



## APPENDIX

### TO POST AN INTERIM OR FINAL REPORT

You must first “Login” to the PEP web site ([www.pep-net.org](http://www.pep-net.org)) using your User ID and password as usual. Please verify that all information in your “profile” is accurate and complete and that all team members’ CVs are online and up to date.

#### **If you need to post or update your CV**

Click on *Profile* on the left hand side of the screen. At the very bottom of this page, you can add your CV (in .doc Word or .pdf Acrobat format) by clicking “Browse”. Select your CV from your computer and then click *Submit*. Please wait until the message “*Document uploaded successfully*” appears at the bottom of the screen.

To update your CV, do exactly the same thing. The new file will take the place of the previous one.

#### **To submit your report and subsequent revisions**

***Very important: on the front page of your report, always write the document’s date.***

Click on “*My Projects*”. Click on the pencil icon  beside your project and select the *Documents* tab. Go to the appropriate section (interim report or final report) and select *Upload new report*. Fill in the Document name and description (Ex.: Revised interim report – January 14 2009). You can add your report by clicking “Browse”. Select your document from your computer and then click *Submit*. Please wait until the message “*Document uploaded successfully*” appears at the bottom of the screen.

NOTE: If the title has changed from the original version of your proposal, please update your PROJECT information accordingly by using the *Information* tab, changing the information and clicking *Submit*. Please also change the abstract if needed.

To verify that your document has been posted correctly, Click on the *Documents* tab again. You should now see the new document’s title. Click on the Download icon  beside the title to make sure it has been posted correctly.

Do not hesitate to contact us at [pep@ecn.ulaval.ca](mailto:pep@ecn.ulaval.ca) if you need any additional information or if you have any comments or suggestions.

Thank you for your collaboration.

The PEP Network team