

# GRIP User Guide

## Contents

<b>Introduction</b> .....	2
<b>ITAP Business Enrollment</b> .....	3
<b>ITAP User Enrollment</b> .....	5
<b>GRIP Access</b> .....	8
<b>Railroad GCF Application Submittal</b> .....	11
<b>Crossing Closure Application Submittal</b> .....	15
<b>Industrial Rail Service Fund (IRSF) Application Submittal</b> .....	20



*Indiana Department of Transportation - Rail Programs Office  
Grant Rail Project (GRIP) System*

## Introduction

INDOT Technical Applications Pathway (ITAP) is a portal that houses various INDOT systems. To access ITAP, each user must first create an Access Indiana Account at the following link <https://www.in.gov/access/>. There you will find a Getting Started Guide and an FAQ.

The Grant Rail Project (GRIP) system is housed within ITAP. GRIP is a portal used to apply for the state funded rail grants that are administered by the INDOT Rail Programs Office: the ***Railroad Grade Crossing Fund (RRGCF), Crossing Closure Program and Industrial Rail Service Fund (IRSF)***.

Grant Applicants must have an ITAP account and access to GRIP to apply for these grant programs. Enrolling in ITAP and GRIP is only required once per business. However, if multiple users in the business require access, each user is required to request user access for that business.

This User Guide is an applicant instructional manual to use for ITAP and GRIP access. It is also a guide when applying for the state funded rail grant programs. For GRIP questions or issues, please contact the Senior Rail Planner of the INDOT Rail Programs Office at [cpowell1@indot.in.gov](mailto:cpowell1@indot.in.gov) or [RailGrant@indot.in.gov](mailto:RailGrant@indot.in.gov).

For ITAP access questions, please contact ITAP Support at the bottom right of the ITAP login page <https://itap.indot.in.gov/login.aspx>.

For instructions on Access Indiana Accounts, please refer to the following link: <https://www.in.gov/access/>.

## ITAP Business Enrollment

- 1) To access ITAP, use the following link: <https://itap.indot.in.gov/login.aspx>
- 2) If your business is NOT enrolled in ITAP, enroll by clicking on the Complete a business enrollment form.

Note: If your business is already enrolled, but you are not the Primary Contact for your business account, click on the Complete a user enrollment form. Skip down to ITAP User Enrollment Instructions in this manual (page 5).

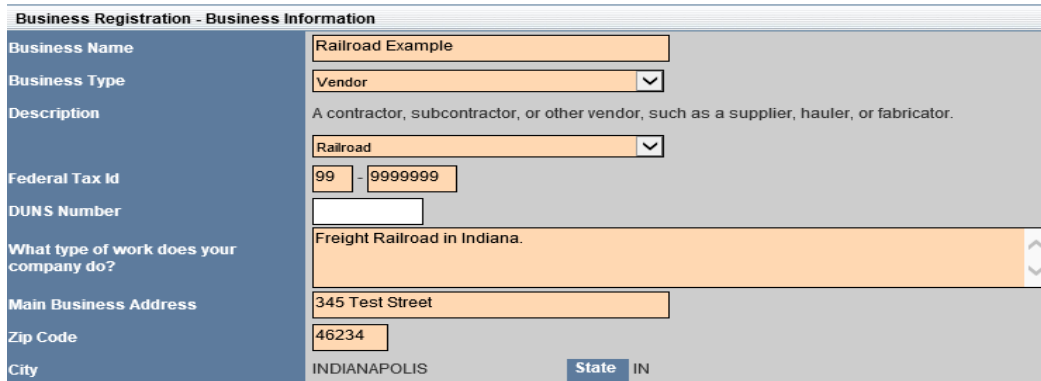
- 3) To the right of this screen, there are instructional videos called “How to Enroll a Business.” We recommend viewing this video before completing the ITAP business enrollment.
- 4) In ITAP login, select “Complete a business enrollment form.”
- 5) In Business Name field, Local Public Agencies (LPAs) should put City of \*\*\*\*, \*\*\*\*\* County, etc. If you are a specific division of that city, county, or town, do NOT use the division in the Business Name field. (i.e. Town of Avon Highway Department, Public Works, etc.).

