2018 Call for Projects Online Application Instructions

Overview of the Application Process

Before accessing the online application system, please read through this document to become familiar with the process of submitting your application online.

To submit your online application for the 2018 Call for Projects, you must do the following:

1. Register (one-time action)
2. Submit a Pre-Application (once per project)
3. Submit an Application (once per project)

How to Register

You will only need to register once. Registering allows you to access the Application Portal, from which you may submit your Pre-Applications and Applications.

Complete the [2018 Call for Projects registration form](#) to register.

Once completed, you will receive a confirmation email, and can now access the [Application Portal](#) to submit a Pre-Application.

Submitting a Pre-Application

To submit a 2018 Call for Projects Pre-Application, you will be required to log into the Application Portal using the email address and password entered during the registration process.

You must submit a Pre-Application for each project being submitted for this call. If you are submitting one project, only one Pre-Application will be required. If you are submitting two or more projects, each project must have its own unique Pre-Application submitted.

How to Begin a Pre-Application

1. After registering, log into the Application Portal.
2. Once logged into the Application Portal, click on the **Submit a Pre-Application** button to begin the Pre-Application process.
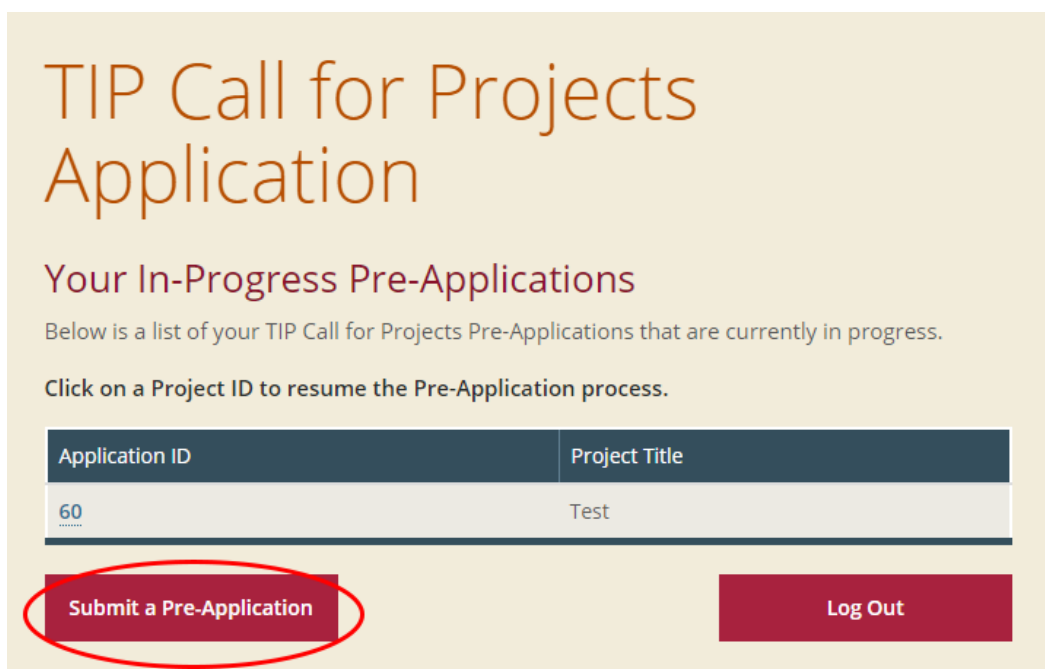

