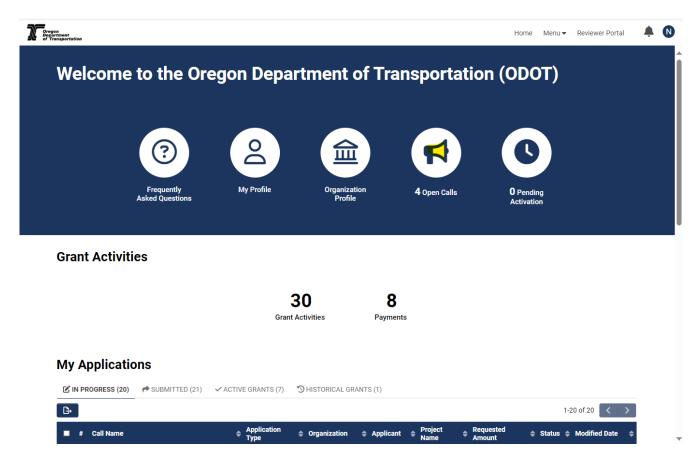
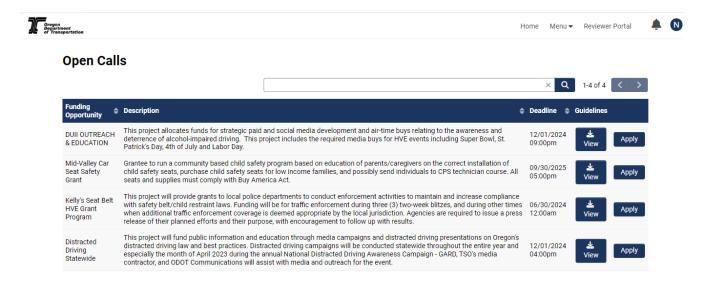
Apply for an ODOT grant

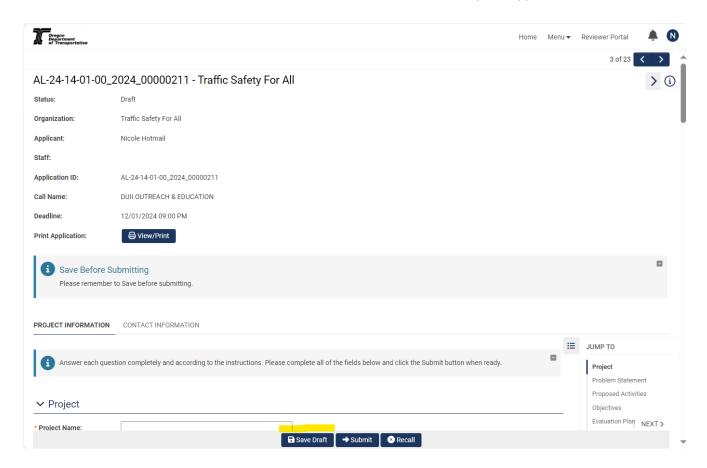
- 1) Go to https://odot.smartsimple.com/s Login.jsp and log in using your credentials.
- 2) To search for available funding and apply, look toward the top of your homepage, and click on the Open Calls icon.



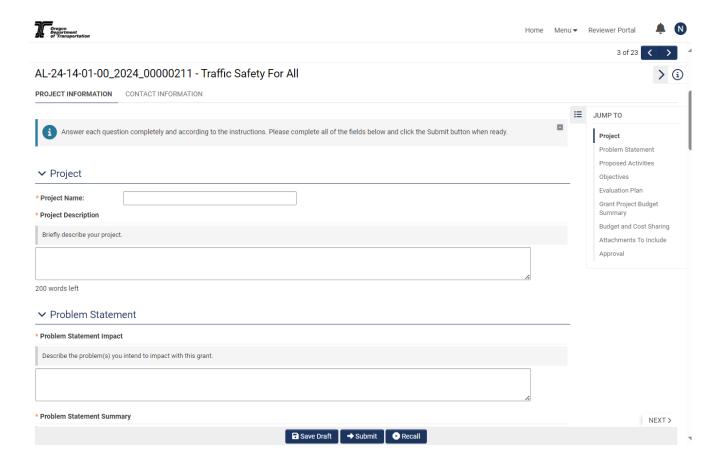
3) Read the description of each available Funding Opportunity. You can click on the "View" button to the right of each to read about the grant requirements. Click the "Apply" button on the right side of the listing when you are ready to start filling out your Grant Application.



