PPMS is the Project Proposal Management System 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:

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.
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.

<table>
<thead>
<tr>
<th>Email Address</th>
<th>First Name</th>
<th>Last Name</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:jdill@pdx.edu">jdill@pdx.edu</a></td>
<td>Jennifer</td>
<td>Dill</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Begin date</th>
<th>End date</th>
<th>Cash amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>0</td>
</tr>
</tbody>
</table>

**Choose an existing organization**

- **Organization name**
- **Contact email**
- **Contact first name**
- **Contact last name**

**— or specify your own —**

- **Organization Name**
- **Organization Type**

**In-kind amount**

- 0

**In-kind description**

**Special roles**

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

**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 **will not** be able to modify your application.

   ![Save and Continue Later Submit buttons]

---

Copyright © TREC