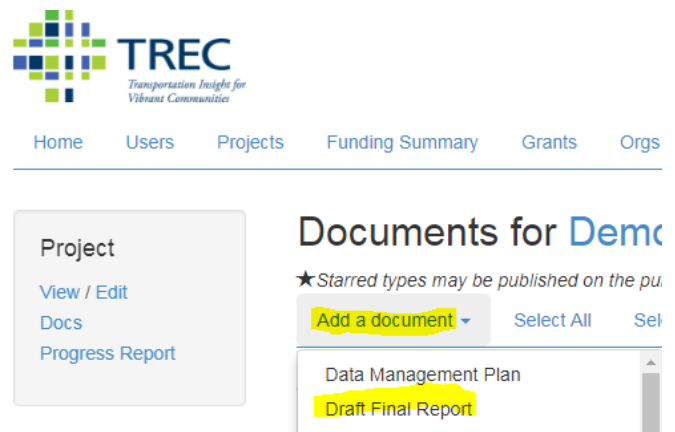# Submitting a Draft NITC Final Report to PPMS

Congratulations! You completed your project and are ready to submit the draft of your final report. Before you do so, please note you are **required to submit a progress report during the process of submitting a draft final report**.

What is PPMS?

PPMS is the Project Proposal Management System of the Transportation Research and Education Center (TREC) at Portland State University that is used to manage proposal submissions, peer reviews, and active projects for the National Institute for Transportation and Communities (NITC) program.
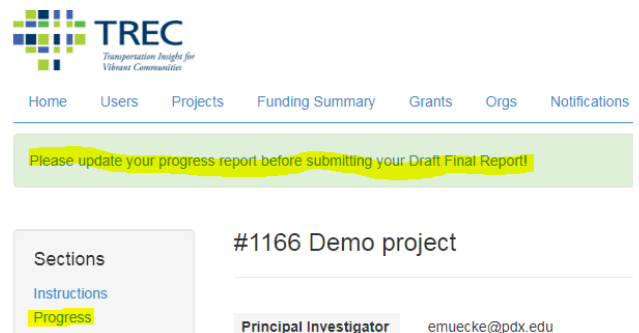
How to submit your draft final report to PPMS

1. Log into PPMS (http://ppms.trec.pdx.edu) with your user id (your email address) and password. If needed, click this link to reset your password.

2. Select the project you're submitting a report for, and click on **"Documents"** located just below the project title. The following window will open (see right).

3. Click on "**Add a document**". From the drop down menu, select **Draft Final Report** to upload your draft report as a word document.

PPMS Progress Report update required

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

Once you submit your progress report, you will be able to complete the upload of your draft final report.

Enter a **Title** for your draft report, and choose the file you intend to upload, and click on **submit**.

Submitting Other Documents

If you have additional files that accompany your draft final report, please use the **"Other"** document option to upload these files. We also have upload options available for posters, presentations, journals, websites and more. We encourage you to upload relevant files that highlight your work.

Notify the NITC Research Program Administrator

Once you have submitted your draft final report, please email the research program administrator, Brendan Williams at brendan.williams@pdx.edu to let them know that your report is ready to be reviewed.