Figure 1: The Submit a Pre-Application button in the Application Portal

3. The first page of the Pre-Application form will now be displayed.

How to Resume an In-Progress/Saved Pre-Application

1. Log into the Application Portal.
2. Any Pre-Applications that you have previously saved will be listed under **Your In-Progress Pre-Applications**.
3. Click on the **Application ID** associated with the Pre-Application you would like to resume.
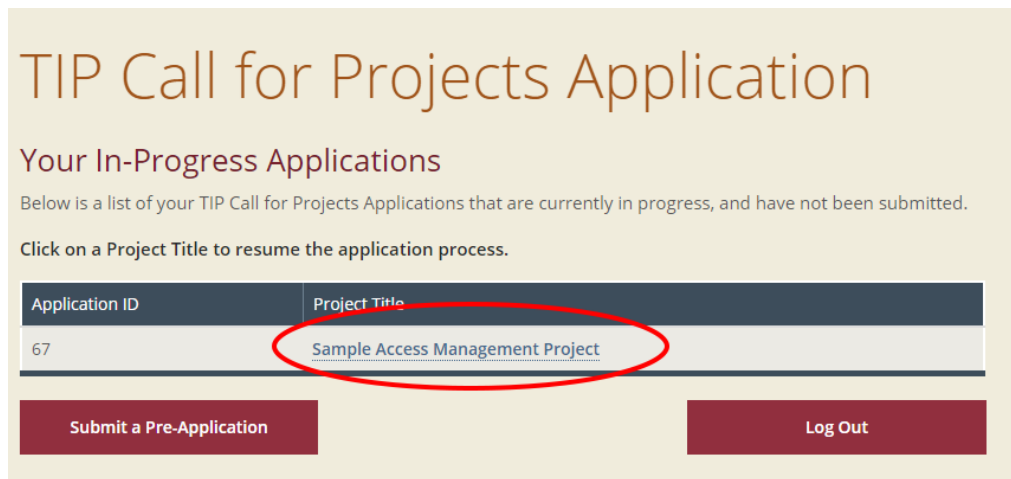
Figure 2: Click on the Application ID of an In-Progress Pre-Application to resume

Submitting an Application

To submit a 2018 Call for Projects Application, you will be required to first submit a Pre-Application. If a Pre-Application has not been submitted, you will not be able to submit an Application.

How to Begin/Resume an Application

1. Log into the Application Portal.
2. Any applications that are ready to begin/resume will be listed under **Your In-Progress Applications**.
3. Click on a **Project Title** to begin/resume this application.

Figure 3: Click on the Project Tittle to begin/resume an Application

Using the Pre-Application/Application Forms

How to Navigate Through the Pre-Application/Application

The Pre-Application and Application both consist of multiple pages. You may work through the Pre-Application or Application at your own pace, and answer questions in any order that you prefer. Use the **Next Page** and **Previous Page** buttons to navigate through the form.

Please note: Use the Next Page and Previous Page buttons to navigate through the forms and not the back and forward buttons on your browser to avoid losing any information.
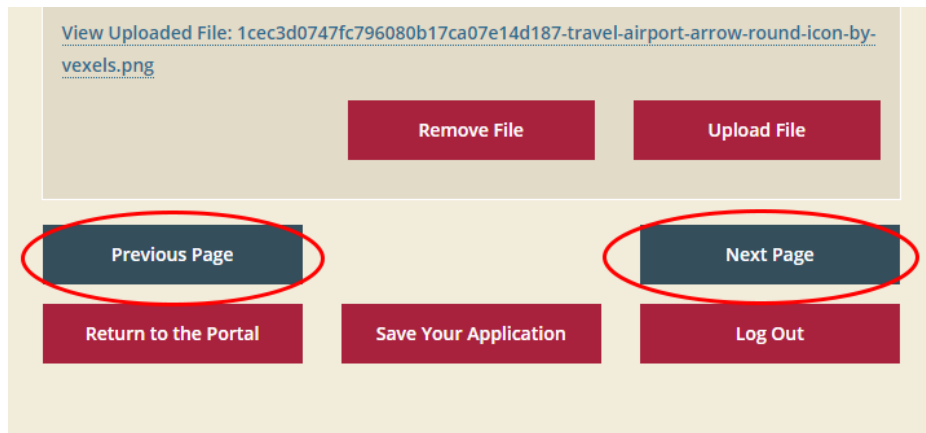

Figure 4: The Previous Page and Next Page buttons seen in the Application & Pre-Application forms

