



# PPMS: Completing a Progress Report

<http://ppms.trec.pdx.edu>

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:

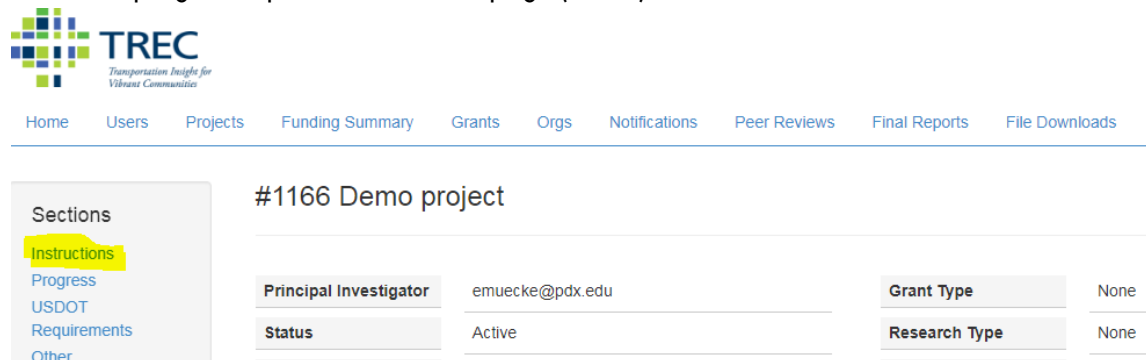
- % Grant Award Expended
- % Match Expended & Documented
- Information pertaining to project progress and accomplishments
- Email address, name, education level of student research assistants you added to project
- Project related presentations (title of presentation, approximate number of attendees,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



- 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.

Sections

Instructions

Progress

USDOT Requirements

Other

Publications

Presentations

*Instructions*

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The progress report provides a log of your project's data and activities NITC uses to satisfy reporting requirements of its funder, USDOT. We rely on appreciate the time you take to provide us with thorough, complete and thoughtful responses. In the text fields, please log the date when you add ne each field during the course of your project. Even if you are at the beginning stages of your project, please list the anticipate research outcome(s) ar project.

*Progress*

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% Project Completed to Date*	% Grant Award Expended*	% Match Expended & Docume
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*USDOT Requirements*

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Anticipated Research Outcomes\*

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.

**Accomplishments\***

**03/31/2017:** During this reporting period, we successfully completed a fall workshop course that engaged students in working with gateway communities on complex planning and transportation challenges. One of the graduate students working on this project (Jim Do) graduated; another student (Jane Do) joined our team. We completed a number of our academic instruction tools, and made significant progress on the remaining academic and stakeholder education tools. We also continued to facilitate the pilot collaborative regional planning effort in the Rainbow region; this effort is now off and running and is shaping up to provide a valuable model for other gateway regions facing complex transportation and planning-related challenges.

**09/30/2017:** We finalized the tools and resources we had previously developed and we developed a variety of additional community-oriented tools and resources. We will make these tools publicly available early next year when we launch a new website tied to our larger University of Utah Gateway & Amenity Community Initiative. We have continued to facilitate and coordinate the Rainbow Collaborative. We have also served as a resource for various government and private sector entities working on transportation and planning issues in gateway regions; we anticipate we will continue to play this role. For example, we are currently in conversation with the state DOT about developing planning support tools for gateway and natural amenity regions in the state. During this reporting period, we

Notable accomplishments, outstanding students, notable collaboration or exciting results and activities undertaken that support the national strategy for surface transportation research and/or respond to DOT priorities. This information may be used in TREC newsletters and included in the TREC Annual Report

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

*Presentations*

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Title*	Event type ----- ▾	Approx. number attending listed presentation	File <input type="button" value="Choose File"/> No file chosen <input type="checkbox"/> Delete
Event title	Primary audience ----- ▾	Location	Presentation Date <input type="button" value="Calendar"/>

[Add New Presentation](#)

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!**