2020

Research and Development Project Management

PRIMIS SYSTEM USER GUIDE
FOR RESEARCH CONTRACTORS

PIPELINE AND HAZARDOUS MATERIALS SAFETY ADMINISTRATION

Table of Contents

I. PRIMIS System for CAAP and RA Contractors

The following procedure addresses how contractors associated with either a Competitive Academic Agreement Program (CAAP) or primary program Research Announcement (RA) project, on managing submittals through the PRIMIS system.

***NOTE: All items detailed here may not be applicable to all projects. The Contractor Page lists only those items applicable to the project.**

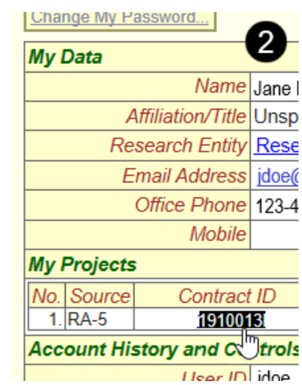
II. Login to PRIMIS and Locate My Project(s)

A. Login to PRIMIS

1. Navigate to https://primis.phmsa.dot.gov/matrix/ParHome.rdm in an internet browser.
2. Input the system-assigned **User ID** and **Password**.
3. Click **Log In.** My Account page is displayed with additional menu options on the left and the User name in the banner at the top right.
4. Bookmark **My Account** in your internet browser to navigate directly to this page for future logins.

Troubleshooting Tip: *For login assistance contact RDSupport@cycla.com*

B. Locate My Project(s)



1. Login to PRIMIS first-time or from a bookmark.
2. Click **Contract ID** from the **My Projects** section to access the project specific **Contractor Page**. ❷

Note*: Projects can also be found through the* ***Search*** *feature in the left-hand menu with the project title, contract number, or project number.*

III. PRIMIS Project Management

PRIMIS CAAP and RA projects are managed through the pages associated with the project. Most project related activities (submit deliverables or contract modifications) can be completed from either the Contractor Page or File Cabinet.

A. Navigate

Navigate through pages associated with a selected project using **This Project** section of the left-hand menu.

B. Contractor Page

The **Contractor Page** is the main project page composed of three sections to support contractor activities.

1. The top section contains overall project details including contract title, number, budget, and Agreement Officer Representative (AOR) Contact.
2. The middle section is **Contractor Submissions** where all forms and deliverables can be obtained or submitted for the project.
3. The bottom section lists all **Deliverables** including the activity type, due date, and when the file was received (if submitted).

C. File Cabinet

The **File Cabinet** contains documents related to the project. Previously submitted documents can be viewed or downloaded and saved for reference. Many links on the **Contractor Page** are also repeated here.

D. Public Page

The **Public Page** displays the public-facing website. From the public page users can preview documents and text that are available to the general public.

IV. Contractor Activities

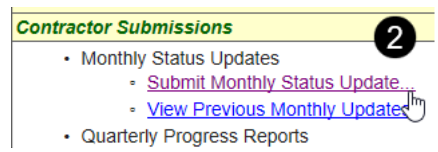
Required contractor activities are detailed in each project contract. The following sections describe how to submit required deliverables and modifications to the project in the PRIMIS system.

A. Monthly Status Updates (RA Projects ONLY)

For **RA Projects ONLY** a monthly status update is due each month. A monthly status update is not required in months when a [Quarterly Progress Report]() is due. To complete the report:

1. Navigate to the **Contractor Submission** section on the **[Contractor Page]()**.

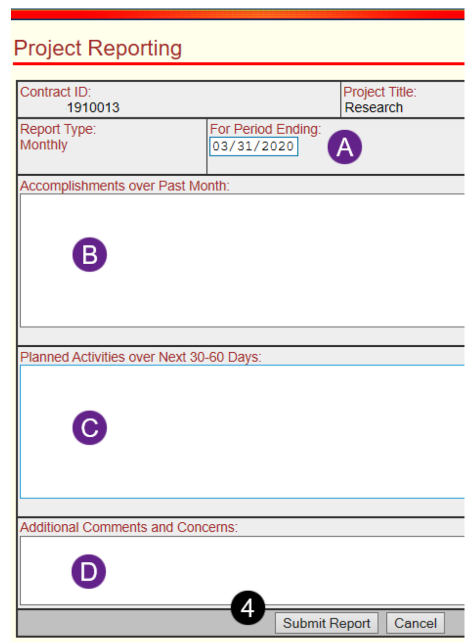
2. Click **Submit Monthly Status Update...** under **Monthly Status Updates** to open the **Project Reporting** page. 2



3. Enter the following information into the **Project Reporting** page:

   - Verify the date auto populated in the **For Period Ending** box is correct. Update to the appropriate reporting period if necessary. Dates are formatted MM/DD/YYYY. A
   - Populate the **Accomplishments over Past Month** textbox in bullet format. The list should include deliverables, accomplishments, and milestones currently in process. B
   - Populate the **Planned Activities over Next 30-60 Days** textbox in bullet format. C
   - If needed, add comments in the **Additional Comments and Concerns** textbox. D

   Note: To create a bullet use an asterisk and space (*) prior to starting text.



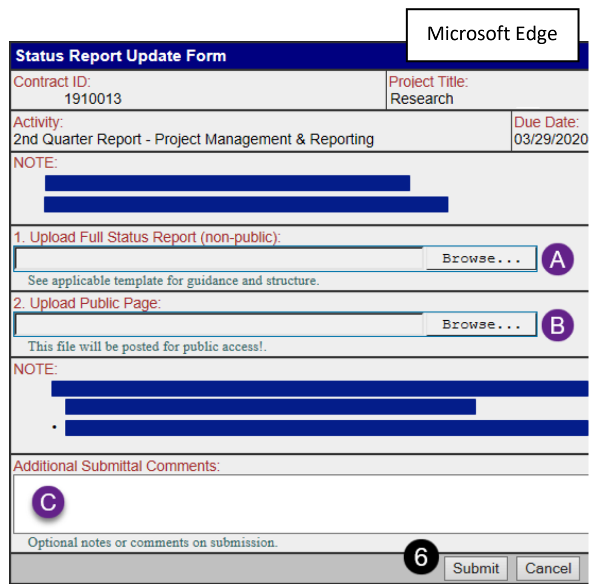
4. Click **Submit Report** button to complete and return to previous page. Select **Cancel** to return to **Contractor Page** (changes are not saved). 4

5. To review submitted updates, click **View Previous Monthly Updates** under **Monthly Status Updates** to open the **Monthly Status Updates** page. Select the link of the report to be reviewed. Alternately, review submitted updates as described in [Section M. View Project Documents]().

B. Quarterly Progress Reports

Every quarter a project status report is due. Due dates are provided in the Deliverables section of the Contractor Page. CAAP projects require one report each quarter. RA projects have both an internal and public quarterly report requirement.

1. Navigate to the **Contractor Submission** section on the Contractor Page.
2. Retrieve Quarterly Reports Template(s) under **Quarterly Progress Reports**:
   - **CAAP**: Click **CAAP Quarterly Report Template** to download the file and save.
   - **RA**: Click **Quarterly Report Template** to download the Internal Quarterly Report template and save. Click **Public Page Template** to download the Public Page Quarterly Report template and save.
3. Prepare the quarterly report(s) using the downloaded template(s) and save the report(s) to the local computer. Refer to Filename Requirements for guidelines.
4. Navigate to the **Contractor Submission** section. Click **Submit Deliverable: X Quarter Report – Project Management & Reporting*** under **Quarterly Progress Reports**.
5. Complete the following in the **Status Report Update** Form:
   - Refer to Filename Requirements for guidelines prior to submittal.
   - Click button** below the **Upload Full Status Report** heading. Navigate to desired file and select. The filename is now displayed. A
   - **RA ONLY** – Click the button** below the **Upload Public Page** heading. Navigate to desired file and select. The filename is now displayed. B
   - If needed, add comments in the **Additional Submittal Comments** textbox. C