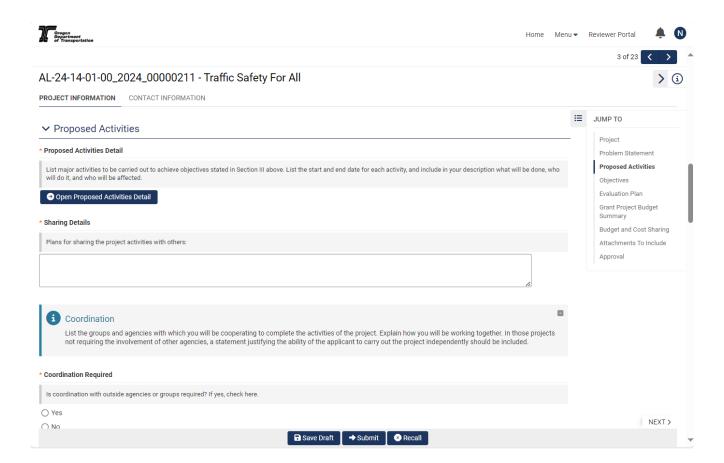
4) Click the "Save Draft" button at the bottom and the fields toward the top will appear.



5) Enter all of the information about your grant, including the Contact Information tab, and click Save Draft.



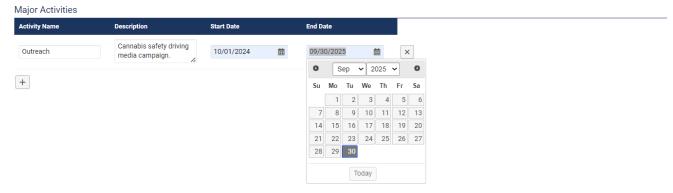
6) Click on the Open Proposed Activities button to add activities.



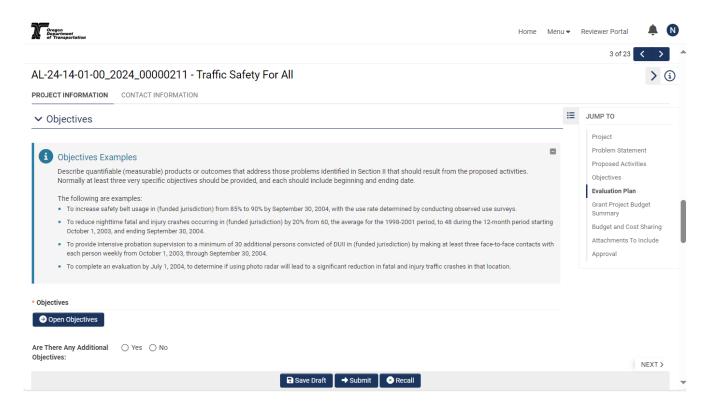
7) Select the "+" button to add more rows and add a short description of what you plan to do with the grant. Eight activities are the maximum. The Start and End dates are typically the grant year start and end dates. Click the Save button and close the window.

Proposed Activities Detail

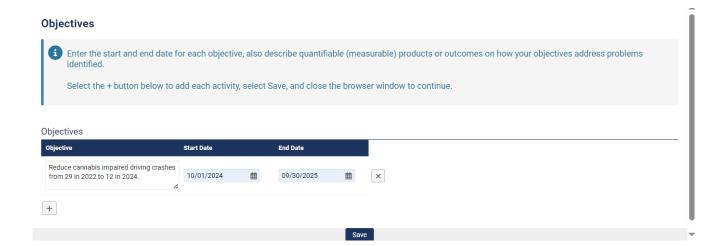




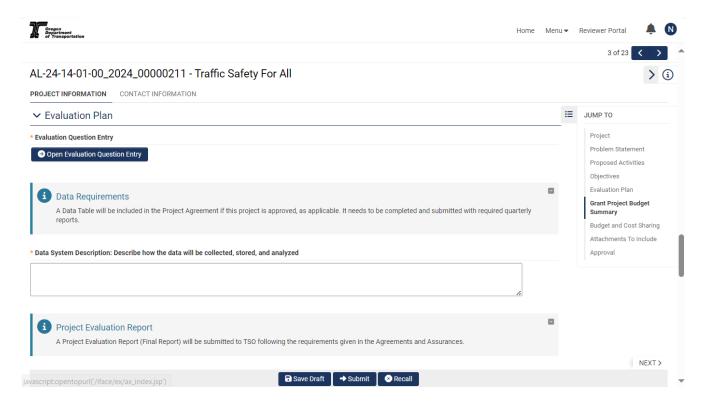
8) There is a similar button for entering grant Objectives.