### LPA Business Registration example:

Business Registration - Business Information	
Business Name	City of Avon
Business Type	Municipalities
Description	A local unit of government or local agency or department, such as a city, town, county, MPO.
Federal Tax Id	11 - 11111111
DUNS Number	
What type of work does your company do?	Government for City of Avon
Main Business Address	123 Avon Ave.
Zip Code	46123
City	AVON State IN

### Railroad Business Registration example:

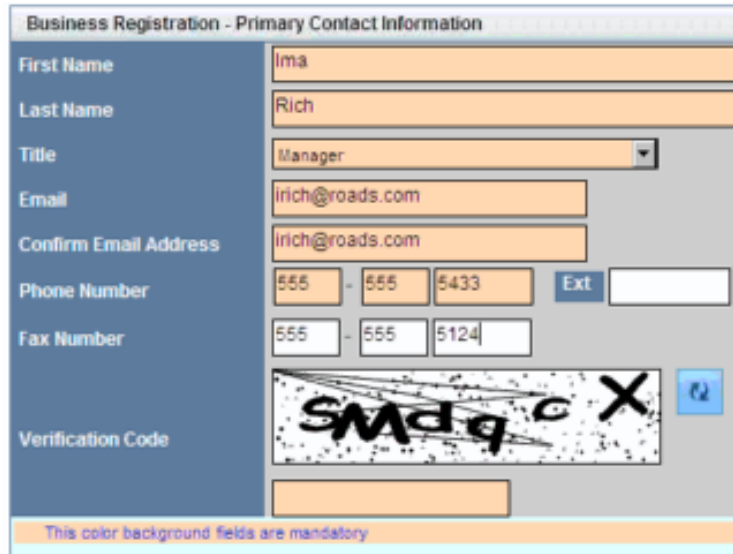
# GRIP User Guide




**Business Registration - Business Information**

Business Name	Railroad Example
Business Type	Vendor
Description	A contractor, subcontractor, or other vendor, such as a supplier, hauler, or fabricator.
	Railroad
Federal Tax Id	99 - 9999999
DUNS Number	
What type of work does your company do?	Freight Railroad in Indiana.
Main Business Address	345 Test Street
Zip Code	46234
City	INDIANAPOLIS
State	IN

6) Fill in business primary contact information

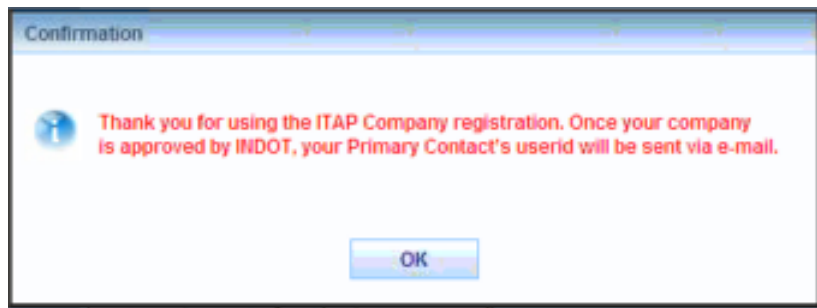


**Business Registration - Primary Contact Information**

First Name	Ima
Last Name	Rich
Title	Manager
Email	irich@roads.com
Confirm Email Address	irich@roads.com
Phone Number	555 - 555 5433
Fax Number	555 - 555 5124
Verification Code	

