



COVID-19 Sponsored Project Impact Lost Progress Effort Reporting

Step by Step Instructions for Co-PIs

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

PURDUE UNIVERSITY

COVID-19 - Sponsored Project Impact Lost Progress Effort Reporting

Thank you for taking the time to provide effort reporting information for each of your employees to assess the lost progress towards your sponsored program goals and deliverables.

"Lost Progress" for this data collection is a judgement call based what you feel the employee 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. 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).

Enter a "Lost Progress % ..." and the "Reason ..." for each of your staff.

To begin click the Project Portfolio button.

Please complete the requested information by **5:00 p.m. Friday, June 19, 2020.**

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

Go Here for the [Step by Step Instructions](#)

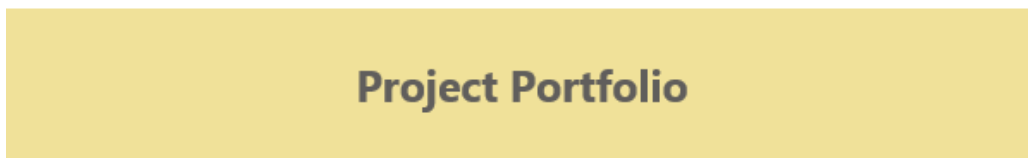
# Programs	Award Amount	Available Balance
3	275,435	148,308

Co-PI Full Name	Grant Number	Grant Title	# Employees
	10001409		1
	10001463		1
Total			2

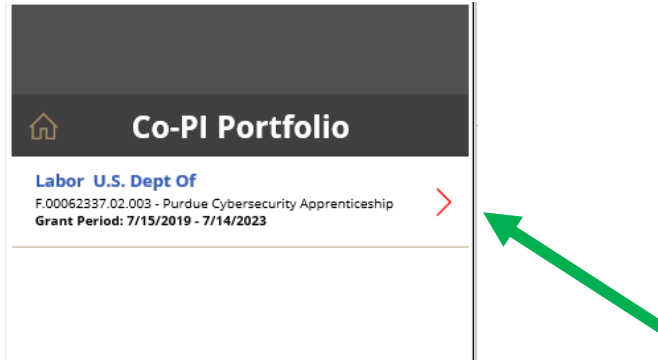
Welcome Researcher

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.




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.

 F.90018693.02.056


Sponsor Name
 In State Department Of Health

Grant Title
 Indiana NEP: SNAP-Ed Plan 2020

* Enter COVID Period Progress Loss %



* Select COVID Period Progress Loss Primary Reason



Check Box to Select Employees

Name	COVID Period	COVID Impact %
* <input type="checkbox"/> [Redacted]	March 16 - May 24	
* <input type="checkbox"/> [Redacted]	A March 16 - May 24	
* <input type="checkbox"/> [Redacted]	March 16 - May 24	
* <input type="checkbox"/> [Redacted]	March 16 - May 24	
* <input type="checkbox"/> [Redacted]	March 16 - May	



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.

The screenshot shows a grant management interface. At the top, there is a breadcrumb trail: < F.00103403.02.003. Below this, the 'Sponsor Name' is 'Energy, U.S. Department Of' and the 'Grant Title' is 'Development of Information Trustworthiness and Integrity Algorithms for Cybersecurity'. There are two dropdown menus: 'Enter COVID Period Progress Loss %' with the value '0' and 'Select COVID Period Progress Loss Primary Reason'. Below these is a section titled 'Check Box to Select Employees' with a table. A red arrow points to the '5' in the first row of the table.

Name	COVID Period	COVID Impact %
* <input type="checkbox"/> [REDACTED]	March 1 - May 17	5
* <input type="checkbox"/> [REDACTED]	March 16 - May 10	10
* <input type="checkbox"/> [REDACTED]	March 16 - May 10	10
* <input type="checkbox"/> [REDACTED]	March 16 - May 10	10
* <input type="checkbox"/> [REDACTED]	March 16 - May 10	

Submit Salary Impact

Non-Salary Impact

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

The screenshot shows a form titled 'Enter Non-Salary Impact for Grant (Enter Once)'. It contains two input fields: 'Enter Non-Salary Impact Amount' and 'Enter Non-Salary Impact Reason'. At the bottom is a 'Submit Non-Salary Impact' button.

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:



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,

Co-PI		College	Department Name	# Employees
[Redacted]		College of Engineering	Civil Engr	3
Total				3

PI Full Name	Grant Number	Grant Title	Sponsored Program #	COVID Period Non-Salary Amount \$	Previous Reported Non-Salary Impact \$	COVID Period Salary Impact \$	COVID Period Fringes Impact \$	COVID Period Non-Salary Impact \$	Total COVID Impact \$
[Redacted]	[Redacted]	[Redacted]	[Redacted]	10,372					
[Redacted]	[Redacted]	[Redacted]	[Redacted]	6,356	1,000				
Total				16,728	2,000				

Employee Class	Employee Name	COVID Period	Annual Salary Base	COVID Period Salary Amount \$	Previous Reported % Impact	COVID Period Impact %	COVID Period Salary Impact \$	COVID Period Reason for Lost Effort
Faculty	[Redacted]	March 1 – May 17	142,706	3,106	25%			
Graduate Student	[Redacted]	March 16 – July 5	0	4,068	25%			
Total			142,706	11,432	25%			

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.