# User’s Guide to the HVR Website (High Value Research)
(Updated 1/18/18)

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What is HVR?
The new High Value Research projects submission website (formerly the Research Performance Measures (RPM) website) allows state agencies to submit selected research programs to enter it for the annual Sweet Sixteen contest. Each year, AASHTO’s Research Advisory Committee (RAC) selects four projects from each of its four regions to form a “Sweet Sixteen” group of high-profile and influential projects. Projects from that State selected with a Sweet Sixteen award will be invited to give a short five-minute presentation at the AASHTO RAC/TRB Representatives Annual Meeting.

Home Page
The home page provides a log in box to access your state’s high value research submissions. Links are also provided to related RAC websites such as the

- R&I/RAC website
- RPPM (Research Program and Project Management)
- Past Sweet 16 List of Winners
- Any highlighted high value research projects that may or may not have been selected as Sweet 16 winners

State Dashboard
The State Dashboard provides quick access to projects and reports. This is always the first screen you see after logging into HVR. Dashboard features available:

1. View past high value research projects from your state
2. View submitted HVR projects for the Sweet 16 contest from your state
3. View any submitted HVR projects for the current year’s Sweet 16 contest (current year submissions must be made after January 1st if the current year’s contest)
4. Create new high value research projects
5. Import projects
6. Go to Reports home page to view all available reports
7. View high value research submissions from other states
8. View all past Sweet 16 selected winners
9. Create a high value research project
10. Import a high value research project
1. View Past High Value Research Projects from Your State.

Projects listed on this page include projects from your state that were imported from the Research in Progress (RiP) database. It should also include any projects that your state has manually entered. In December of each year, a new list of projects from RiP will be imported by TRB to the HVR website. Any projects that are not in RiP will need to be manually entered.

2. View Submitted High Value Research from Your State.

Projects listed on this page provide project details of past submitted projects submitted for the Sweet 16 contest. The project details are not editable.

3. View Current Year’s Submitted High Value Research Projects from Your State.

Projects listed on this page provide project details of the current year’s projects submitted for the Sweet 16 contest. If the Sweet 16 contest is in year 2017, only projects submitted in 2017 will be viewable on this page, etc.


This page allows one to create a new high value research project to submit for the Sweet 16 contest. Enter all the required fields (*). The actual title of the project and the High Value Research Title that will be used in the Sweet 16 contest do not have to be the same. The submission year is not editable and is auto-filled with the current year of the project submission.

Click next to complete the rest of the form, HVR submitter’s agency is a required field. Enter your state’s DOT, e.g. Nevada DOT, Alabama DOT. Complete the rest of the form with optional information (High Value Research Submitter, Resources, Sponsors, Project Contractors, Benefits, Attachments).

5. Import Projects.

To quickly enter many projects, download the Excel spreadsheet template, enter the data, and upload it to automatically enter it into your state’s database.

6. Go to Reports home page to view all available reports.

7. View High Value Research Project Submissions from Other States Report.

This feature allows one to filter by year, region, and state to view ALL project submissions for past Sweet 16 contests.


This feature allows one to filter by year, region, and state to view ALL project submissions for past Sweet 16 contests.
Creating a New High Value Research Project for Sweet 16 Submission

Step 1. Log In to HVR website at http://www.highvalueresearch.org/rpm

Once you have logged in to the website, you can choose to either create a new project directly or import a spreadsheet with multiple projects.

Step 2. Click on “Create a new project” in the Projects section of the Dashboard page.
Step 3. Enter all required fields (Title, Project Number, HVR Title, Brief Summary). All required fields are marked with an asterisk (*).

NOTE: Title and HVR Title can be different. HVR Title is used for the Sweet 16 contest and related marketing pieces. Click Next to navigate to the next page of the form.
Step 4. Complete the Submitter section with your contact information. Please enter the required field Organization/Agency. Enter state DOT agency name, e.g. Alabama DOT, Delaware DOT, etc.

The other sections (Resources, Sponsors, Project Contractors, Benefits, and Attachments) are optional.