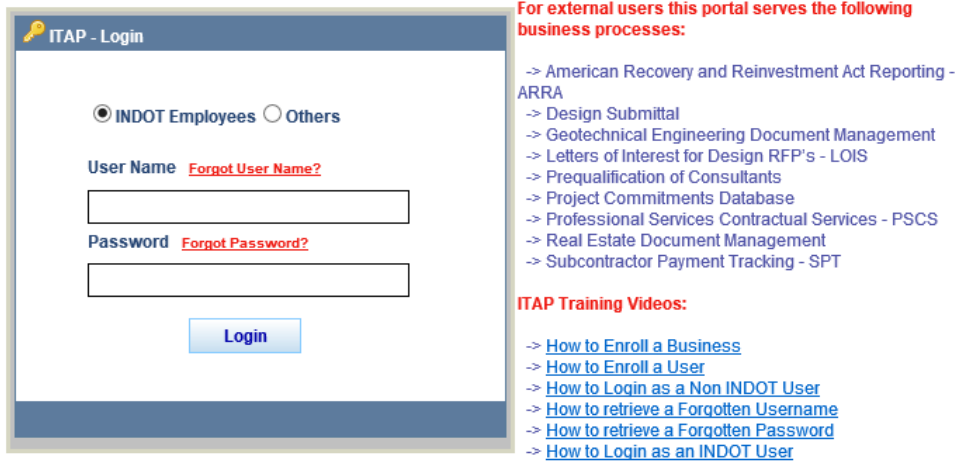
This color background fields are mandatory

- 7) If you are a subsidiary of a larger organization, please complete the business form using the business name and Federal Tax ID used for that subsidiary business.
- 8) In the Business Type field, Railroads select **Vendor** and the subcategory choose **Railroad**. LPAs/Port Authorities select **Municipalities** & choose the subcategory as **City/County/Town**.
- 9) An email will be sent to you once your ITAP account is approved.



## ITAP User Enrollment

- 1) If your business is already enrolled in ITAP, but you are not the Primary Contact for your business in the ITAP account, follow these instructions for ITAP User Enrollment.
- 2) Before you begin enrollment, go the ITAP link: <https://itap.indot.in.gov/login.aspx>.
- 3) We strongly recommend viewing the ITAP Training Video, How to Enroll a User before you begin enrolling.
- 4) To enroll as a user, click on the Complete a User Enrollment Form at the bottom of the ITAP login page.



**For external users this portal serves the following business processes:**

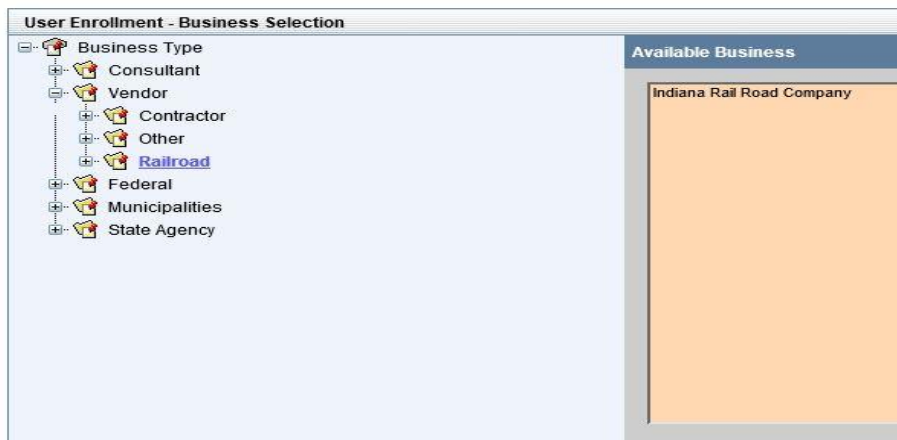
- > American Recovery and Reinvestment Act Reporting - ARRA
- > Design Submittal
- > Geotechnical Engineering Document Management
- > Letters of Interest for Design RFP's - LOIS
- > Prequalification of Consultants
- > Project Commitments Database
- > Professional Services Contractual Services - PSCS
- > Real Estate Document Management
- > Subcontractor Payment Tracking - SPT

**ITAP Training Videos:**

- > [How to Enroll a Business](#)
- > [How to Enroll a User](#)
- > [How to Login as a Non INDOT User](#)
- > [How to retrieve a Forgotten Username](#)
- > [How to retrieve a Forgotten Password](#)
- > [How to Login as an INDOT User](#)

Do you need to enroll a new business? [Complete a business enrollment form.](#)  
Do you need to apply for a user account? [Complete a user enrollment form.](#)

- 5) This will take you to the User Enrollment - Business Selection page (see below).



