

**STEP-BY-STEP INSTRUCTIONS FOR SUBMITTING YOUR MSRC APPLICATION ONLINE TO THE MSRC WEBSITE AT [WWW.CLEANTRANSPORTATIONFUNDING.ORG](http://WWW.CLEANTRANSPORTATIONFUNDING.ORG)**

Certain MSRC funding opportunities allow—and require—online application submittal. This is specified in the solicitation, and these solicitations have a check-mark in the “Online Submission” column on the MSRC website’s home and Proposal Process pages. The following instructions were developed based upon the site as viewed in Microsoft Internet Explorer, but we anticipate that they should provide adequate guidance for those using other browsers. If you are experiencing difficulties, please send an e-mail to [ineedinfo@cleantransportationfunding.org](mailto:ineedinfo@cleantransportationfunding.org).

**Step 1 – Complete & PDF Application**

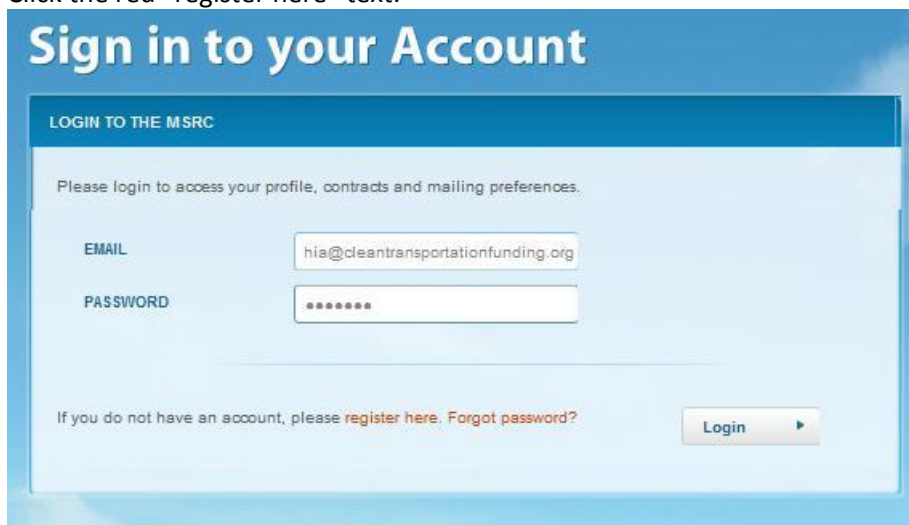
You must first have completed your application for funding as described in the solicitation document. Once your application is complete, you will need to create an Adobe PDF file of the document, including the cover letter. **Please be advised that the MSRC website will only accept file sizes of less than 10 megabytes.**

**Step 2 - Register**

If you have not already done so, you must register on the MSRC website at [www.cleantransportationfunding.org](http://www.cleantransportationfunding.org) (if you are already registered, skip to Step 3). On the home page, click the “SIGN IN” link in the upper right-hand corner.



Click the red “register here” text.



Complete fields (making a note of your password), accept Terms of Service, and click “Register” button.

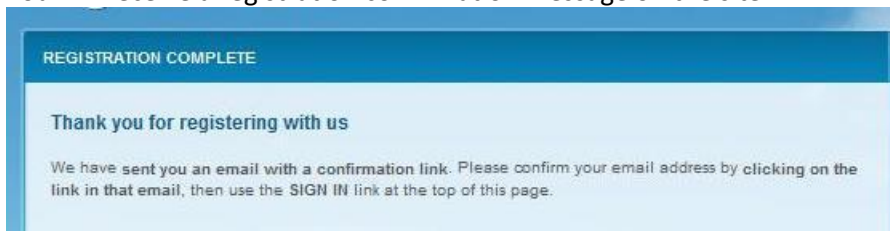
**Notification Preferences**  
Please select which notifications you wish to subscribe to.