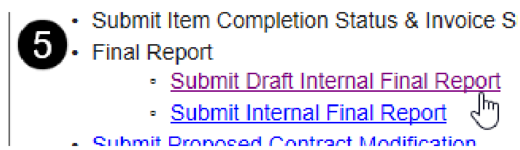
6. Click **Submit** button to complete and return to previous page. Select **Cancel** to return to previous page (changes are not saved). 6

***** The link contains the quarter for which a report is due.

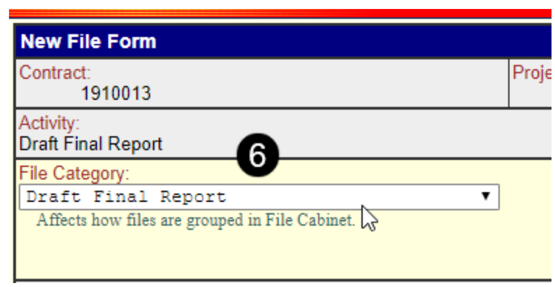
****** Button name depends on Internet Browser. (e.g. Google Chrome is **Choose File**, Internet Explorer/Edge and Firefox is **Browse…**)

C. Draft and Final Reports

1. Navigate to the **Contractor Submission** section on the Contractor Page.
2. **CAAP Only** - Click on **CAAP Draft Final and Final Report Template** link under **Draft Final Reports** to download the file and save to the local computer.
3. **CAAP Only** - Complete the reports using the downloaded template(s) and save to the local computer.
4. Refer to Filename Requirements for guidelines prior to submittal.
5. Submit completed reports by:



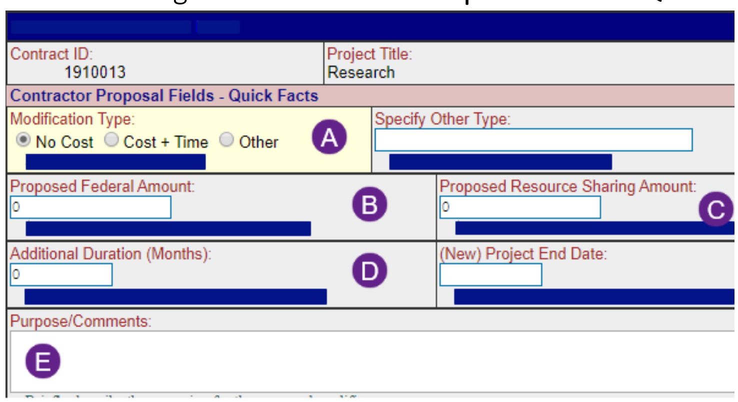
   - Draft report - Click on **Submit Draft Internal Final Report** under **Draft Final Report**.
   - Final report - Click on **Submit Internal Final Report** under **Final Report**.
6. Verify **Activity** and **File Category** are correct. 6
7. Proceed to Section L. Submit Files.



D. Propose Contract Modification

To propose a contract modification the user must:

1. Refer to the contract and review requirements prior to submittal. Contract documents can be found in the File Cabinet under **Contract Documents**.
2. Navigate to the **Contractor Submission** section on the Contractor Page.
3. Click **Submit Proposed Contract Modification** to open the **Contract Modification Form**.
4. Complete the following in the **Contractor Proposal Fields – Quick Facts** section:



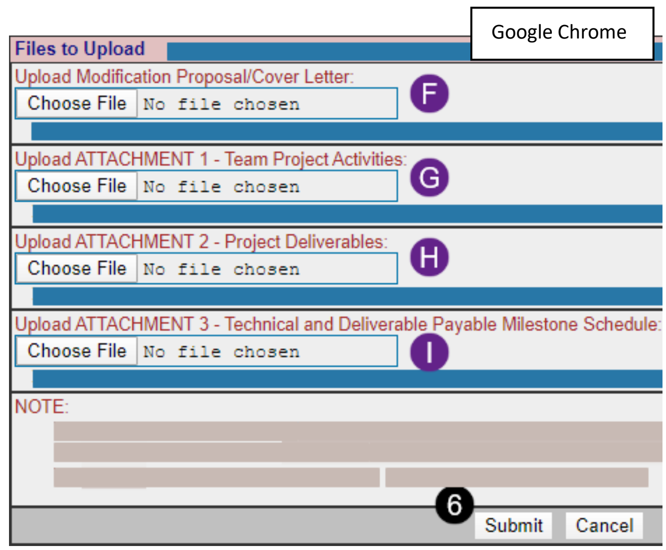
[redacted]

Contract ID: 1910013
Project Title: Research
Contractor Proposal Fields - Quick Facts
Modification Type: No Cost Cost + Time Other A
[redacted]
Specify Other Type:
[redacted]
Proposed Federal Amount: 0 B
[redacted]
Proposed Resource Sharing Amount: 0 C
[redacted]
Additional Duration (Months): 0 D
[redacted]
(New) Project End Date:
[redacted]
Purpose/Comments:
E

- Select the correct **Modification Type** radio button. If **Other** is selected, fill in the **Specify Other Type** textbox. A
- Input **Modified Proposed Federal Amount** if a cost change is proposed. All costs are in US dollars. Leave 0 if no modification is needed. B
- Input **Proposed Resource Sharing Allocation** if an allocation change is proposed. All costs are in US dollars. Leave 0 if no modification is needed. C
- Input **Additional Duration (Months)** if a timeline change is proposed. Leave 0 if no modification is needed. If a timeline change is proposed, update **(New) Project End Date**. Date must be formatted as MM/DD/YYYY. D
- Enter reasoning for proposed modification in the **Purpose/Comments** textbox. E

5. Complete the following in the **Files to Upload** section:

- Refer to [Filename Requirements] for guidelines prior to submittal.
- Upload Modification Proposal/Cover Letter File. Click the button** below the **Upload Modification Proposal/Cover Letter** heading. Navigate to desired file and select. The filename is now displayed. F
- If applicable, upload Attachment 1. Changes are to be highlighted in yellow. Click button** below the **Upload ATTACHMENT 1 – Team Project Activities** heading. Navigate to desired file and select. The filename is now displayed. G
- If applicable, upload Attachment 2. Changes are to be highlighted in yellow. Click button** below the **Upload ATTACHMENT 2 – Project Deliverables** heading. Navigate to desired file and select. The filename is now displayed. H
- If applicable, upload Attachment 3. Changes are to be highlighted in yellow. Click button** below the **Upload ATTACHMENT 3 – Technical and Deliverable Payable Milestone** heading. While the other files should be PDF or Microsoft Word documents, when Attachment 3 is applicable, *it must be submitted in Microsoft Excel (XLS/XLSX) format*. Navigate to desired file and select. The filename is now displayed. I



6. Click **Submit** button to complete and return to previous page. Select **Cancel** to return to previous page (changes are not saved). 6

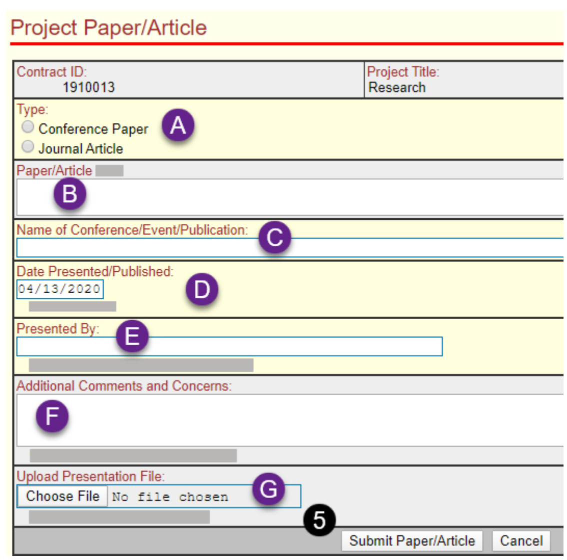
Note: If a submitted file needs to be replaced refer to [Section N. Replace Project Documents.]