**User Enrollment - Business Selection**

**Business Type**

- Business Type
  - Consultant
  - Vendor
  - Contractor
  - Other
  - Railroad**
  - Federal
  - Municipalities
  - State Agency

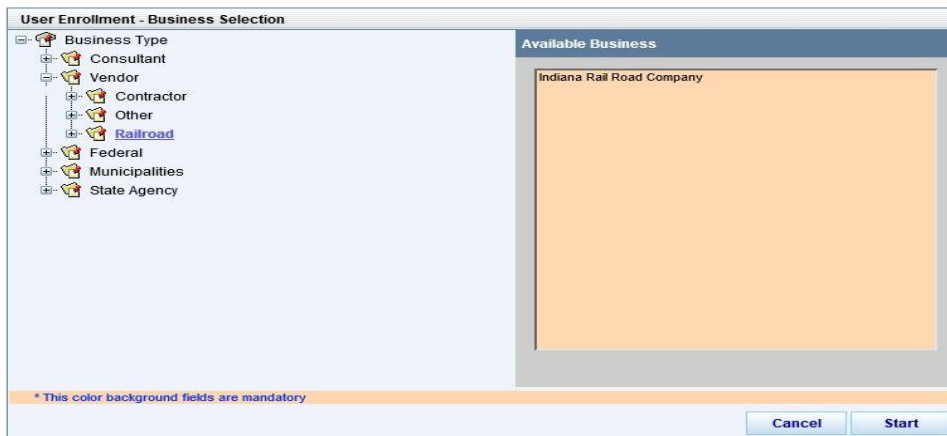
**Available Business**

- Indiana Rail Road Company

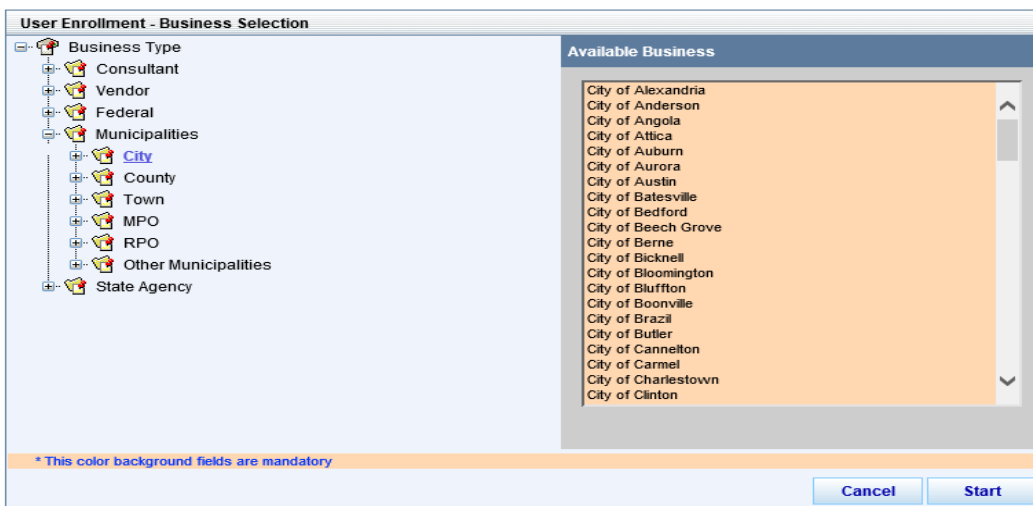
# GRIP User Guide

- 6) Select the business type that defines your business at the top left of the screen. This will display a list of businesses to the right of the screen to choose from.

**Note (Railroads):** For User Enrollment Business Selection - Railroads select **Vendor** and **Railroad** (left) and their registered business (right). (Example below)



**Note (LPA's):** select Municipalities, then City/County/Town/etc. (left), find your registered municipality and select (right). Example below:



- 7) Next, the User Enrollment - User Information screen will display. Fill out all information. The Address fields will auto-populate, but can be modified (see example of form on next page).

