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

Please note that these instructions are meant for TRP Chairs and Members with a username and password.

1. **Go to the ICT website**: www.ict.illinois.edu (*You can also use the direct link provided in the email.*)
2. **Access the QPR Login**: Hover over the **Research** tab in the top navigation bar. A dropdown menu will appear, click **QPR Login** from that menu.
3. **Log in**: Enter username/password. (Follow instructions on website if you do not know your password)
4. **View your projects:** If you are the TRP Chair of a project, ICT will have entered your username as the TRP Chair. Once logged in, your project(s) will appear on the dashboard. Projects that require your attention will have a **blue Review & Approve QPR** button under the **Action Needed** column.
5. **Review & Approve QPR**: Click the **Review & Approve QPR** next to the project you wish to review (shown in the image below).

6. **Review and Update QPR Sections:** After clicking **Review & Approve QPR**, you will see several sections:
   a. **Field Colors**:
      i. **Greyed out fields**: Not editable.
      ii. **White fields**: Editable.
      iii. **White fields with a red asterisk**: **Required** fields.

   If you notice an error in a greyed-out section, please:
   b. Leave a comment in the **Project Discussion Board** at the bottom of the QPR, or
   c. Email ICT staff at ICTProjectManagement@illinois.edu

7. **Areas to Review and Update**:
   a. **Personnel** (shown in the image below): as TRP Chair of the project, you can add:
      i. TRP Members
      ii. TRP Co-Chairs

   b. **Technical Review Panel Updates** (shown in the image below): *Available only after the PI submits the report*. ICT will have already entered the Deliverable Name and Responsibility for each deliverable.
      i. **Deliverables:** Update the following for each deliverable:
         1. Estimated Due Date
         2. Progress
         3. Finished status
         4. Completion Date
            You may also add new deliverables.
      ii. **Implementation** *(Required):* Enter implementation activities performed this quarter.
          Click **Show History** to view archived entries.

c. **TRP Comments** *(Required)* (shown in the image below): Comment on the project's progress, results, and status. These comments are included in the final QPR. Click **Show history** to view archived entries.

d. **Project Discussion Board** (shown in the image below):
   i. Use this section to communicate with the PI or ICT staff. You may include:
      1. Questions about the quarterly report.
      2. Notes on errors or typos.
   ii. **Important:** Both **Save QPR** and **Approve QPR** buttons will submit any comments.
   iii. If you need the PI to revise the QPR, **do not click Approve QPR**.

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

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

9. **Submit or Return the QPR**: After reviewing all sections, choose one of the following:
   a. **Return QPR to PI** (shown in the image below): Use this if you need the PI to make changes. This sends an email to the PI and allows you to include comments.
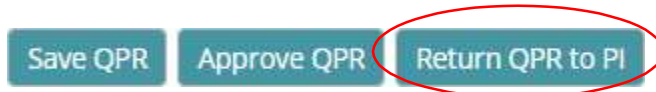
   b. **Approve the QPR** (shown in the image below): Use this only when you are satisfied with the QPR.
      i. **Important:** Once apprvoed, no further changes can be made. Clicking **Save QPR** does **not** approve the QPR.
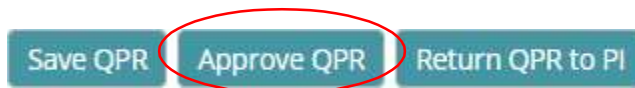
10. **Incomplete Submission:** If you click **Approve QPR** without completing all required fields, you'll receive an error message. Complete the missing fields and click **Approve QPR** again.

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

- Implementation Activities
- TRP Comments

11. **Confirmation Message:** Once successfully approved, you'll receive a confirmation message (shown in the image below):

Welcome, Pretend

Thank you

My Projects

All Projects

You have successfully approved this Q

Search Projects

Publications

Change Password

Update User Profile

12. **After Approval:** Once you have approved the QPR, you are finished with the QPR for the quarter, and all archived sections are stored for future reference.