How to Upload a File

Some questions in the Pre-Application and Application will require you to upload a document/file. These questions can be identified by having an **Upload File** button, as seen in the example below.
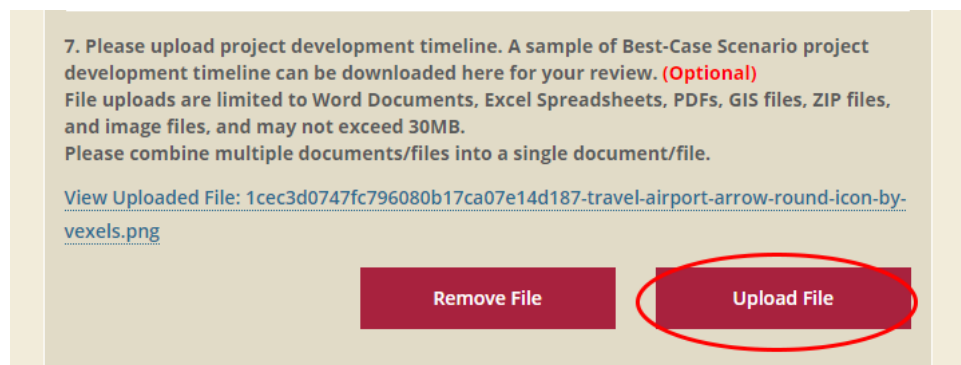

Figure 5: Example of a question that requires a document/file to be uploaded

1. To upload a document/file, click on the **Upload File** button.
2. Browse and select the document/file you wished to upload.
3. After selecting a file to upload, a confirmation message will appear if the file was successfully uploaded.
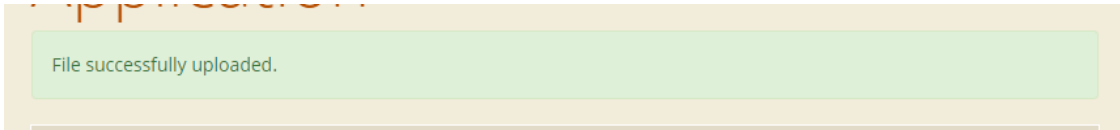
File successfully uploaded.

Figure 6: Upload confirmation message

4. A link to the file uploaded will now be displayed under the question.

7. Please upload project development timeline. A sample of Best-Case Scenario project development timeline can be downloaded here for your review. **(Optional)**
File uploads are limited to Word Documents, Excel Spreadsheets, PDFs, GIS files, ZIP files, and image files, and may not exceed 30MB.
Please combine multiple documents/files into a single document/file.

View Uploaded File: paper.png
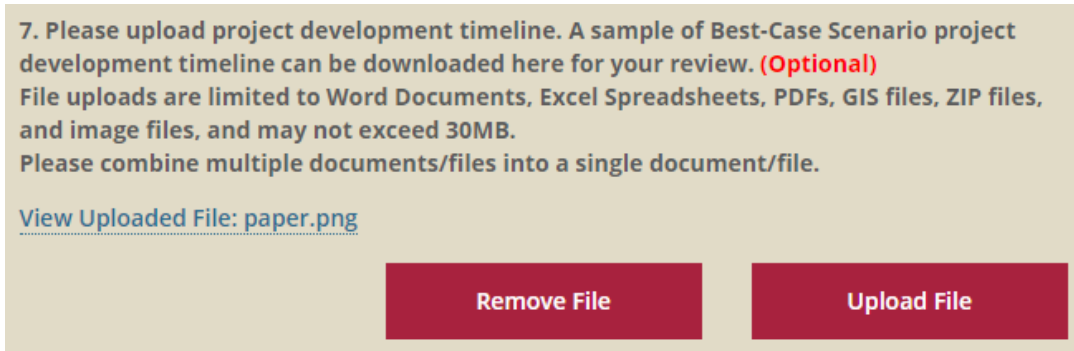
Remove File   **Upload File**