# GRIP User Guide

User Enrollment - User Information (Ted Bear Consulting)

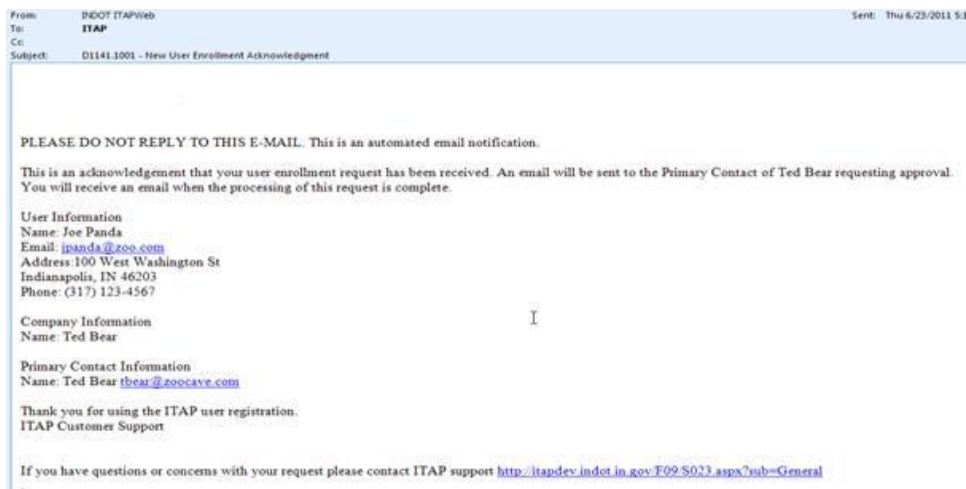
First Name: Cindy  
Last Name: Cubs  
Title: Safety Training Consultant  
Email Address: ccubs@zoo.com  
Confirm Email Address: ccubs@zoo.com  
Phone Number: 555 - 555 8888 Ext.   
Fax: 555 - 555 7676  
Address: 321 Panda Road  
Zip: 46929  
City: FLORA State: IN  
Verification Code: x3vbdz

\*This color background fields are mandatory

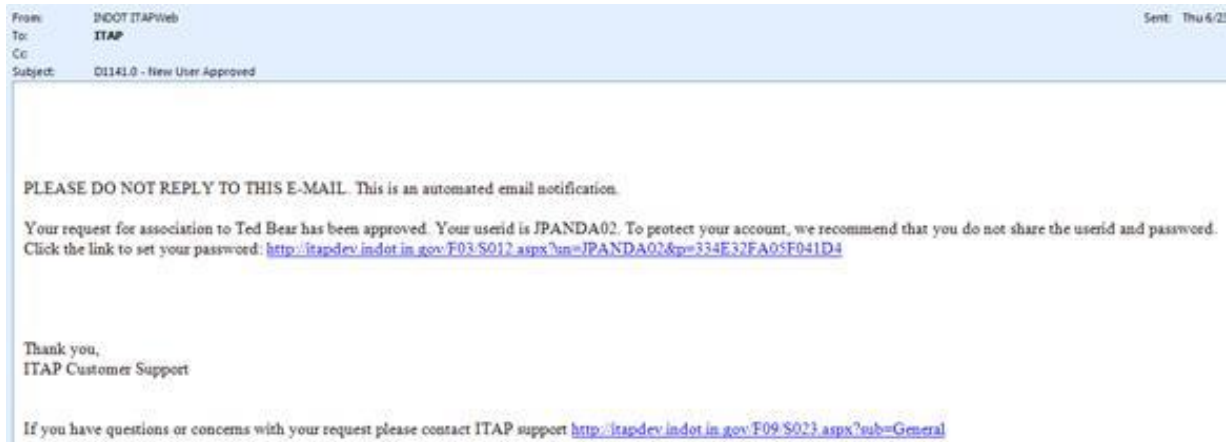
8) Select **Finish** when complete. This will give the user a confirmation. (see below)



9) A confirmation email will be sent to the user.

