



# PPMS: Submitting your Final Draft 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.

**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://bit.ly/2F9hXYg>. 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:



Home Users Projects Funding Summary Grants Orgs Notifications Peer Reviews Final Reports

Click here to submit an abstract for a proposal.

## Proposals & Projects

#1166 Funded **Demo project** NITC 16 Round 2

Edit Documents Progress Report

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.

Home Users Projects Funding Summary Grants Orgs Notifications

Project

[View / Edit](#)

[Docs](#)

[Progress Report](#)

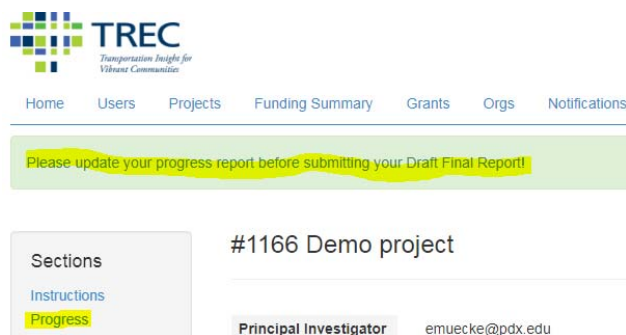
### Documents for Demo project

★ Starred types may be published on the public-facing site.

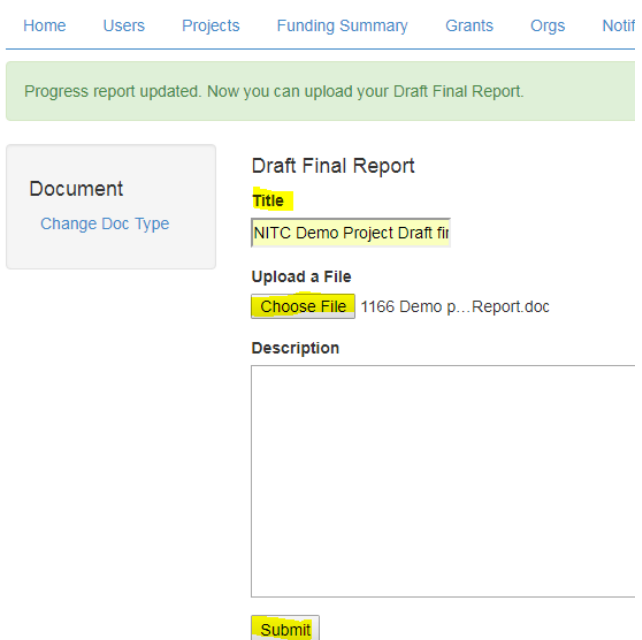
Add a document Select All Select None Delete

Data Management Plan	
Draft Final Report	
Management Plan	

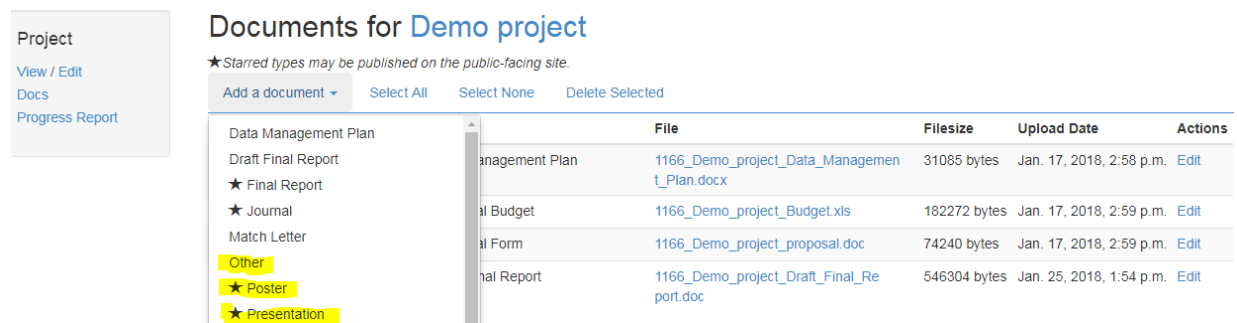
- At this point, PPMS will direct you back to your project screen and requesting you to update your progress report. Click on **Progress** on the left Navigation pane to update this report.



- Once you submit your progress report, you will be upload the report document.
  - Enter a **Title** for your draft report.
  - Choose** the file you intend to upload, and click on **submit**.



- 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.



- Once you submitted your draft final report, please email the research program administrator, Eva-Maria Muecke, [emuecke@pdx.edu](mailto:emuecke@pdx.edu), to let her know that your report is ready to be reviewed.

**THANK YOU!**