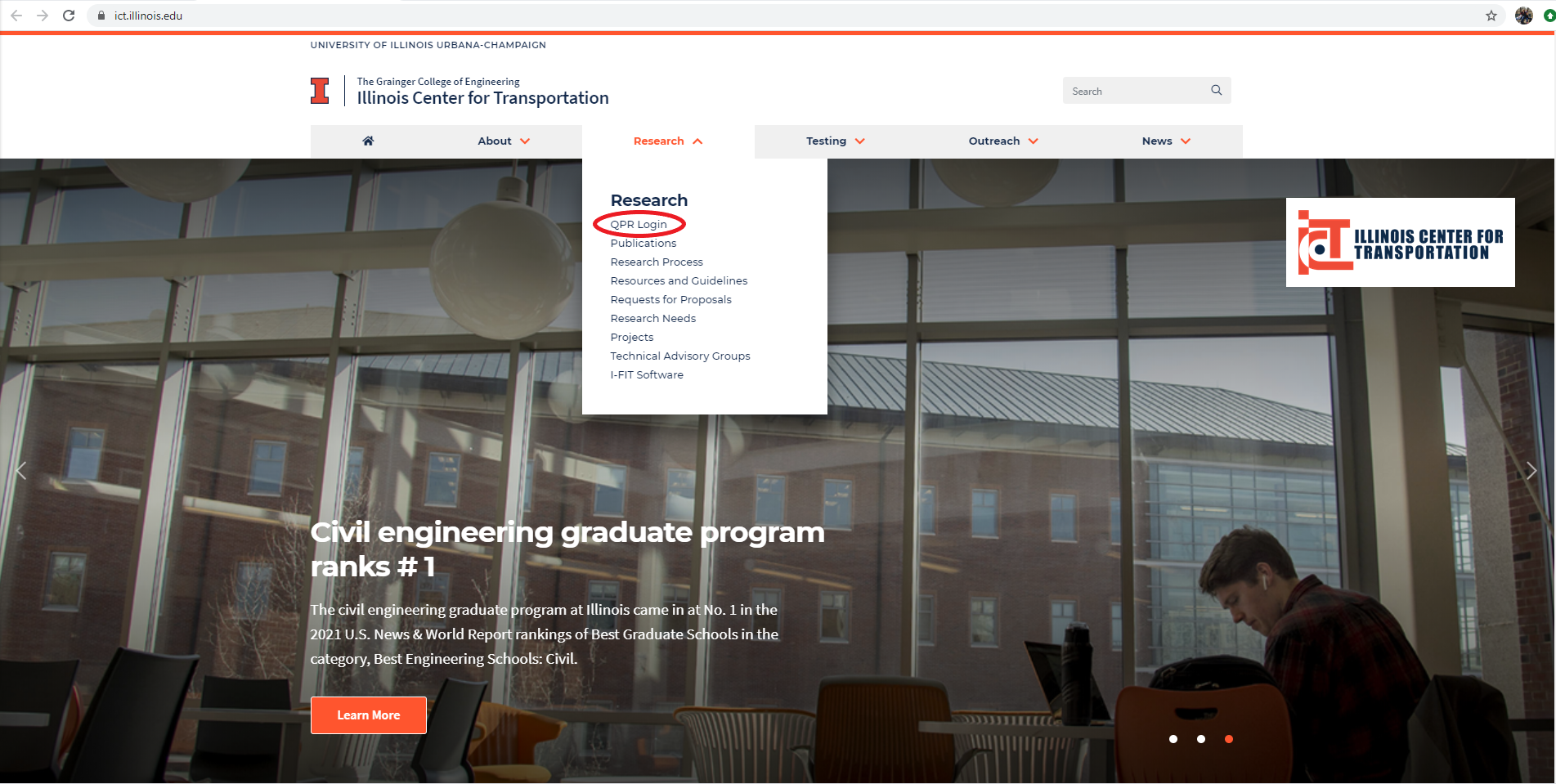
1. Go to the ICT website ([www.ict.illinois.edu](http://www.ict.illinois.edu/)) (unless you used the link from the email)
2. Under **Research,** Click **QPR Login** (shown in the image below)