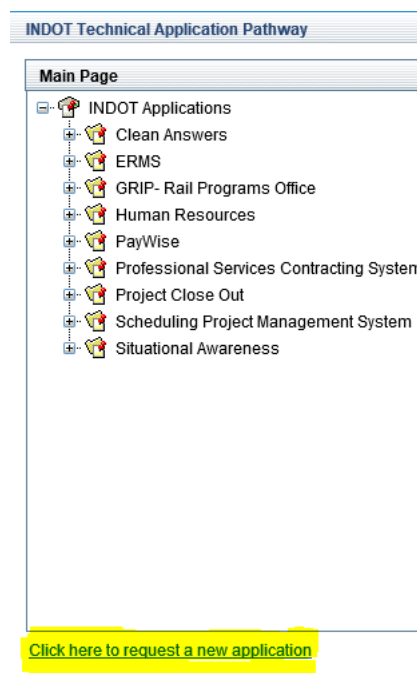


- 10) An email will be sent to the Primary Contact of your business requesting approval. The user will be sent an email with a link to set a password for the user's ITAP account.



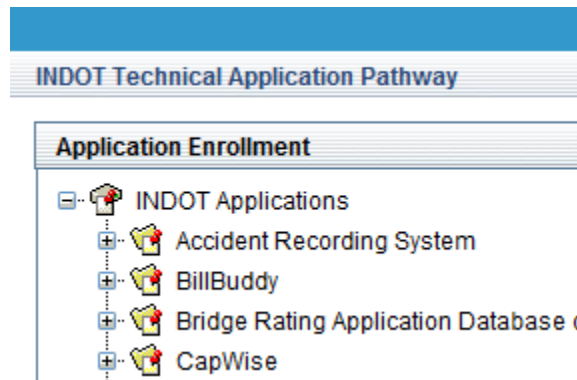
## [GRIP Access](#)

- 1) Once an ITAP account is created for your business, go to the ITAP link & log-in: <https://itap.indot.in.gov/login.aspx>
- 2) In the Main Page of ITAP, towards the bottom of the page, select **[Click here to request a new application](#)** (see below).

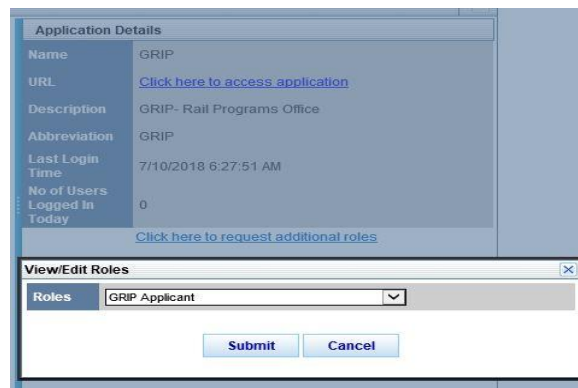




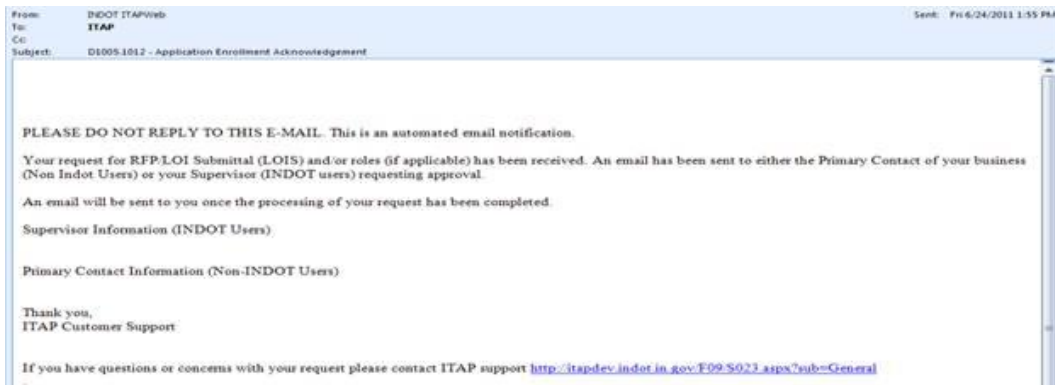
- 3) This will display a list of INDOT Applications on the Applicant Enrollment page.



