PPMS: Abstract & Proposal Submission

http://nitc.trec.pdx.edu/

*PPMS is the **P**roject **P**roposal **M**anagement **S**ystem of the Transportation Research and Education Center (TREC) that is used by TREC and the National Institute for Transportation and Communities (NITC) to manage proposal submissions, peer reviews, and active projects.*

1. Log into PPMS (http://ppms.trec.pdx.edu) with your userid (your email address) and password. If needed, click this link to reset your password: http://ppms.trec.pdx.edu/password

2. Click on **Click here** located just above *Proposal & Projects* header to start the proposal submission process:

| Home | Users | Projects | Funding Summary | Grants | Orgs | Notifications | Peer Reviews |

Click here to submit an abstract for a proposal.

3. The following window will open (see right).

   a) **Enter** the **title** of your project.
   b) **Select** from the drop down menu the correct **Grant Cycle** to which you are submitting your proposal (see RFP or proposal form for instructions).
   c) Enter your projects **abstract** into the space provided.
   d) Submit the page by clicking on **submit** below the abstract.

| Home | Users | Projects | Funding Summary | Grants | Orgs | Notifications | P |

Submit an Abstract

Project Title

Grant Cycle

Abstract

Provide a brief description of the project, including objectives, scope, methodology, and results

Submit

a) Once you submitted your proposal, the following screen will appear indicating that your abstract was successfully submitted. You can now continue working on your proposal by clicking **here**, which will direct you to the next screen where you will be able complete the submission process of your grant application.

For the *General Research RFP* and *Pooled Fund RFP*, NITC requires you to submit an abstract **prior** to completing the entire proposal package. The abstract is used for two purposes: to make sure that the project fits the NITC theme, and to aid staff in identifying potential peer reviewers. For these RFPs, your proposal will not be accepted unless you submitted an abstract by the specified due date. As a result, be sure to submit the abstract and final proposal by the indicated deadlines.

4. The next page collects all remaining information needed to complete your proposal submission. The navigation pane on the screen (see right) provides an easy way to upload files and access the various sections of the form.
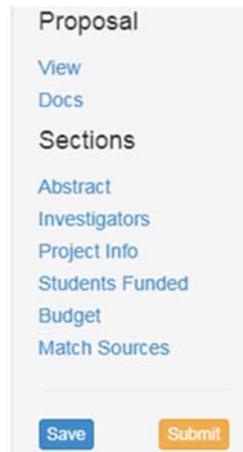
b) Clicking on **Docs** opens a new window (shown below) that can be used to upload all necessary documents.
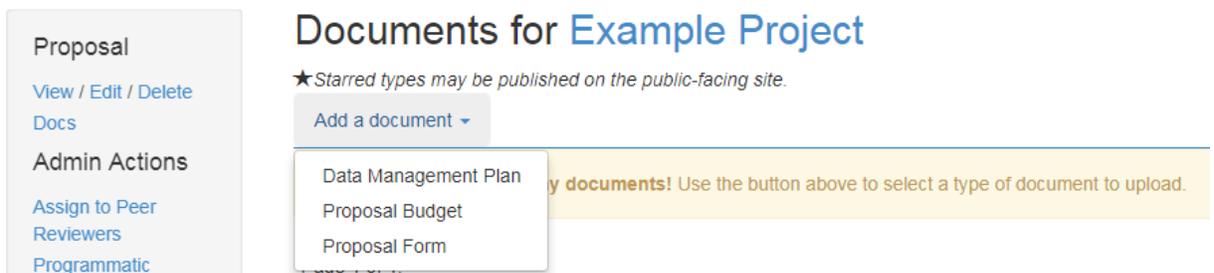
c) The **Investigators** link directs you to the fields that provide information about the individuals involved in the project (below). This section will already be populated with your information. Click on **Add New Individual** to add Co-PIs and/or students.

Email Address	First Name	Last Name
jdill@pdx.edu	Jennifer	Dill

Add New Individual

d) The **Project Info** section (below) collects basic project information.

Project Info

Grant Type

[--------- ▼]

☐ Eligible for highlighted research project

Grant Cycle

[Diversity Grant ▼]

Start Date

[📅]

End Date

[📅]

Subjects

Unknown
Bicycling
Walking
Electric Vehicles

Photo

[Choose File] No file chosen

e) The **Budget** tag directs you to the **Budget section.** Please enter the amount of funds you are requesting from NITC. You may also upload your budget here if you have not done so earlier. You do not need to enter Index codes.

Budget

Project Cost (total $ request from NITC)

[   ]

Upload a Budget Document

[Choose File] No file chosen

Index codes

[   ]

f) The **Match Sources** section collects information about the match you listed on your proposal. Please enter a new section (**Add New Match Source**) for each of your match sources.

Match Sources

Begin date

[   ] 📅

End date

[   ] 📅

Cash amount

[0   ]

In-kind amount

[0   ]

Choose an existing organization

[Organization name]

Contact email

[   ]

In-kind description

[   ]

—or specify your own—

Organization Name

[   ]

Contact first name

[   ]

Contact last name

[   ]

Special roles

[   ]

Hold down "Control", or "Command" on select more than one.

Organization Type

[▼]

Comment

[   ]

How is match related to the project?

[--------   ]

Add New Match Source

5. At the end of the form, you have the option of **saving** or **submitting** the form. Once you submitted your proposal, you <u>will not</u> be able to modify your application.

[Save and Continue Later]   [Submit]

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