- MSRC AGENDAS AND MINUTES
- TAC AGENDAS AND MINUTES
- REQUESTS FOR PROPOSALS
- NEWS
- ELECTRONIC NEWSLETTER

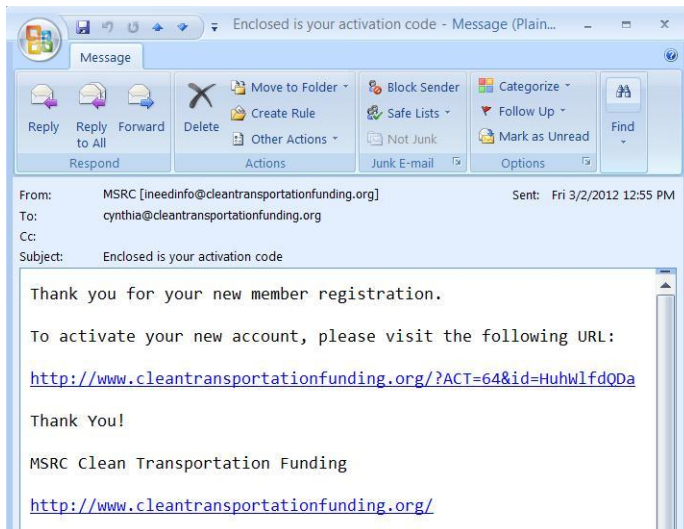
**Accept Terms of Service**  
Please view our terms of service [here](#).

YES, I AGREE TO THE TERMS OF SERVICE.

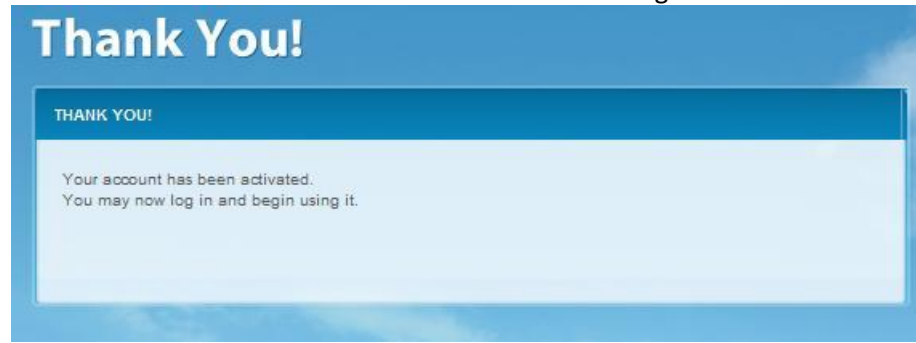
You will receive a registration confirmation message on the site...



...and an activation e-mail. Click the link in the e-mail.



You should then see an activation confirmation message on the site.

