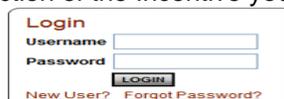


Incentive Grant Application and Reporting Instructions

Note: If you plan to participate in both the Memorial Day CIOT & the Labor Day IDM Incentive; A SEPARATE application for EACH is REQUIRED.

Getting Started:

1. Already have an eGrants User/Login ID?
 - Go to the **Incentive Registration and Application** section of the Incentive you wish to apply.
2. Don't have an eGrants User/Login ID?
 - Go to eGrants <https://www.txdot.gov/apps/egrants>
 - Underneath the Login Fields; click the **New User?** link.
 - Enter your Contact Information on the **Profile** page including all required fields (*). **SAVE** page.
 - You should receive a confirmation email within 3-5 business days.
 - Go to the **Incentive Registration and Application** section of the Incentive you wish to apply.



CIOT Incentive Registration and Application Instructions:

Note: Registration available 5/1/11. CIOT Reporting available 6/6/11. Application submission deadline is 6/25/11.

1. Login to eGrants <https://www.txdot.gov/apps/egrants>
2. On Home page, Under **View Available Proposals** click **VIEW PROPOSALS**. Click **APPLY NOW** for Incentive Application.
3. Select **I AGREE** to create Incentives Application; select **I DO NOT AGREE** to cancel.
4. On the **Incentives Grant Application Menu**, under **View, Edit and Complete Forms**; click **VIEW FORMS**.
5. To register, click on the **CIOT Incentive Registration** link. Complete and **SAVE** the **CIOT INCENTIVE REGISTRATION** page.

CIOT - Incentive Period Reporting Instructions – Note: Not available until 6/6/11. Due 6/25/11.

1. Login to eGrants <https://www.txdot.gov/apps/egrants>
2. On the Home page, under **My Tasks**; click **OPEN TASKS**.
3. Click on the **Incentive ID** (Name Column) in your task list. The current status will be **INCENTIVE REPORT IN PROGRESS**.
4. On the **Incentives Grant Application Menu**, under **View, Edit and Complete Forms**; click **VIEW FORMS**.
5. Click on the **CIOT – Incentive Period Report** link. Complete and **SAVE** the **CIOT - REPORT** page.
6. Proceed to **Instructions for Submitting Your Incentive Application/Report**.

IDM Incentive Registration and Application Instructions:

Note: Registration available 8/2/11. IDM Reporting available 9/7/11. Application submission deadline is 9/26/11.

1. Login to eGrants <https://www.txdot.gov/apps/egrants>
2. On Home page, Under **View Available Proposals** click **VIEW PROPOSALS**. Click **APPLY NOW** for Incentive Application.
3. Select **I AGREE** to create Incentives Application; select **I DO NOT AGREE** to cancel.
4. On the **Incentives Grant Application Menu**, under **View, Edit and Complete Forms**; click **VIEW FORMS**.
5. To register, click on the **IDM Incentive Registration** link. Complete and **SAVE** the **IDM INCENTIVE REGISTRATION** page.

IDM - Incentive Period Reporting Instructions Note: Not available until 9/7/11. Due 9/26/11.

1. Login to eGrants <https://www.txdot.gov/apps/egrants>
2. On the Home page, under **My Tasks**; click **OPEN TASKS**.
3. Click on the **Incentive ID** (Name Column) in your task list. The current status will be **INCENTIVE REPORT IN PROGRESS**.
4. On the **Incentives Grant Application Menu**, under **View, Edit and Complete Forms**; click **VIEW FORMS**.
5. Click on the **IDM – Incentive Period Report** link. Complete and **SAVE** the **IDM - REPORT** page.
6. Proceed to **Instructions for Submitting Your Incentive Application/Report** section.

Instructions for Submitting Your Incentive Application/Report:

1. Login to Grants <https://www.txdot.gov/apps/egrants>
2. On the Home page, under **My Tasks**; click **OPEN TASKS**.
3. Click on the **Incentive ID** (Name Column) in your task list. The current status will be **INCENTIVE REPORT IN PROGRESS**.
4. On the **Incentives Grant Application Menu**, under **Change the Status**; click **VIEW STATUS OPTIONS**.
5. **APPLY STATUS** under Possible Statuses; **INCENTIVE REPORT SUBMITTED STATUS**
6. Select **I AGREE** to submit Incentives Application; select **I DO NOT AGREE** to cancel.
7. The current status will be **INCENTIVE REPORT SUBMITTED**.

Notification of Incentive Application Winners

1. **ALL** agencies that submit an application will be notified individually via eGrants email.
2. The status of Incentive Award winners will be changed to "Incentive Project Notified" in eGrants.
3. Winning agencies' actions are:
 - a. Follow **Incentive Projects** instructions on eGrantsHelp <https://www.txdot.gov/apps/eGrants/eGrantsHelp/index.html>
 - b. The status of all others will be changed to "Incentive Project Closed" in eGrants. No further action required.