z2.202003
- [ ] Z2.202003
- [ ] Z2.202003

**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**

[Start Over]

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.