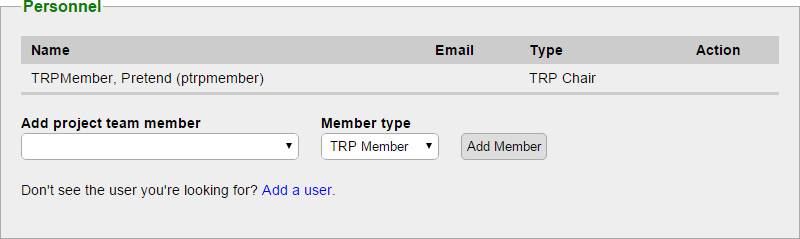
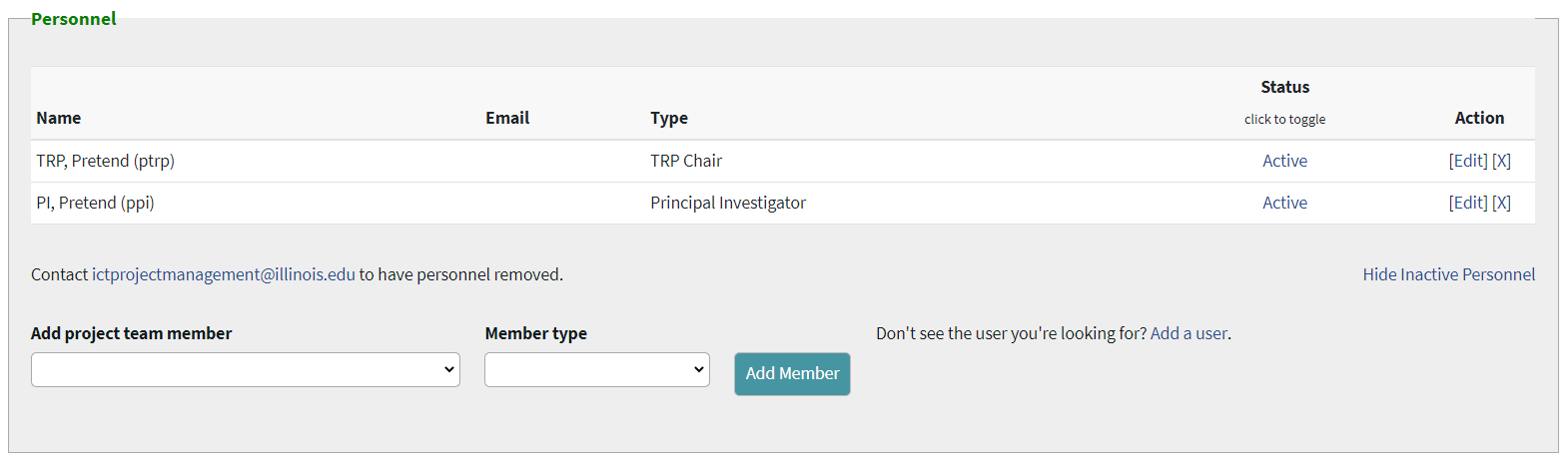
1. Enter username/password. (Follow instructions on website if you do not know your password)
2. If you are the TRP Chair of a project, ICT has entered your username as the TRP Chair for that project. Once your username is entered into a project’s Personnel list, that project will appear after you have 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.
3. Find the project for which you wish to approve the QPR, click **Review & Approve QPR** on right hand side (shown in the image below).