** Button name depends on Internet Browser. (e.g. Google Chrome is **Choose File**, Internet Explorer/Edge and Firefox is **Browse…**)

E. Conference Paper Presentation or Publication

Upon completion of conference presentation or publication the contractor must complete the following:

1. Refer to the contract and review requirements prior to submittal. Contract documents can be found in the File Cabinet under **Contract Documents**.
2. Navigate to the **Contractor Submission** section on the Contractor Page.
3. Click **Conference Paper, Presentation or Publication (as described in applicable awards)** to open the **Project Paper/Article** form.
4. Complete the following on the Project Paper/Article page:
   - Refer to Filename Requirements for guidelines prior to file upload.
   - Select the correct **Type** radio button. A
   - Enter the **Paper/Article Title** in the textbox. B
   - Enter the **Name of Conference/Event/Publication** in the textbox. C
   - Enter the **Date Presented/Published**. The data is auto populated to today's date. Date must be formatted as MM/DD/YYYY. D
   - Enter **Presented By** in the textbox. E
   - If needed, add comments in the **Additional Comments and Concerns** textbox in bullet format. To create a bullet use an asterisk and space (*) prior to starting text. F
   - Upload Presentation File. Click button** **File** below the **Upload Presentation File** heading. Navigate to desired file and select. The filename is now displayed. G



5. Click **Submit Paper/Article** button to complete and return to previous page. Select **Cancel** to return to previous page (changes are not saved). 5

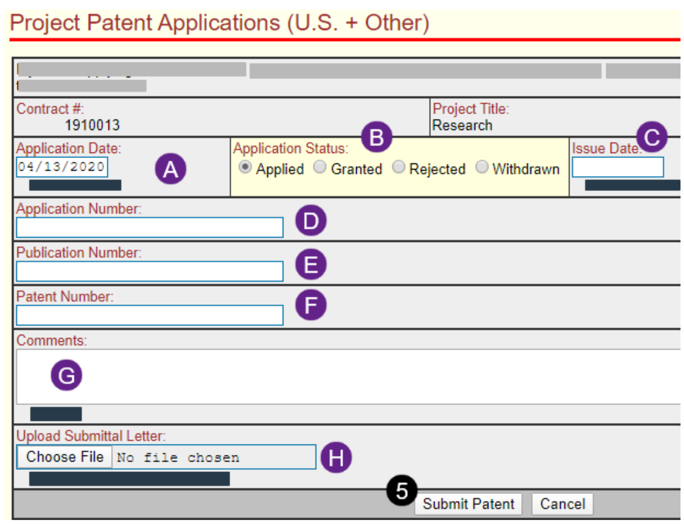
** Button name depends on Internet Browser. (e.g. Google Chrome is **Choose File**, Internet Explorer/Edge and Firefox is **Browse…**)

F. U.S. and Other Patent Information

PHMSA tracks each step in the patent process, if a patent is in the application process or status has change on a previous application, a contractor must complete the following:

1. Refer to the contract and review requirements prior to submittal. Contract documents can be found in the File Cabinet under **Contract Documents**.
2. Navigate to the **Contractor Submission** section on the Contractor Page.
3. Click **Submit U.S. Patent Information (as described in all awards issued)** to open the **Project Patent Applications (U.S. + Other)** form.
4. Complete the following on the **Project Patent Applications (U.S. + Other)** page:

   This information must be updated if patent status changes even if a project has been closed.