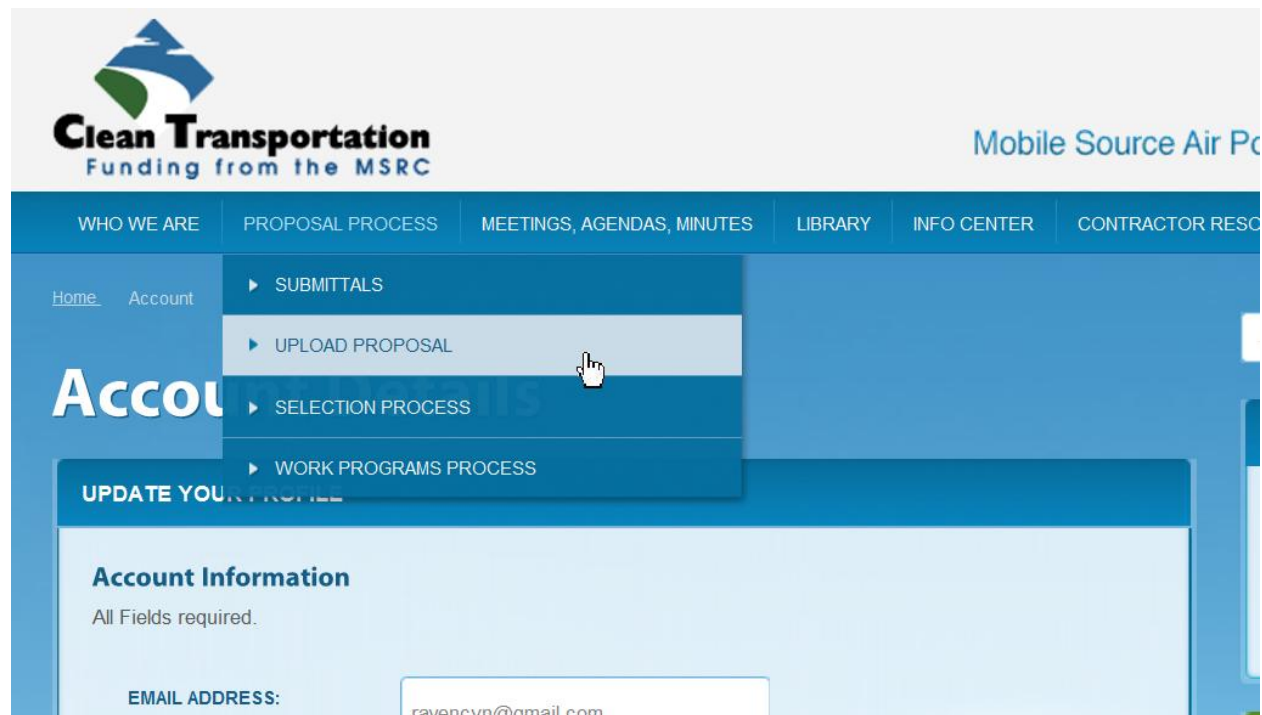


### Step 3 – Sign-In

On the home page, click the “SIGN IN” link in the upper right-hand corner. Sign in to your account (this may take you to the Account Details page). If you forgot your password, use the “Forgot password?” feature in red.

### Step 4 – Upload Proposal

If not already there, navigate to the Upload Proposal page using the blue navigation bar under the MSRC logo: PROPOSAL PROCESS – UPLOAD PROPOSAL.



Select the solicitation to which you are responding from the drop-down menu (green text). Then click on the “Browse...” button to the right of SELECT PROPOSAL PDF FILE”:

MY ACCOUNT LOGOUT ▶

**Clean Transportation**  
Funding from the MSRC

Mobile Source Air Pollution Reduction Review Committee

WHO WE ARE | PROPOSAL PROCESS | MEETINGS, AGENDAS, MINUTES | LIBRARY | INFO CENTER | CONTRACTOR RESOURCES | MEDIA CENTER | CONTACT

Home | Account | Submit Proposal

# Proposal Submission

SEARCH MSRC

### SUBMIT A PROPOSAL

For a general description of typical proposal elements, please see the submittal page. Please refer to the individual solicitation for detailed instructions as to required contents and allowable submission mechanisms. Use this form to upload your proposal in PDF format, before the deadline. Open RFPs are listed in the pulldown below.

SELECT PROPOSAL PDF FILE: C:\USERS\CRAVENSTE Browse...

SELECT THE RFP: 2012 LOCAL GOVERNMENT MATCH PROGRAM ▼  
This is the RFP you are submitting for

For proposals with a first-day submission incentive: Please note: Your Proposal submission will be time stamped once the proposal has COMPLETELY FINISHED uploading.

### ACCOUNT OPTIONS

Update Profile ▶  
Update Contact Information, Email Preferences, Change Password