Figure 7: A link to the document/file is displayed after upload

5. If you wish to remove an uploaded document/file from a question, click on the **Remove File** button displayed below the question.
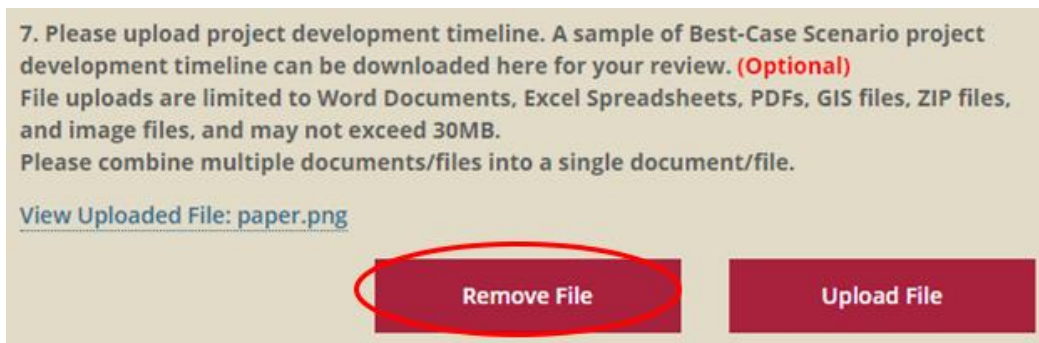
7. Please upload project development timeline. A sample of Best-Case Scenario project development timeline can be downloaded here for your review. **(Optional)**
File uploads are limited to Word Documents, Excel Spreadsheets, PDFs, GIS files, ZIP files, and image files, and may not exceed 30MB.
Please combine multiple documents/files into a single document/file.

View Uploaded File: paper.png

Remove File   **Upload File**

Figure 8: The Remove File button

Please Note: Uploading a document/file for a question that already has a document/file uploaded will replace the existing document/file with the newly uploaded document/file.

How to Save Your Pre-Application/Application

You can save your Pre-Application/Application at any time by clicking the **Save Your Application** button at the bottom of the page.

1. Click the **Save Your Application** button displayed at the bottom of the page.
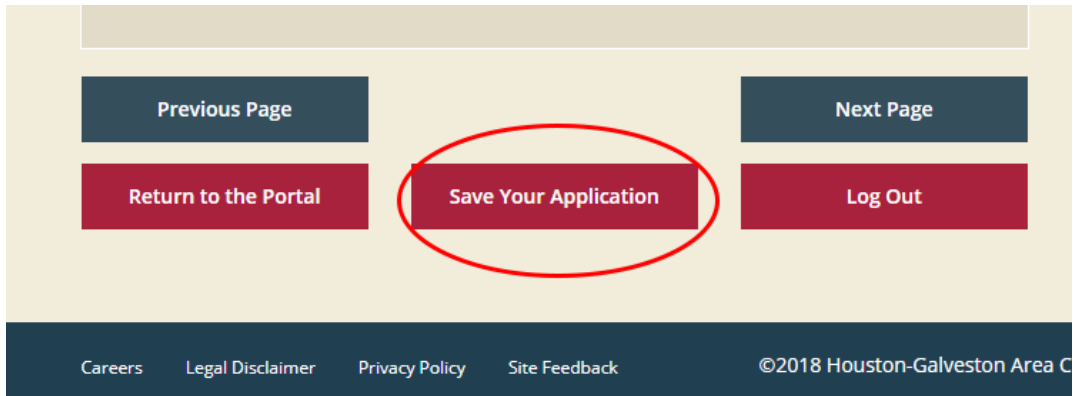
Figure 9: The Save Your Application button

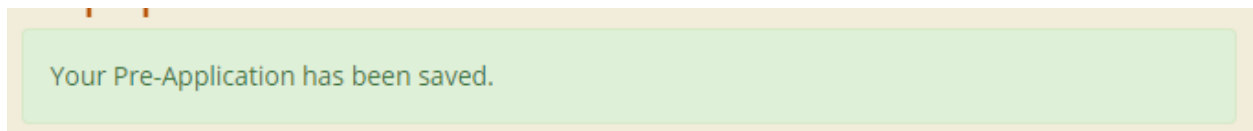2. After your progress has been saved, a confirmation message will appear.