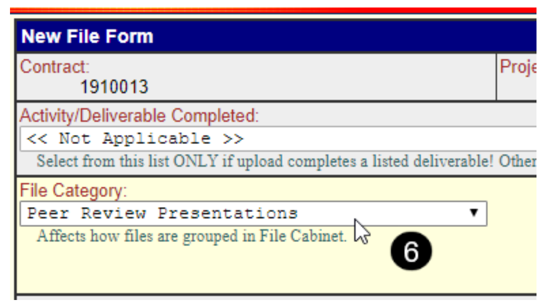
   - Refer to Filename Requirements for guidelines prior to file upload.
   - Required, enter the **Application Date**. The data is auto populated to today's date. Date must be formatted as MM/DD/YYYY. A
   - Select the correct **Application Status** radio button. B
   - If applicable, enter the **Issued Date**. Date must be formatted as MM/DD/YYYY. C
   - Enter the **Application Number** in the textbox. D
   - If applicable, enter the **Publication Number** in the textbox. E
   - If applicable, enter the **Patent Number** in the textbox. F
   - If needed, add comments in the **Comments** textbox. G
   - If applicable, **Upload Submittal Letter**. Click button** below the **Upload Submittal Letter** heading. Navigate to desired file and select. The filename is now displayed. H
5. Click **Submit Patent** button to complete and return to previous page. Select **Cancel** to return to previous page (changes are not saved). 5

** Button name depends on Internet Browser. (e.g. Google Chrome is **Choose File**, Internet Explorer/Edge and Firefox is **Browse…**)

G. Peer Review Presentation (RA Projects ONLY)

Peer Reviews are identified by PHMSA stakeholders. If a contractor is notified that a peer review is to be conducted, a contractor must complete the following:

1. Refer to the contract and review requirements prior to submittal. Contract documents can be found in the File Cabinet under **Contract Documents**.
2. Navigate to the **Contractor Submission** section on the Contractor Page.
3. Click **Download Peer Review Template** under **Peer Review Presentations.**
4. Complete the presentation using the downloaded template and save to the local computer. Refer to Filename Requirements for guidelines.
5. Click **Submit/Upload Peer Review Presentation** to open the **New File Form**.
6. Verify **Activity/Deliverable Completed** is *Not Applicable* and **File Category** is *Peer Review Presentations*. ❻
7. Proceed to Section L. Submit Files.



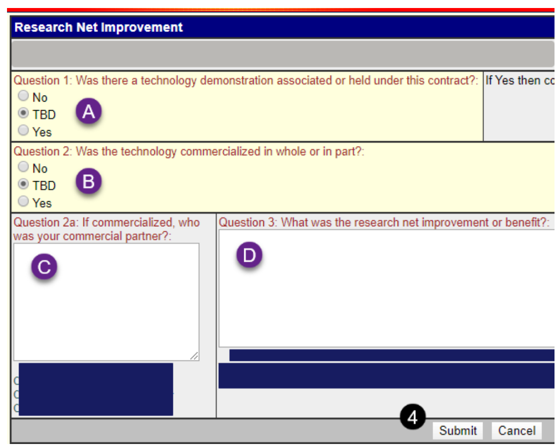
H. Tech/Commercialization Net Benefit (Specific RA Projects ONLY)

PHMSA tracks technology developments and commercialization, if the RA contract specifies technology commercialization, the following must be completed:

1. Refer to the contract and review requirements prior to submittal. Contract documents can be found in the File Cabinet under **Contract Documents**.
2. Navigate to the **Contractor Submission** section on the Contractor Page.
3. Complete the following on the **Research Net Improvement** page:

   This information can be updated even if a project has been closed.

