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.
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!**