Your Pre-Application has been saved.

Figure 10: Save confirmation message

How to Return to the Application Portal

1. Click the **Return to the Portal** button to return to the Application Portal.
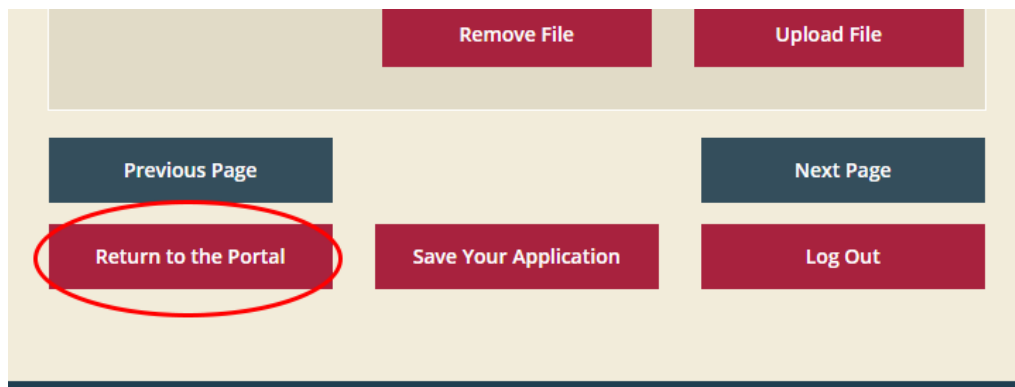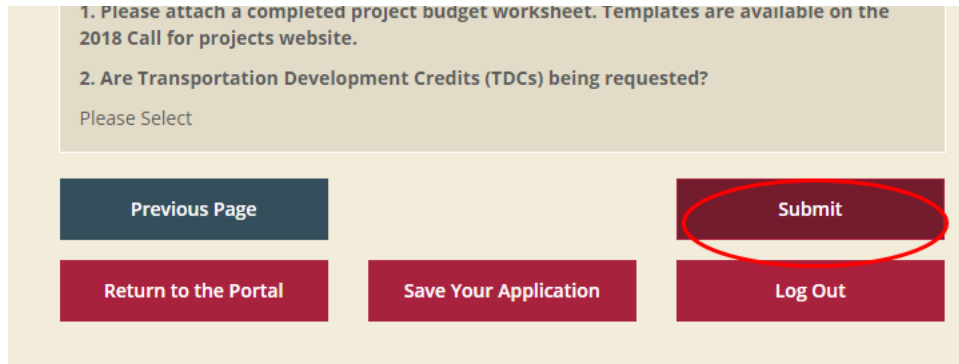

Figure 11: The Return to the Portal button

2. A confirmation box will appear, asking you to confirm that you wish to return to the Application Portal.
    a. If you click Yes, your progress will be saved, and the Application Portal will be displayed.
    b. If you click No, you will resume completing your Pre-Application/Application.

How to Submit a Pre-Application/Application

1. After entering responses to all required questions, the last page of the Pre-Application/Application will contain a review of the information you have entered. Use this Review Page to confirm that your Pre-Application/Application is ready for submission.

2. To submit your Pre-Application/Application, click on the **Submit** button.

1. Please attach a completed project budget worksheet. Templates are available on the 2018 Call for projects website.

2. Are Transportation Development Credits (TDCs) being requested?

Please Select

Previous Page		Submit
Return to the Portal	Save Your Application	Log Out

Figure 12: The Submit button

a. If you are missing responses to any required questions, a message will appear, indicating the sections that contain any missing information.

b. If you are not missing any information, a confirmation page will be displayed.