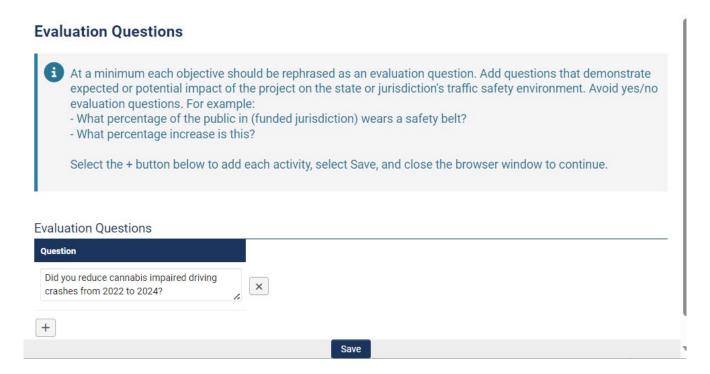
9) Click the "+" button to add Objectives. Make sure to include measures that are measurable. Click Save and close the window.



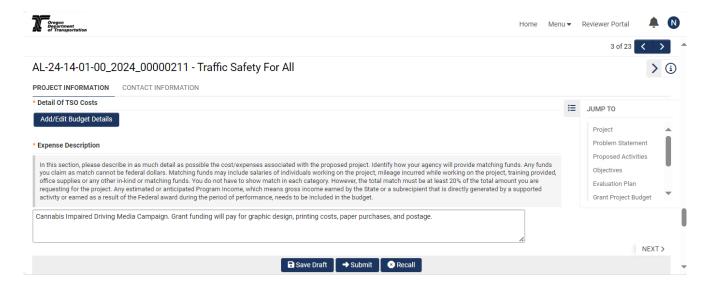
10) Click on Open Evaluation Question Entry to add your evaluation questions.



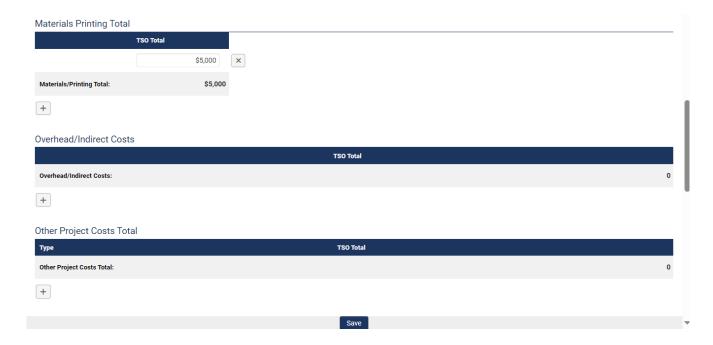
11) The Evaluation Questions will be used at the end of the grant year to ask what you have accomplished with the grant in the Final Report.



12) Click the Add/Edit Budget Details to outline specific things you plan to spend grant funding on.

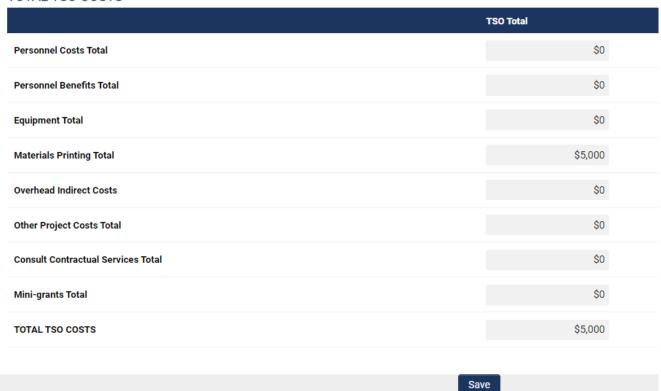


13) Click the "+" button next to the category and enter the funding amount requested for each category.

