PPMS: Submitting your Final Draft Report

(http://ppms.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.*

Congratulations! You completed your project and are ready to submit the draft of your final report.

Before you do so, there are a couple of things you need to know.

- PPMS will **require** you to update your progress report during the submission process. Be sure to gather all necessary information to do so prior to logging into PPMS.
- Once your submitted your report, we ask you to complete this short form https://goo.gl/forms/0O9nXoqx0cWXEQtf2. The information gathered in this form is instrumental in allowing us to promote and disseminate your report and its findings effectively. **Thank you!**

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 **Documents** located just below the project title:

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

   a) Click on **Add a document.**
   b) From the drop down menu, select **Draft Final Report** to upload your draft report as a <u>word document.</u>

4. At this point, PPMS will direct you back to your project screen and requesting you to update your progress report. Click on **Progress** on the left Navigation pane to update this report.

5. Once you submit your progress report, you will be upload the report document.

   a) Enter a **Title** for your draft report.
   b) **Choose** the file you intend to upload, and click on **submit.**
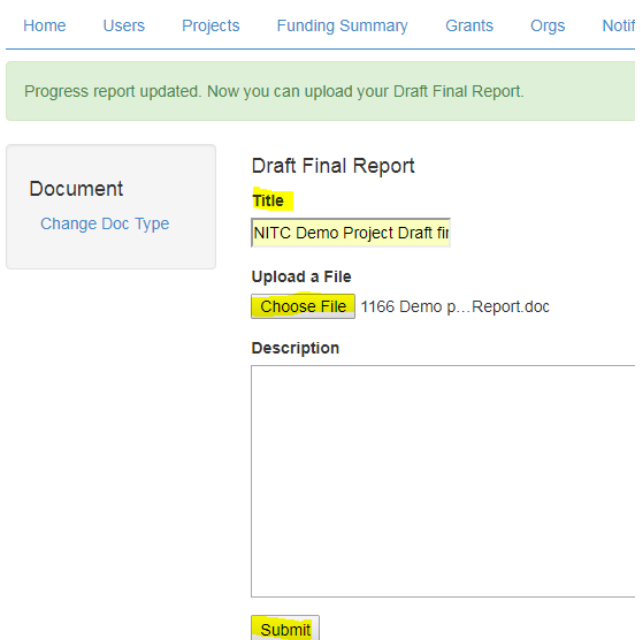
6. If you have additional files that accompany your report, please use the **Other** document option to upload these files. We also have upload options available for **posters** and **presentations** and encourage you to upload relevant files that highlight your work.
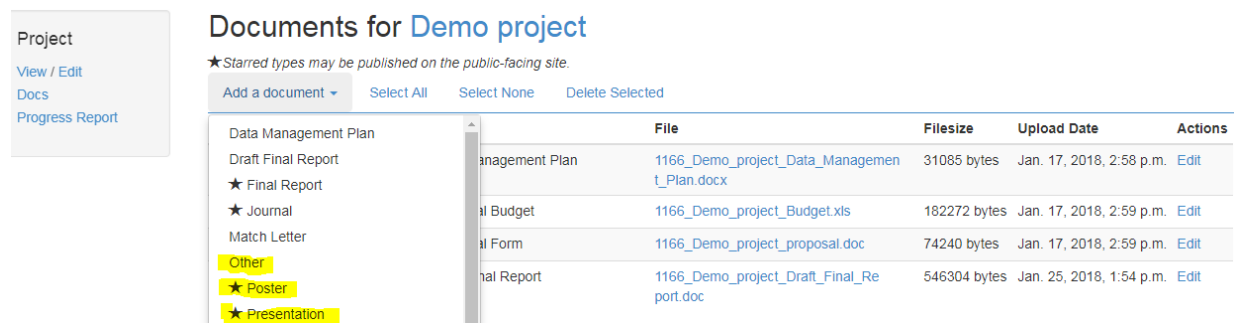
7. Once you submitted your draft final report, please email the research program administrator, Eva-Maria Muecke, emuecke@pdx.edu, to let her know that your report is ready to be reviewed.

THANK YOU!