Entering and Updating Research Projects in RiP

Authorized users must login to add, modify, or delete their organization's research records. Click on Add (Homepage>Projects>Add) to open the form. Users may submit a batch file of records by clicking on "Import Multiple Projects" located on the Add page and following the instructions on the form. After completing the form, click the submit button to send to TRB staff who will review, apply indexing terms, and then enter it into the RiP Database.

Required fields, noted with an asterisk (*) are title, abstract, start date, subject category, and sponsoring organization.

- ***Title*** Enter the title of research project.

- ***Abstract*** Enter a project summary including objectives, scope, and method.

- ***Date*** Enter start and completion dates are entered in the format mm/dd/yyyy or mm/yyyy. A calendar feature allows selection of dates.

- ***Project Status*** From the drop-down menu select the project's status (active, programmed, on hold, terminated, or completed). Active is the default.

- ***Contract/Grant number*** Enter the contract or grant number for the project.

- ***Secondary Project Number*** Enter code or number that uniquely identifies the project for the contributing organization.

- ***Project URL*** Enter the project URL if available on another website.

- ***Supplemental Notes*** Provide additional information and comments about the project.

- ***Subject Categories*** Select one or more subject areas from the list for the project.

- ***Sponsoring and Performing Organization*** Select by searching the organizations table in the database. If an organization is not listed in the table, add it with contact information.

- ***Project Managers and Principal Investigators*** Select by searching the table of individuals in the database. If a person is not listed then add the person's name and contact information.

- ***Product Information*** Enter information on related products to records that are already in RiP. From the left side navigation select > Projects > Modify/Delete and then retrieve the record.

For questions or comments on the RiP or other TRB Databases contact
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