COVID-19 Sponsored Project Impact Lost Progress Effort Reporting

Step by Step Instructions for Co-PIs

Upon logon you will see this Welcome Screen in the Researcher (Co-PI) Portal:

In the portal:

To begin Click on Project Portfolio.
In the right-hand corner your project portfolio will appear. You will find a list of your current projects that have payroll charged during the defined Covid period.

![Co-PI Portfolio](image)

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 progress loss for that person and the primary reason for the loss. The progress loss percent is in 5% increments. 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.**

To Enter Salary Impact Amounts, select the Progress Loss % and pick the closest increment/percentage to the loss, and then choose a reason for the loss for each of your employees. The relevant COVID period will be listed for each employee (based on pay periods). These periods can be different for each employee.

**The pay periods shown in this guide do not necessarily reflect the pay periods you’ll see for your employees. The pay periods at this time will go through June.**
Once you enter information for each person, hit the submit salary impact button at the bottom. Once you successfully submit you should receive the following message:

This update was successfully completed

Click Here to Enter Data for Additional Employees and Non-Salary Impact

Click the black box to continue to the next employee or the next project.
Once submitted the COVID Impact % will appear next to each employee name.

Non-Salary Impact

To record the Non-Salary impact on your project, follow the above steps and enter your information in the following boxes:

To enter the Non-Salary Impact Amount, scroll below the list of employees and enter the non-salary impact amounts that you have incurred or anticipate incurring to return to research operations. These amounts should only include lost costs or financial impact due to COVID-19. Examples include: costs associated with unreimbursed travel, cancellation fees, rehiring/recruiting, training, recommissioning, replacing cell lines, replacing animal models, buying gasses/chemicals, replacing expired materials and other shut down or ramp-up costs.

once you enter information for non-salary impact, hit the submit non-salary impact button at the bottom.
Once you successfully submit you should receive the following message:

![Checkmark]

This update was successfully completed

Click Here to Enter Data for Additional Employees and Non-Salary Impact

Click the black box to continue to the next employee or the next project.

**Impacts beyond 6/30/2020**

Please indicate if you expect to have impacts to your project beyond 6/30/2020 by checking either yes or no.

**Do you expect impacts beyond 6/30/20?**

[ ] Yes  [ ] No

**Note:**

It may take 30 minutes for the information to be updated in the Sponsored Program Summary,

**Summary of Co-PI Sponsored Programs**

<table>
<thead>
<tr>
<th>PI Full Name</th>
<th>Grant Number</th>
<th>Grant Title</th>
<th>Sponsored Program #</th>
<th>COVID Period Non-Salary Amount $</th>
<th>Previous Reported Non-Salary Impact</th>
<th>COVID Period Fringes Impact</th>
<th>COVID Period Non-Salary Impact</th>
<th>Total COVID Impact $</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>College</th>
<th>Department Name</th>
<th>Employee</th>
</tr>
</thead>
<tbody>
<tr>
<td>College of Engineering</td>
<td>Civil Engr.</td>
<td>2</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

**Summary of Co-PI Employees**

<table>
<thead>
<tr>
<th>Employee Class</th>
<th>Employee Name</th>
<th>COVID Period</th>
<th>Annual Salary Base</th>
<th>COVID Period Salary Amount $</th>
<th>Previous Reported % Impact</th>
<th>COVID Period Salary Impact %</th>
<th>COVID Period Salary Impact $</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty</td>
<td></td>
<td>March 1 - May 17</td>
<td>142,706</td>
<td>3,106</td>
<td>25%</td>
<td>25%</td>
<td>11,412</td>
</tr>
<tr>
<td>Graduate Student</td>
<td></td>
<td>March 16 - July 5</td>
<td>0</td>
<td>4,068</td>
<td>25%</td>
<td>25%</td>
<td></td>
</tr>
</tbody>
</table>

| Total          |               | 142,706 | 11,412   | 25%  | 25%  | 11,412 |

Information entered by each Co-PI will appear here.

**Questions:**

If you have any questions, please email COVIDimpactproject@groups.purdue.edu or call (765)496-9651.