   - Below **Question 1: Was there a technology demonstration associated or held under this contract?,** select the correct radio button. A
   - Below **Question 2: Was the technology commercialized in whole or in part?**, select the correct radio button. Choose **Yes**, if any aspect of the project scope or results were used in the technology transfer action. B
   - If **Question 2** is **Yes**, complete Question 2a, with a minimum: C
     - o Company name
     - o Company telephone number
     - o Company website
   - Enter **Question 3: What was the research net improvement or benefit?** Answer in textbox. Indicate any improvements or performance metrics regardless of commercialization. Please note ***"This project was the earlier phase that is necessary for the technology development"*** in this box if not commercialized for this reason. D

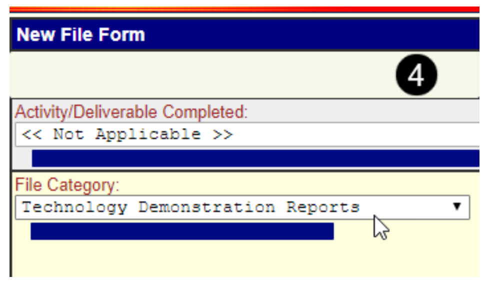


4. Click **Submit** button to complete and return to previous page. Select **Cancel** to return to previous page (changes are not saved). 4

I. Tech/Commercialization Public Demo Report (Specific RA Projects ONLY)

PHMSA tracks technology developments and commercialization, if the RA contract specifies technology commercialization, the following must be completed:

1. Refer to the contract and review requirements prior to submittal. Contract documents can be found in the File Cabinet under **Contract Documents**.
2. Navigate to the **Contractor Submission** section on the Contractor Page.
3. Click **Upload Public Version of Demo Report** to open the **New File Form**.
4. Verify **Activity/Deliverable Completed** is *Not Applicable* and **File Category** is *Technology Demonstration Reports*. ❹
5. Proceed to Section L. Submit Files.

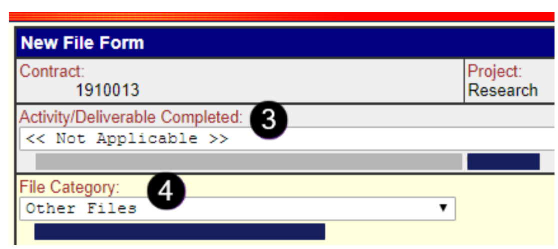


J. Other Files

Each deliverable that has a required submission has an affiliated link in which the deliverable and the supporting documents can be submitted. This option will allow you to submit a required deliverable or an item that is unaffiliated with a deliverable.

1. Navigate to the **Contractor Submission** section on the Contractor Page.
2. Click **Submit/Upload Other File** to open the **New File Form**. ❷

3. Verify the **Activity/Deliverable Completed** is populated correctly. Use dropdown to select the correct deliverable. ❸
4. Verify the **File Category** is populated correctly. Use dropdown to select the correct file cabinet location where the document should be stored. ❹
5. Proceed to Section L. Submit Files.



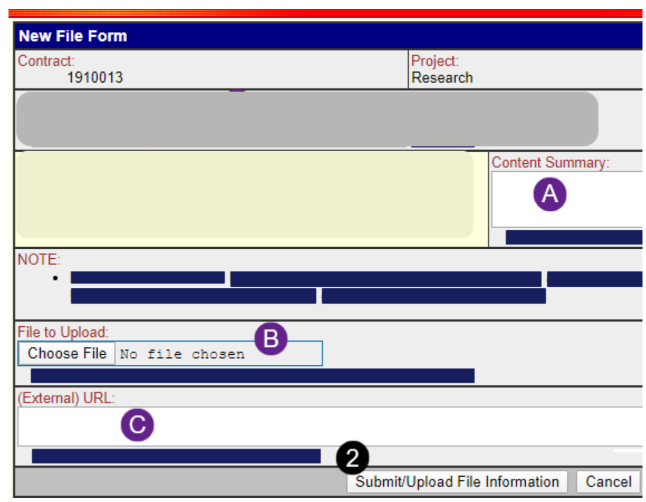
K. Filename Requirements

All Project files are stored in a single folder for that Project, and therefore must be unique. A file cannot be uploaded with the same name as a previous submittal. Consider using a version number or date to distinguish the file from others. To review previously submitted files refer to Section M. View Project Documents.

Caution: If a submission includes a file whose name *duplicates one already on the server for the same project*, the entire submission will be rejected. You then need to resolve the situation by renaming any conflicting file(s), such as by including a date or version number in the filename, and then choose all files again and resubmit the form.