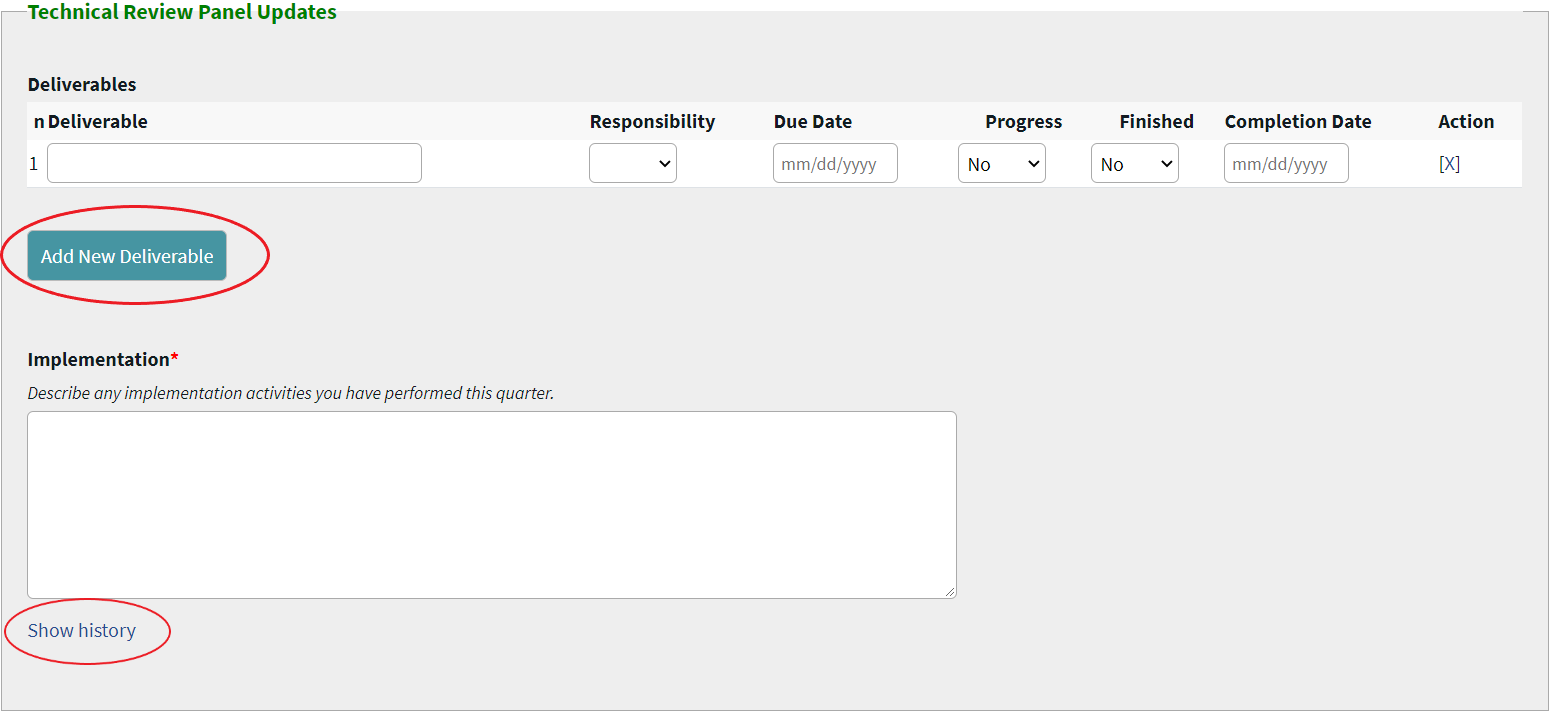
1. Once you have clicked the **Review & Approve QPR** button, you will see several sections. Some fields are greyed out, some appear in white, while others appear in white with a red asterisk. A white field with a red asterisk denotes a required field. If you see errors in a greyed out section, please 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:

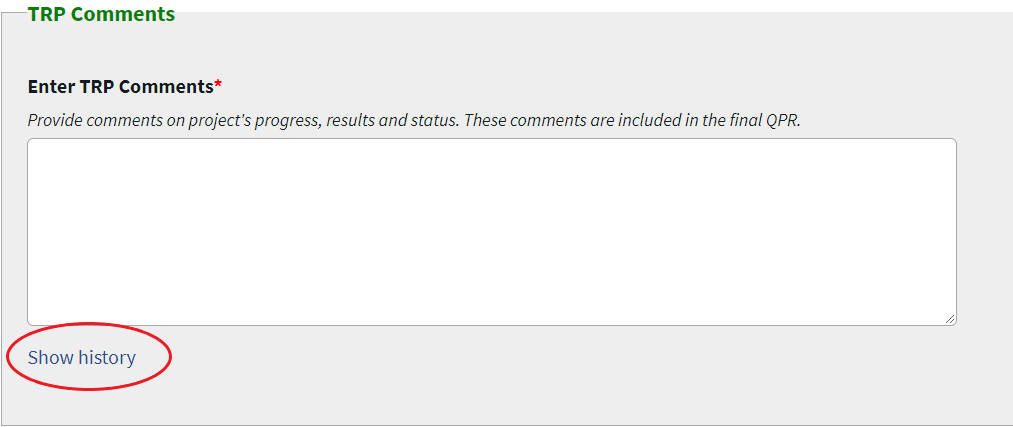
* 1. Personnel (shown in the image below) – as TRP Chair of the project, you can add:
     1. TRP Members
     2. TRP Co-Chairs



