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.

You will need the following information to complete the progress report:

- % Grant Award Expended
- % Match Expended & Documented
- Information pertaining to project progress and accomplishments
- Email address, name, education level of student research assistants you added to project
- Project related presentations (title of presentation, approximate number of attendees, name and location of presentation venue)
- Project related publications (Title & date of publication, publication type, & citation)

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 Progress Report located just below the project title:

3. The following window will open. Click on Instructions. Alternatively, you may also simply scroll down to the progress report section on this page (see 4.)
4. The progress report section asks you to enter a range of project relevant information NITC uses for federal reporting purposes. We ask you to do your best to complete all sections and to do so by the stated deadline.

Please treat your progress report as a logbook that documents the progress of your project. When possible, we ask you enter a date prior to each entry (see example below), because PPMS does not time stamp entries. Using this approach, creates a timeline for your project's progress.

5. To submit your progress report, click submit at the bottom of the page.

NITC uses the information you provide in this report to satisfy the reporting requirements of our funder, U.S. DOT. We rely on your input and appreciate the time you take to provide us with thorough, complete and thoughtful responses.

THANK YOU!