

Quarterly Progress Report (QPR) Instructions for Principal Investigators (PIs)

Please note that these instructions are meant for Principal Investigators with a username and password.

1. **Go to the ICT website:** www.ict.illinois.edu (You can also use the direct link provided in the email.)
2. **Access the QPR Login:** Hover over the **Research** tab in the top navigation bar. A dropdown menu will appear, click **QPR Login** from that menu.
3. **Log in:** Enter username/password. (Follow instructions on website if you do not know your password)
4. **View your projects:** If you are the PI of a project, ICT will have entered your username as the PI. Once logged in, your project(s) will appear on the dashboard. Projects that require your attention for the current quarter will have a **blue Submit/Update QPR** button under the **Action Needed** column on the right side of the screen.
5. **Update your QPR:** Find the project you wish to update and click the **Submit/Update QPR** button on the right-hand side (shown in the image below).

ICT Projects

Status:

QPR Due:

All | Published | Complete | Active | Pending All | Due | Submitted | Completed

ID	Project	Action Needed
R27-TEST	ICT Test Project	Submit/Update QPR

6. **Complete the QPR Sections:** After clicking **Submit/Update QPR** button, you will see several sections:

- a. **Field Colors:**

- i. **Greyed out fields:** Not editable.
- ii. **White fields:** Editable.
- iii. **White fields with a red asterisk:** Required fields.

If you notice an error in a greyed-out section, please:

- b. Leave a comment in the **Project Discussion Board** at the bottom of the QPR, or
- c. Email ICT staff at ICTProjectManagement@illinois.edu

7. **Areas to Review and Update:**

- a. **Personnel** (shown in the image below): as PI of the project, you may add:

- i. Co-investigators
- ii. Students working on the project.

Personnel

Name	Email	Type	Status <small>click to toggle</small>
TRP, Pretend (ptrp)		TRP Chair	Active
PI, Pretend (ppi)		Principal Investigator	Active

Contact ictprojectmanagement@illinois.edu to have personnel removed. [Hide Inactive Personnel](#)

Add project team member Member type

Don't see the user you're looking for? [Add a user.](#)

- b. **Project Details** (shown in the image below)

- i. **Keywords:** Enter or update keywords associated with the project.
- ii. **Tasks:** For each task, complete the following.
 1. **Task Status (Required):** Choose one of the following:
On Schedule, Ahead of Schedule, Potential Problem, Behind Schedule, Completed.
 2. **Total % Complete (Required):** Enter a value from **0–100** indicating how complete the task is.
 3. **Total Project Completion (Required):** Enter a value from **0–100** indicating how complete the **entire project** is. *Note: This should not be a summation of individual task percentages.*

Project Details

Reporting Quarter
 September 2020

Keywords

Tasks

n	Task	Task Dates	Task Status	Last Quarter % Complete	Total % Complete
1	Task 1	7/1/2020 - 12/30/2020	* <input type="button" value="v"/>	N/A	* <input type="text"/> %
2	Task 2	1/3/2021 - 6/30/2020	* <input type="button" value="v"/>	N/A	* <input type="text"/> %
Total Project Completion				0%	* <input type="text"/> %

- iii. **Project Description** (shown in the image below): Enter or update the project description.
Limit: 100 words

Project Description
 100 words or less

- iv. **Progress and Significant Results this Quarter (Required)** (shown in the image below): Enter information relevant to the **current quarter only**. Previous entries are archived — click **Show History** to view them.

Progress and Significant Results This Quarter*
 Includes all meetings, work plan status, significant progress, etc

[Show history](#)

- v. **Anticipated Work Next Quarter (Required)** (shown in the image below): Enter expected work for the **next quarter**. For example, if reporting for **Jan 1 – Mar 31**, enter anticipated work for **Apr 1 – Jun 30**. Previous entries are archived — click **Show History** to view them.

Anticipated Work Next Quarter*

[Show history](#)

- vi. **Project Schedule Status (Required)** (shown in the image below): Indicate any potential schedule problems. This will color-code the project on the view page for the TRP Chair.

Project Schedule Status*

- On Schedule (green)
- On Revised Schedule (green)
- Ahead Of Schedule (green)
- Potential Problem (yellow)
- Behind Schedule (red)
- Completed

Recommended Solutions*

Describe any challenges encountered or anticipated that may affect the completion of the project within the scope and fiscal constraints set forth in the agreement, along with recommended solutions

- vii. **Project Impediments and Recommended Solutions (Required)** (shown in the image below):
If the project is behind schedule, describe the issue and suggest solutions. Click **Show History** to view archived entries.

Project Impediments & Recommended Solutions*

Describe any challenges encountered or anticipated that may affect the completion of the project within the scope and fiscal constraints set forth in the agreement, along with recommended solutions

Show history

- c. **Project Discussion Board** (shown in the image below)
- Use this section to communicate with the TRP Chair and ICT staff. You may include:
 - Explanations for entries in the quarterly report.
 - Notes on errors or typos in the report.
 - Important:** Both **Save QPR** and **Save and Submit QPR** buttons will submit any comments entered in this section.

Project Discussion Board

Used as a communication tool between TRP and PI.

Add to the discussion

Comments will be e-mailed automatically to the PI, TRP Chair and ICT Project Management.

Send Discussion

8. **Save Progress:** To save your progress **without submitting** it to the TRP Chair, click **Save QPR** at the bottom of the page (shown in the image below).

Save QPR Save and Submit QPR

9. **Submit QPR:** Once all fields have been reviewed and updated, click **Save and Submit QPR** to send the report to the TRP Chair (shown in the image below).
- The TRP Chair may return the QPR to you with comments or requests for changes. If this happens, you will need to make the updates and click **Save and Submit QPR** again.

Save QPR Save and Submit QPR

10. **Incomplete Submission:** If you submit the QPR but did not complete all required fields (marked with a red asterisk), you will receive an error message. Complete the missing fields and click **Save and Submit QPR** again.

You have not completed all required fields. Please complete the following fields:

- Progress and Significant Results This Quarter
- Anticipated Work Next Quarter
- Project Schedule Status

11. **Confirmation Message:** Once all required fields are completed and the QPR is successfully submitted, you will receive a confirmation message thanking you for submitting your QPR (shown in the image below):

Welcome, Pretend	Thank you
My Projects	Your QPR has been submitted.
All Projects	
Search Projects	
Publications	
Change Password	
Update User Profile	
Logout	

12. **Final Approval:** After the TRP Chair approves your QPR you are finished with the report for this quarter. All sections will be archived for future reference. You will receive an email notification confirming the TRP Chair's approval (example shown in image below):

TRP Chair Pretend TRP has approved the QPR for project **Website-Test**.