

PPMS: Submitting a No-Cost Extension Request

(<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.

A **No-Cost Extension (NCE) request** can be used to extend the grant funding for a project for up to six months from the project end date and must be submitted no later than 1 month prior to the project's end date. (Not sure when your project/grant award ends? See your award letter.) In addition,

- Only the Principal Investigator (PI) is required to submit a NCE request for a project. If your NCE request is approved, all project-related task orders will automatically be extended to the new end date and task order amendments will be sent to the relevant research offices.
- An online NCE request can only be filed **once** during the life cycle of a project. Contact the Research Program Administrator if you intend to file an additional extension.
- A **new** progress report needs to be completed in conjunction with this request.
- NCE requests will only be considered if an extension is **essential** for the successful completion of the project and the reasons for the delay(s) were outside of the control of the project team. Other reasons, such as spending unused funds or preparing peer-reviewed publications, are NOT acceptable reasons to file a NCE.

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>.
 - If you completed a progress report in the past, skip to Step 3b (page 2).

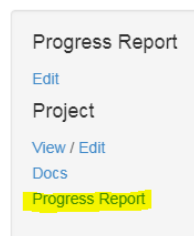
2. Complete and submit your progress report.

3. Once you submit your progress report a screen will appear that will indicate that your report has been updated (**Progress updated**).



Home Users Projects Funding Summary Grants Orgs Notifications Peer Reviews

- a) Next, click on **"Progress Report"** in the left Navigation Pane.



#861 Progress Report: PPMS Demo Project

| | |
|-------------------------------|----------------------------|
| Progress Updated | Sept. 17, 2018, 11:11 a.m. |
| Principal Investigator | emuecke@pdx.edu |
| Status | Active |
| Start Date | Sept. 2, 2018 |
| End Date | Dec. 31, 2021 |
| TRB RIP# | None |

b) The page will be refreshed and allow you to navigate to the NCE form (Click on “**No-Cost Extension Form**”).

| Sections |
|--|
| Instructions |
| Progress |
| USDOT |
| Requirements |
| Other |
| Publications |
| Presentations |
| No-Cost Extension Form |

4. Please review the instructions carefully the No-Cost Extension page. It is essential that you provide detailed information about the status of your project and reason(s) for the extension request. Sections need to be completed in **adequate detail** in order for the extension to be considered. Requests with insufficient details will not be processed.

No-Cost Extension -- #861 PPMS Demo Project

| | | | |
|-------------------------------|-----------------|----------------------|-----------------------|
| Principal Investigator | emuecke@pdx.edu | Grant Type | Research |
| Status | Active | Research Type | Applied |
| Start Date | Sept. 2, 2018 | Grant Cycle | NITC National Round 2 |
| End Date | Dec. 31, 2021 | | |
| TRB RIP# | None | | |

No-Cost Extension (NCE) Requests will only be considered and processed if all sections of the Progress Report are completed in conjunction with this request. Progress Report entries older than 2 months need to be updated. Please include dates with each entry to help us discern that information listed in your progress report meets this requirement. **A NCE Request can only be filed once using PPMS.**

If your NCE request is approved, all project-related task orders will be automatically extended to the new end date and task order amendments will be send to your research office for approval.

List tasks of projects as outlined in proposal & progress to-date for each task*

REASON FOR REQUEST

NCE requests will only be considered if an extension is essential for the successful completion of the project and the reasons for the delay(s) were outside of the control of the project team. Other reasons, such as spending unused funds or preparing peer-reviewed publications, are NOT acceptable reasons to file a NCE.

Reason for Extension*

Anticipated Project End Date (must not exceed 6 months after original end date)*

Principal Investigator Signature(PI Print Name)*

Principal Investigator Signature Date*

After you submit this request, click on "No-Cost Extension Signed" in the left navigation pane, save the page as a PDF, and email it to NITC's research program administrator. Thank you.

submit

5. Next, complete the form:
- Enter reason for the request
 - Selected an anticipated project end date
 - Entered your name
 - Selected today's date
 - Click on **“submit”**

6. Save your extension request as a PDF:
Click on the **“No-Cost Extension Signed”** (left navigation pane). This will allow you to use your browser to save the page as a pdf.

| #861 PPMS Demo Project | |
|------------------------|-----------------|
| Principal Investigator | emuecke@pdx.edu |
| Status | Active |
| Start Date | Sept. 2, 2018 |
| End Date | Dec. 31, 2021 |
| TRB RIP# | None |

7. Please email your request to Eva-Maria Muecke (emuecke@pdx.edu). Our goal is to review your request within two weeks of receipt of your request.