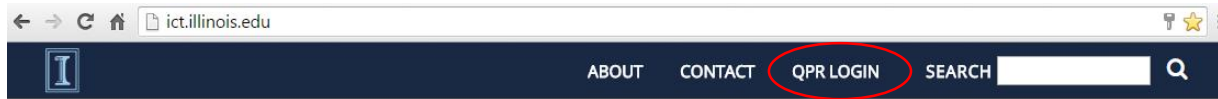


# Quarterly Progress Report (QPR) Instructions for Technical Review Panel (TRP)

Please note that these instructions are meant for Technical Review Panel Chairs and Members with a username and password

1. Go to the ICT website ([www.ict.illinois.edu](http://www.ict.illinois.edu)) (unless you used the link from the email)
2. Click **QPR Login** (shown in the image below)



RESEARCH PUBLICATIONS TRAINING AND SEMINARS NEWS



## FHWA PRESENTS WORKSHOPS BASED ON ICT/IDOT TACK COAT RESEARCH

A project completed by ICT in 2013 on behalf of the Illinois Department of Transportation (IDOT) is still making an impact in the pavement world. The project, "Best Practices for Implementation of Tack Coat" (R27-100), was published as two reports: [Part 1](#) (laboratory study) and [part 2](#) (field study). A 2005-2008 ICT/IDOT project, "Tack Coat Optimization for HMA Overlays" (R55), was a predecessor to the best practices study. [Read More](#)

3. Enter username/password. (Follow instructions on website if you do not know your password)
4. If you are the TRP Chair of a project, ICT -has entered your username as the TRP Chair for that project. Once your username is entered into a project's Personnel list, that project will appear after you have logged in. Projects that require your attention for the current quarter will have a blue **Review & Approve QPR** button under the "Action Needed" column on the right side of the screen.
5. Find the project for which you wish to approve the QPR, click **Review & Approve QPR** on right hand side (shown in the image below).

### ICT Projects

Status: [All](#) | [Complete](#) | [Active](#) | [Pending](#) QPR Due: [All](#) | [Due](#) | [Submitted](#) | [Completed](#)

ID	Project	Action Needed
R27-175	<a href="#">Test 1</a>	<a href="#">Review &amp; Approve QPR</a>

6. Once you have clicked the **Review & Approve QPR** button, you will see several sections. Some fields are greyed out, some appear in white, while others appear in white with a red asterisk. A white field with a red asterisk denotes a required field. If you see errors in a greyed out section, please leave a comment in the Project Discussion Board at the bottom of the QPR or email ICT staff at [ICTProjectManagement@illinois.edu](mailto:ICTProjectManagement@illinois.edu) with the error you have noticed.

Please review and update, as necessary, the following areas:

- a. Personnel (shown in the image below) – as TRP Chair of the project, you can add:

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- i. TRP Members
- ii. TRP Co-Chairs

**Personnel**

Name	Email	Type	Action
TRPMember, Pretend (ptrpmember)		TRP Chair	

**Add project team member**      **Member type**

Don't see the user you're looking for? [Add a user.](#)

- b. Technical Review Panel Updates (shown in the image below): please note this section is only available after the Principal Investigator (PI) submits the report. ICT will have already entered the Deliverable Name and Responsibility for each deliverable.
  - i. Deliverables: Please update Est. Due Date, Progress, Finished, and Completion Date each quarter. Add any new deliverables not listed.
  - ii. Implementation (Required): Please enter the implementation activities performed this quarter. Please click **Show history** to view any available archive.

**Technical Review Panel Updates**

**Deliverables**

n	Deliverable	Responsibility	Due Date	Progress	Finished	Completion Date
1	<input type="text" value="New deliverable"/>	<input type="text"/>	<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text" value="mm/dd/yyyy"/>

**Implementation\***  
*Describe any implementation activities you have performed this quarter.*

[Show history](#)

## Quarterly Progress Report (QPR) Instructions for Technical Review Panel (TRP)

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- c. TRP Comments (shown in the image below):
  - i. Enter TRP Comments (Required): Please comment on project's progress, results and status. These comments are included in the final QPR. Please click **Show history** to view any available archive.

**TRP Comments**

**Enter TRP Comments\***  
*Provide comments on project's progress, results and status. These comments are included in the final QPR.*

[Show history](#)

- d. Project Discussion Board (shown in the image below)
  - i. Please use this section to send a comment to the PI of the project. The PI or a member of the ICT staff will try to address any comments that you have. Comments can include, but are not limited to:
    1. Questions you have about what is listed on the quarterly report.
    2. Any errors or typos you notice on the report.
  - ii. Please note that both the **Save QPR** and **Approve QPR** buttons will submit any comments.
  - iii. If you need the PI to revise or update the QPR, do not hit the **Approve QPR** button.

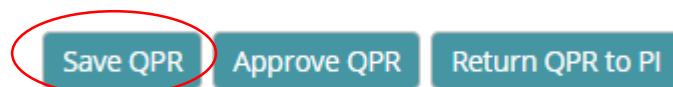
**Project Discussion Board**

Used as a communication tool between TRP and PI.

**Add to the discussion**  
*Comments will be e-mailed automatically to the PI, TRP Chair and ICT Project Management.*

**Send Discussion**

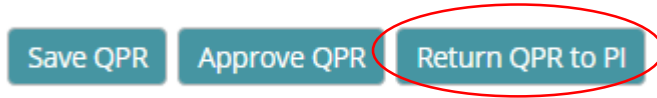
- 7. To save your progress without approving the QPR, click **Save QPR** at the bottom of the page (shown in the image below).



## Quarterly Progress Report (QPR) Instructions for Technical Review Panel (TRP)

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8. Once all aforementioned fields have been reviewed and updated, you can either click the:
  - a. **“Return QPR to PI”** button (shown in the image below), and wait for him/her to address your comments OR



- b. **“Approve the QPR”** button (shown in the image below).



- c. Please note that if you click the Approve QPR button, no more changes can be made to the QPR. Clicking the **Approve QPR** button means that you approve the QPR as is. If you want the PI to change something before you approve the QPR, then click the **Return QPR to PI** button. This will send an email to the PI informing them that you returned the QPR to them. You can also send them a comment with more details. Please remember that clicking the **Save** button DOES NOT approve the QPR.
9. If you approved the QPR, but did not complete all required fields (denoted with a red asterisk), you will receive a message similar to the below. You will have to complete the required fields and click **Approve QPR** again.

You have not completed all required fields. Please complete the following fields:

- Implementation Activities
- TRP Comments

10. You will receive the following message thanking you and telling you that you have successfully approved the QPR (shown in the image below):

Welcome, Pretend

[My Projects](#)

[All Projects](#)

[Search Projects](#)

[Publications](#)

[Change Password](#)

[Update User Profile](#)

[Logout](#)

## Thank you

You have successfully approved this QPR.

## **Quarterly Progress Report (QPR) Instructions for Technical Review Panel (TRP)**

*Please note that these instructions are meant for Technical Review Panel Chairs and Members with a username and password*

11. Once you have approved the QPR, you are finished with the QPR for the quarter, and all archived sections are stored for future reference.