

**Translational Center for Barrier Microphysiological Systems (TraCe) Services
User Protocols
September 2025**

Creating PPMS Account (New Users):

1. Click here: <https://redcap.urmc.rochester.edu/redcap/surveys/?s=FDPME9MYJW>
2. Indicate either New UofR User or New External User.
3. Fill out questionnaire. Make sure to indicate that you want access to “Translational Center for Barrier Microphysiological Systems Materials (TraCe)” at the bottom.
4. An email will be sent to you prompting you to activate your PPMS account. Follow the instructions and email TraCe Services Manager Lindsay (Rathbun) Wysocki (Lindsay.rathbun@rochester.edu) to let her know that your account has been activated.
5. You now have access to the TraCe Services PPMS portal.

Ordering store credit through PPMS:

1. Select TraCe Services (TraCe): <https://ppms.us/urmc/start/>
2. Log in to PPMS.
3. Click “Services/Consumables available:” dropdown menu and select “TraCe-bMPS materials and services”.
4. Select user name, project (if applicable), and financial account. Select quantity that you’d like to purchase (one unit per dollar amount). Add purchase order number if applicable. Click Order.
5. TraCe Services will accept the order when your store credit has been applied to your Component Shop account.

Invoicing:

Internal (UR) Users:

1. All invoicing will be completed through PPMS and Workday.
2. Draft invoices will be sent out the first week of the month. You will have approximately one week after this time to email TraCe Services Manager Lindsay (Rathbun) Wysocki (Lindsay.rathbun@rochester.edu) with any changes that need to be made before final invoices are created.
3. Final invoices are sent around the 12th of the month. After this point, any further changes will need to be made via journal entry.

External Users:

1. An invoice will be sent to the email address on file for your administrative contact. You will have 30 days to make a payment in the form of a check.
2. Checks can be mailed to: Lindsay Rathbun Wysocki, 203 Goergen Hall, 480 Intercampus Drive, Rochester, NY 14627-0168