L. Submit Files

1. Complete the following on the **New File Form**:
   - Refer to Filename Requirements for guidelines prior to submittal.
   - Optional, enter a **Content Summary** in the textbox. A single sentence that explains the file contents. A
   - Upload document. Click the button** button below the **File to Upload** heading. Navigate to desired file and select. The filename is now displayed. B
   - With approval of the PHMSA contract officer, provide an External URL where a deliverable can be viewed in the **(External) URL** textbox in place of the uploaded document. C



2. Click **Submit/Upload File Information** button to complete and return to previous page. Select **Cancel** to return to previous page (changes are not saved). 2

Note: If a submitted file needs to be replaced refer to Section N. Replace Project Documents.

****** Button name depends on Internet Browser. (e.g. Google Chrome is **Choose File**, Internet Explorer/Edge and Firefox is **Browse…**)

M. View Project Documents

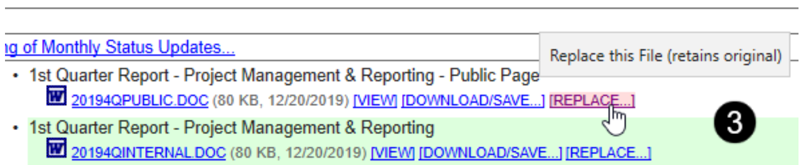
To access files associated with a project including deliverables:

1. Navigate to the Contractor Page.
2. Click File Cabinet under **THIS PROJECT** in the left-hand menu. ❷
3. Select the appropriate file to review and click the filename to open in the browser. Select **[VIEW]** or **[DOWNLOAD/SAVE]** to open in original file format.

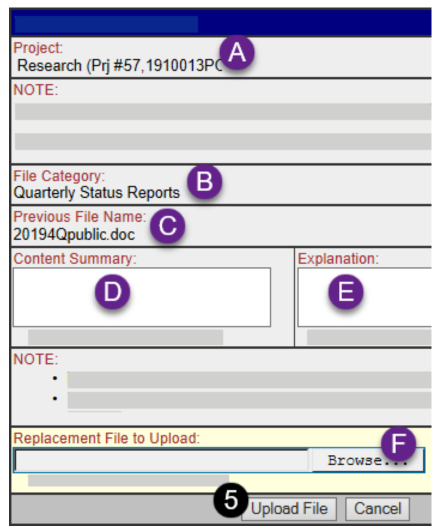
N. Replace Project Documents

To replace previously submitted files:

1. Navigate to the Contractor Page.
2. Click **File Cabinet** under **THIS PROJECT** in the left-hand menu.
3. Select the appropriate file to review and click the filename to open in the browser. Select **[REPLACE]** to open the **File Replacement Form**. Not all files have the option to be replaced. Contact RDsupport@cycla.com for replacement of other files. 3



4. Complete the following on the **File Replacement Form**:
   - Verify the **Project** A, **File Category** B, and **Previous File Name** C are correct. If not, the wrong file may have been selected. Proceed to **Step 5** and Cancel form.
   - Optional, modify the **Content Summary**. D
   - Optional, add a reason in the **Explanation** textbox for the file replacement. E
   - Upload document. Click the button** button below the **Replacement File to Upload** heading. Navigate to desired file and select. The filename is now displayed. F



5. Click **Upload File** button to complete and return to previous page. Select **Cancel** to return to previous page (changes are not saved). 5

Note: Replaced files are retained in the system. If a file has been replaced by mistake, contact RDsupport@cycla.com to correct.

****** Button name depends on Internet Browser. (e.g. Google Chrome is **Choose File**, Internet Explorer/Edge and Firefox is **Browse...**)

O. Remove/Revert to Previous Project Documents

If a document that has been erroneously submitted without a replacement file or a document has been replaced by mistake, contact RDsupport@cycla.com to remove or revert to the previous document.