Step 5. You should complete the “Web link” and “Resources” section if there are additional linkable resources associated with your project. NOTE: You will be able to submit Attachments in another section of the project record.
Step 6. Add information about the sponsors of the research in the “Sponsors” section. Click on the “Add Sponsors” button to add a new sponsor.

Step 7. Input sponsor information and then click “Save.” You can click on the checkbox if this sponsor is a Lead for the project.
Step 8. Add information about the contractors for the research in the “Contractors” section. Click on the “Add Contractors” button to add a new contractor.

Step 9. Input contractor information and then click “Save.” You can click on the checkbox if this contractor is a Lead Contractor for the project.
Step 10. To document the particular benefits of your project, complete the “Benefits” section.

Step 11. To add more details about a particular benefit, click the “Add details” button and fill in the information about “Source” and “Comments.”
Step 12. If you have files or images related to your project that you would like to submit, you can do so in the “Attachments” accordion section. First click on the “Add New Attachment” button.

Step 13. To add a new attachment, click on “Choose File” then browse to select the file you would like to add. Once the file has been selected, click on the green “Upload File” button to upload the file.

Notes about file attachments:

1. Maximum file upload size limit is 50MB.
2. Allowed file extensions for uploads are (pdf, doc, docx, xls, xlsx, ppt, pptx, txt, png, jpeg, jpg, tiff, tif, gif, bmp, svg).
3. There is no character limit for file names.
4. Spaces are allowed in file names.
Step 14. You can upload images or files.

Step 15. To delete an image or document, click on the “Delete File” link below the image you wish to delete, or click on the “Trash Can” icon next to the document you wish to delete.
Step 16. Click on the green “Save” button at the bottom of the page to save your project record and submit it.

Step 17. Click on the blue “OK” button to complete the save process.
Step 18. You will receive a message that the project has been successfully saved. You can also review the project details you have entered in the resulting display.

Step 19. To view the complete list of previously submitted projects, navigate back to the Projects section by clicking on the “Projects” link in the navigation menu.

You will see the full list by default, but you can also select a particular category of project (Imported Projects, Past HVR Submitted Projects, and Current Year Submissions) by clicking on the corresponding button.
Step 20. You can view the full project record by clicking on the project title link on the left side of the list. You can also choose to Edit or Delete a project by clicking on the corresponding icon on the right side of the list.

Step 21. Clicking on the Edit icon will take you to an editable version of the project record.
Step 22. Click the green “Save” button at the end of the record to save your changes to the project record.

**Importing Projects**

Step 1. Log In to HVR website at [http://www.highvalueresearch.org/rpm](http://www.highvalueresearch.org/rpm)
Step 2. Click “Import Projects” from the Dashboard.

Step 3. Download the Excel template by clicking on the “HVR Project Template” link. Complete the Excel form and return to this webpage to Upload the template. These projects should be listed on the “View My Past State Projects” page.
Step 4. Save the file to your local computer.

Step 5. Note the sample row, which provides guidance on the type of information requested for each column. Add project information, one project per row.

Step 6. Delete the sample row and save the file with your project information.
Step 7. Ignore the “Compatibility Message” and click “Continue.”

Step 8. To upload the file to the HVR website, click on the “Choose File” button and then click on “Upload File.”
Step 9. The software will automatically detect how many rows of projects were entered in the spreadsheet file. Click on the “Import # Projects” button to import the file.

Step 10. You should receive a message that the import was successfully completed.
Deleting a Project

Step 1. Log In to HVR website at http://www.highvalueresearch.org/rpm

Step 2. After logging in to the system, navigate to the Projects section. You will see a list of all the previous projects that have been submitted.

Note that you can select from the full list of projects or choose one of three categories to filter by: Imported Projects, Past HVR Submitted Projects, and Current Year Submissions. Select the category by clicking on the appropriate button.
Step 3. Click on the “Trash Can” next to the project you wish to delete.

![Image of HVR dashboard with Trash Can icon highlighted]

Step 4. Click on the blue “OK” button to complete the deletion process.

![Image of HVR dashboard with OK button highlighted]

Step 5. You will receive a message that the project has been successfully deleted.

![Image of HVR dashboard with message about successful deletion]