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

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

- 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).

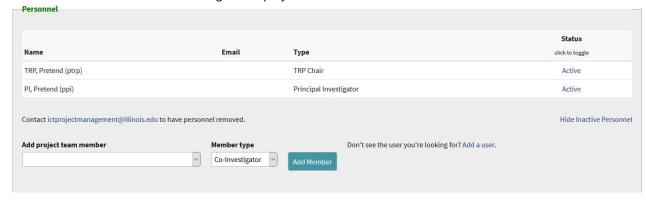
## **ICT Projects**



- 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 <a href="mailto:ICTProjectManagement@illinois.edu">ICTProjectManagement@illinois.edu</a>
- 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.



- 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.
    - 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				
	_			
September 2020	r V			
Keywords				
Tasks				
n Task	Task Dates	Task Status	Last Quarter % Complete	Total % Complete
1 Task 1	7/1/2020 - 12/30/2020		N/A	* 9%
2 Task 2	1/3/2021 - 6/30/2020	•	N/A	* %
Total Proje	ct Completion		0%	* %
	iii. <b>Proj</b> e	t Description (shown in the image below): En	ter or undate the projec	rt description
		: 100 words	ter or apaate the project	et acsemption.
Project Descrip				
100 words or less				
		ess and Significant Results this Quarter (Requ		
		mation relevant to the <b>current quarter only</b> . F	revious entries are arci	nivea — ciick
	3110	Thistory to view them.		
	ificant Results This Quarter, work plan status, significant pro	ress etc		
relades dil meetings	, work plan status, significant pre			
		až		
Show history				
	v. <b>Antic</b>	pated Work Next Quarter (Required) (shown	in the image below): En	ter expected
		for the <b>next quarter</b> . For example, if reportin	= :	· ·
		for <b>Apr 1 – Jun 30</b> . Previous entries are archiv		
inticipated Work I	Next Quarter*			
•	<b>→</b> (1/1/1/1/1/1/1/1/1/1/1/1/1/1/1/1/1/1/1/			

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.

Show history



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.



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



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).



- 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).
  - a. 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.



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

All Projects

Search Projects

<u>Publications</u>

Change Password

Update User Profile

Logout

Your QPR has been submitted.

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.