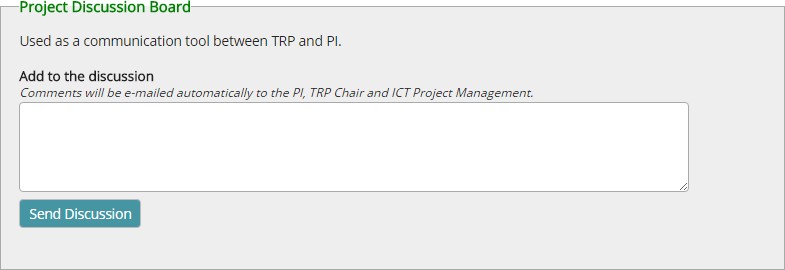
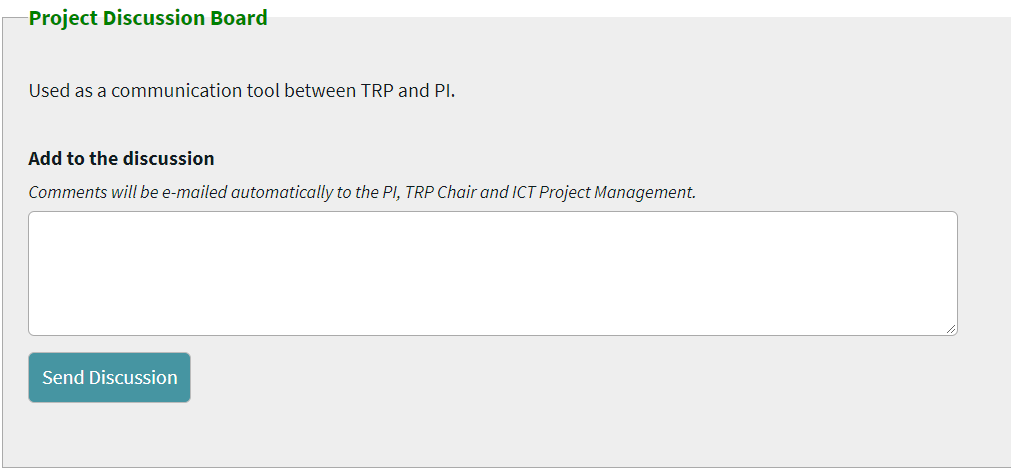
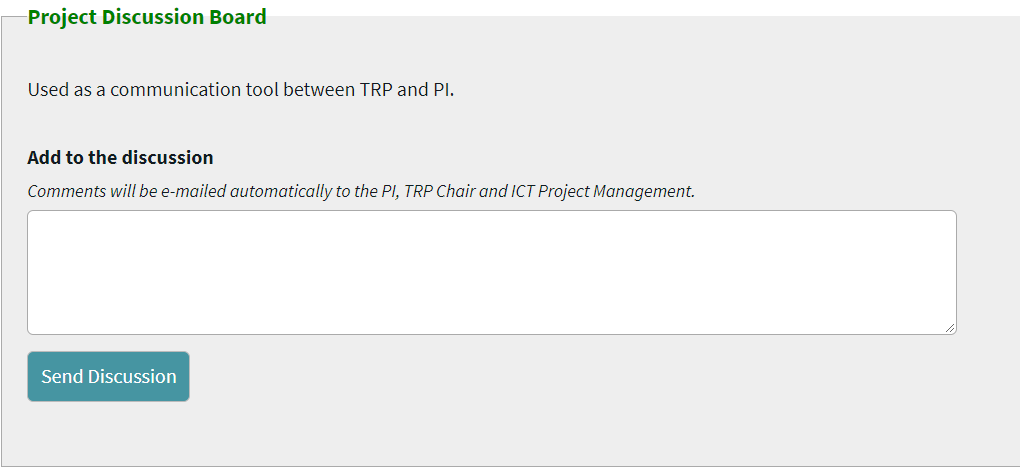
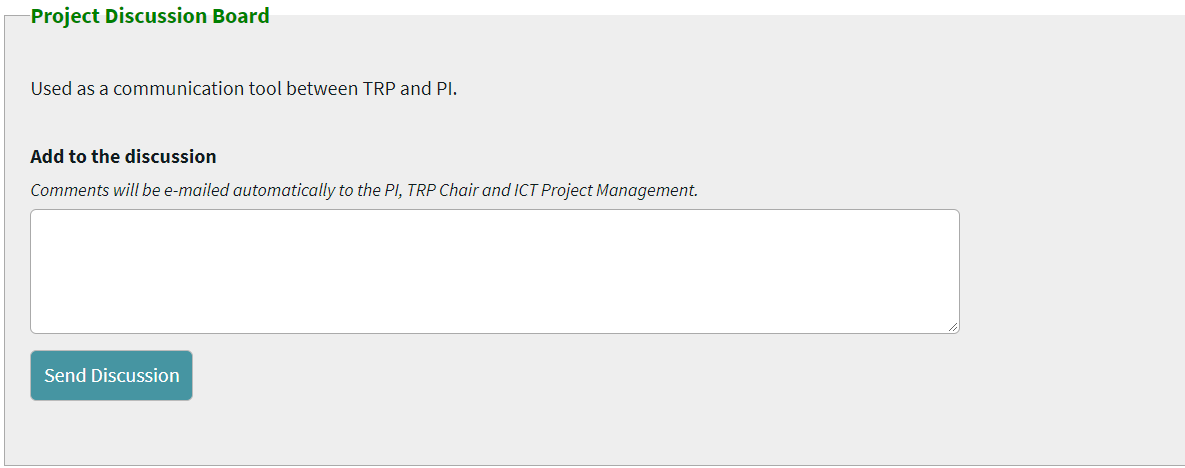
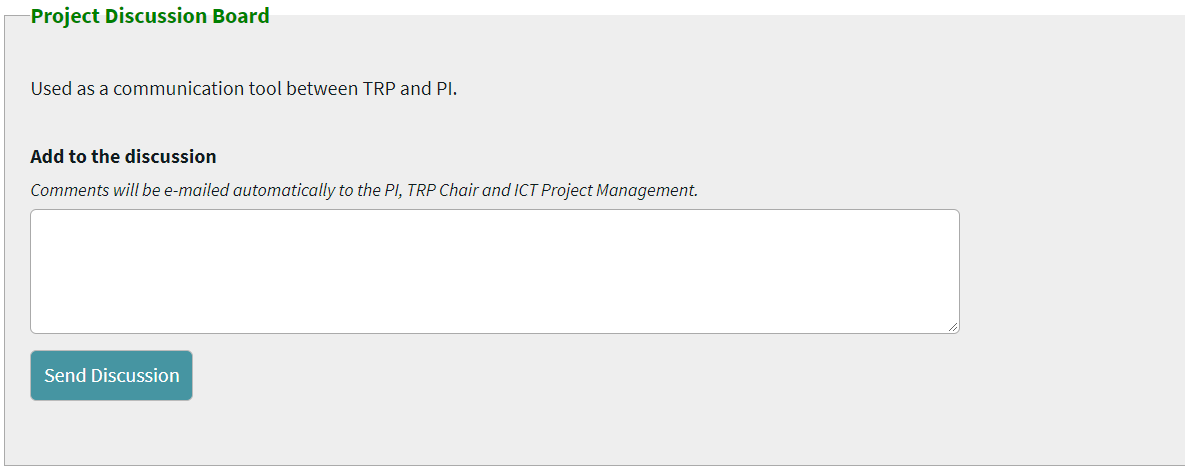
* 1. Technical Review Panel Updates (shown in the image below): please note this section is only available after the Principal Investigator (PI) submits the report. ICT will have already entered the Deliverable Name and Responsibility for each deliverable.
     1. Deliverables: Please update Est. Due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



* 1. TRP Comments (shown in the image below):
     1. 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.



* 1. Project Discussion Board (shown in the image below)
     1. 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.
     2. Please note that both the **Save QPR** and **Approve QPR** buttons will submit any comments.
     3. If you need the PI to revise or update the QPR, do not hit the **Approve QPR** button.



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



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

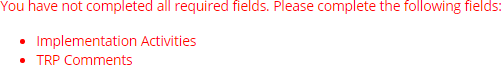


* 1. “Approve the QPR” button (shown in the image below).

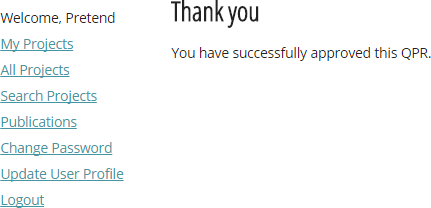


* 1. Please note that if you click the Approve QPR button, no more changes can be made to the QPR. Clicking the **Approve QPR** button means that you approve the QPR as is. If you want the PI to change something before you approve the QPR, then click the **Return QPR to PI** button. This will send an 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.

1. If you approved the QPR, but did not complete all required fields (denoted with a red asterisk), you will received a message similar to the below. You will have to complete the required fields and click **Approve QPR** again.



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



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