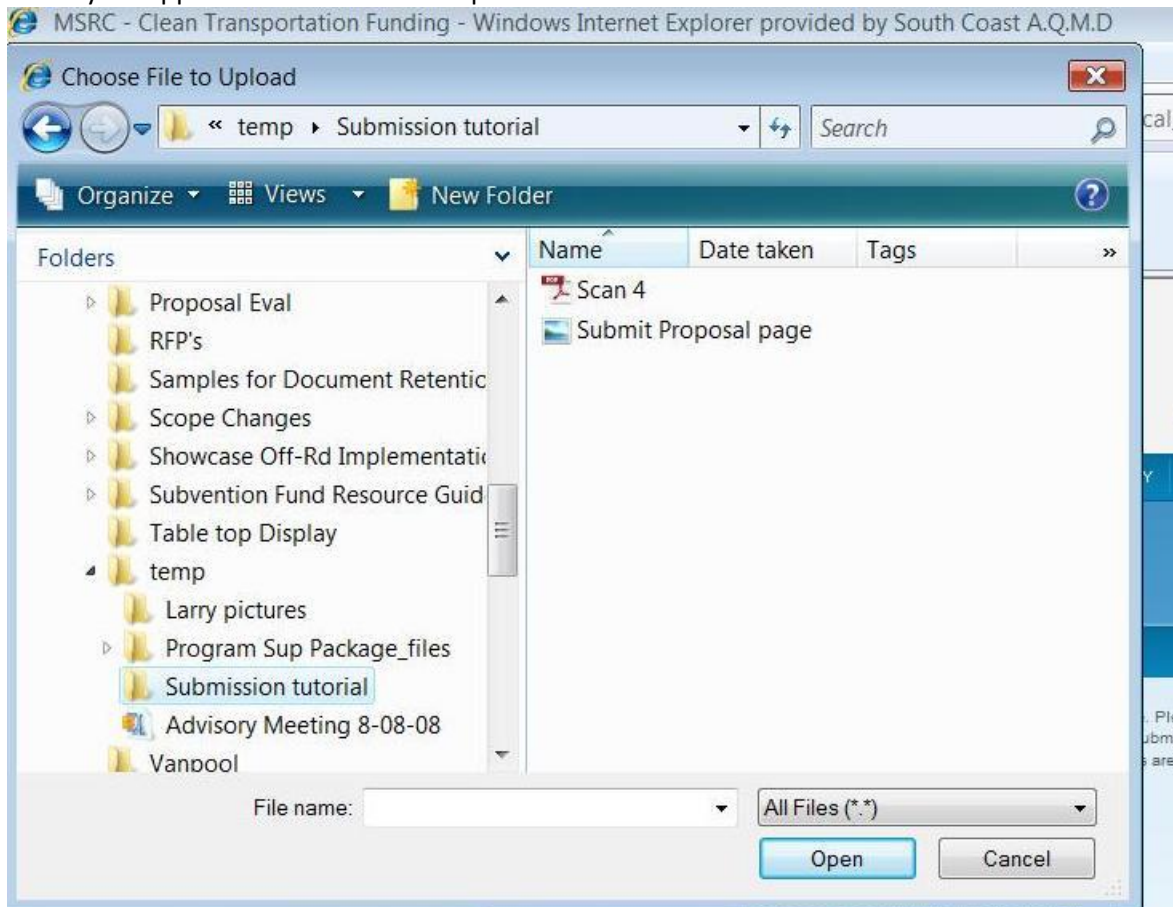
Log Out ▶

### UPCOMING DEADLINES

ALTERNATIVE FUEL SCHOOL BUS INCENTIVE PROGRAM - VENDOR QUALIFICATION  
APR 17, 2012 5:00PM

ALTERNATIVE FUEL ENGINES FOR ON-ROAD HEAVY-DUTY VEHICLES  
JUN 1, 2012 5:00PM

Select your application file and click “Open”.



Once you have selected the PDF for upload, confirm that you have selected the correct solicitation from the drop-down menu. You must also read the Terms and Conditions. **Click the check-box** to

acknowledge that you are submitting a proposal for the specific solicitation selected and that you accept the Terms and Conditions before continuing. To upload your PDF application, click the "Upload" button.

**Terms and Conditions:**

Proposer acknowledges and understands that technical difficulties with submittal of proposals via the internet upload process may occur.

These may include, but are not necessarily limited to, internet outages, slow connection speeds, and failed upload issues related to your internet service provider. MSRC/AQMD waives any and all liability resulting from this process.

Proposer acknowledges that the submitted proposal is for the specific project selected and accepts the Terms and Conditions.

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### Step 5 – Confirmation

You should see a proposal uploaded message on the site, and...

The screenshot shows the Clean Transportation website interface. At the top right, there are links for 'MY ACCOUNT' and 'LOGOUT'. The main header features the Clean Transportation logo and the text 'Funding from the MSRC' on the left, and 'Mobile Source Air Pollution Reduction Review Committee' on the right. A navigation menu includes 'WHO WE ARE', 'PROPOSAL PROCESS', 'MEETINGS, AGENDAS, MINUTES', 'LIBRARY', 'INFO CENTER', 'CONTRACTOR RESOURCES', 'MEDIA CENTER', and 'CONTACT'. The main content area has a blue background with the heading 'Proposal Uploaded!' in large white text. Below this, a white box contains the text 'THANK YOU' and 'Your proposal was uploaded successfully!'. To the right, there is a search bar labeled 'SEARCH MSRC', a green button 'Get Funding from the MSRC', and a yellow button 'VIEW PAST PROJECTS' with a 'BROWSE' sub-button.

You should also receive an upload confirmation e-mail:

The screenshot shows an email confirmation message. The header text reads 'Extra line breaks in this message were removed.' The email details are: 'From: MSRC Clean Transportation Funding [ineedinfo@cleantransportationfunding.org] Sent: Fri 3/2/2012 1:16 PM', 'To: cynthia@cleantransportationfunding.org', 'Cc:', and 'Subject: Your Uploaded Proposal'. The main body of the email contains the text: 'You've successfully uploaded a proposal to MSRC Clean Transportation Funding You can view the proposal here:' followed by the URL [http://www.cleantransportationfunding.org//documents/proposals/S can\\_4\\_1.PDF](http://www.cleantransportationfunding.org//documents/proposals/S can_4_1.PDF).

Congratulations! You have successfully uploaded your application to the Clean Transportation website.