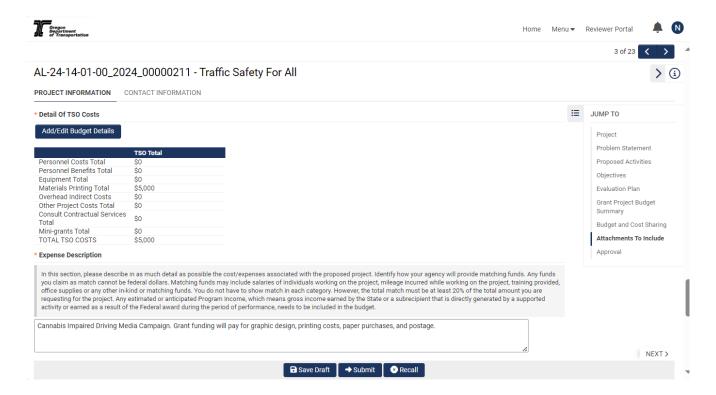


14) At the bottom of the Budget screen, you will see a summary and total of all funding requested. Click the Save button and close the window.

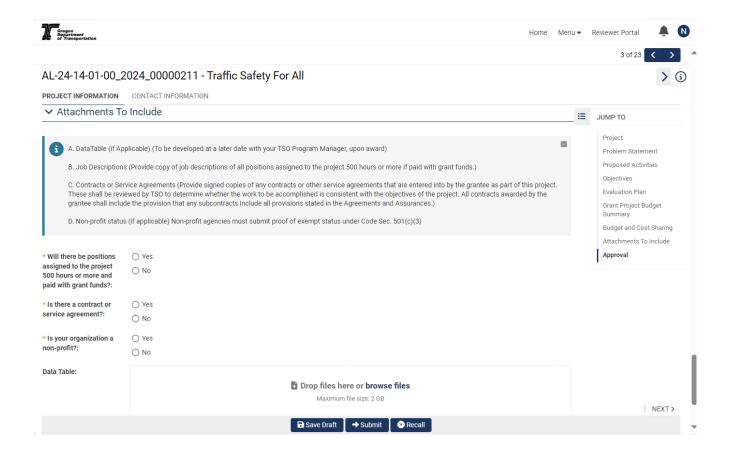
TOTAL TSO COSTS



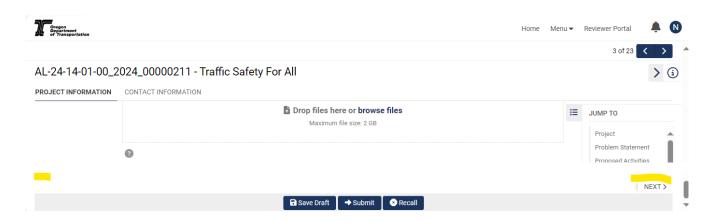
15) Now, you will see a summary of the Budget Details and you can enter text below that provides an Expense Description with more details about what you plan to do with the grant funding.



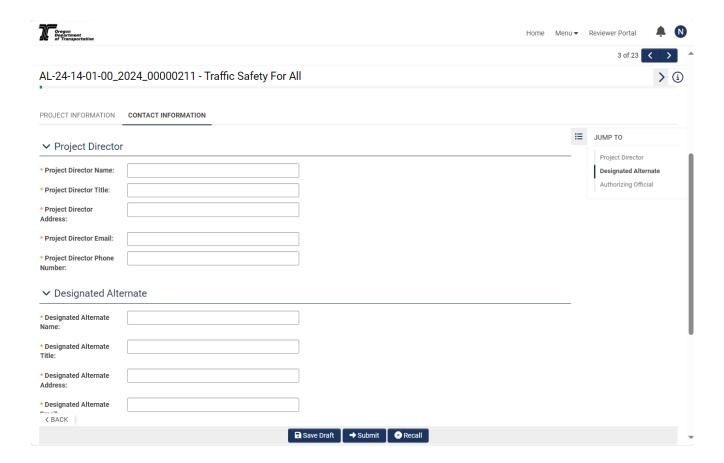
16) Respond to the questions and you can drag and drop attachments if needed or click "browse files" to upload files from your computer.



17) Click the "NEXT" in the bottom right corner to advance to the CONTACT INFORMATION tab.



18) The Contact Information tab will ask you to fill out your Project Director, Designated Alternate, and Authorizing Official contact information. After you've completed this section, click the Save Draft button, then click the Submit button.



19) That's it! You should receive an email saying your grant was submitted.