- 4) Scroll down to find and select **GRIP Rail Programs Office**. The application details and available roles will be displayed on the right side of the Application Enrollment panel.
- 5) For the **GRIP** system, there is only one available role to select, which is **GRIP Applicant**. Select the **GRIP Applicant** role and click on the **Submit** button to submit the request for the application.



- 6) Once the request is submitted successfully, an **Application Enrollment Acknowledgment** email is sent to the user.

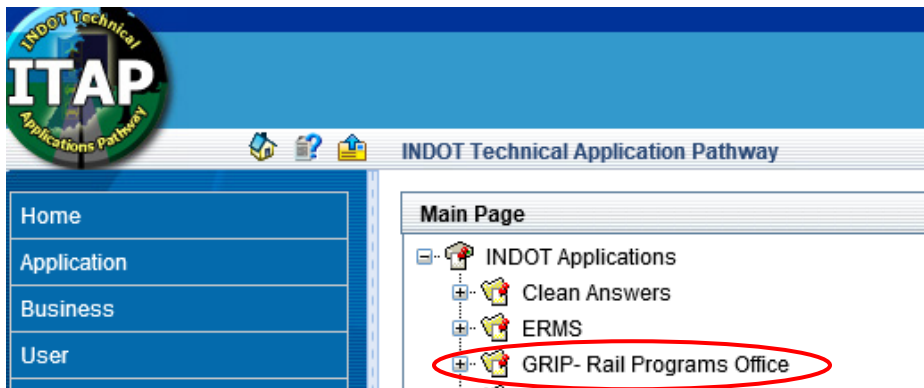


# GRIP User Guide

- 7) The INDOT Application Administrator is responsible for approving or denying a User's request for an application. After the Application Administrator step is complete an approval or denial email is sent to the Users email address. (example is on next page).



- 8) Once you have access to GRIP, login to ITAP <https://itap.indot.in.gov/login.aspx>



- 9) Select **GRIP-Rail Programs office** (see above) under the INDOT Applications and select **Click here to access application** to the right of the screen (see below).

Application Details	
Name	GRIP
URL	<a href="#">Click here to access application</a>
Description	GRIP- Rail Programs Office
Abbreviation	GRIP

## [Railroad Grade Crossing Fund Application Submittal](#)

- 1) Once you're into the GRIP system (see ITAP and GRIP access instructions), to begin a New Application for the Railroad Grade Crossing Fund, click on the green **New Grant Application** icon towards the top left of screen.

A green rectangular button with a white plus sign icon on the left and the text "New Grant Application" in white.

- 2) From there, select the type of application **RRGCF** and click **Continue**.

### New Grant Application

Choose an application type to continue.

**RRGCF - Railroad Grade Crossing Fund**

The Indiana State Legislature established the Railroad Grade Crossing Fund reimbursement grant. Local Public Agencies, such as cities, towns, and counties, are eligible to apply for this grant.

**Crossing Closure - Railroad Grade Crossing Fund**

INDOT accepts applications for the Crossing Closure Program for railroad crossings. The Crossing Closure program is a one-time incentive program.

**IRSF - Industrial Rail Service Fund**

The Industrial Rail Service Fund (I.C.8-3-1.7) was established to provide financial assistance to industrial railroads.

[Continue >](#)

- 3) There are four (4) parts to the Railroad Grade Crossing Fund application: **Basic Information**, **Improvement Details**, **Attachments** and **Summary**.
- 4) The **Basic Information** is the business information, applicant, billing and project manager contact information. All fields are required and the Contact information is editable. Click **Next** when completed.

## [Railroad GCF Application Submittal \(cont.\)](#)

Basic Information   Improvement Details   Attachments   Summary

**Basic Information**

Applicant Name	Avon
Applicant Type	Select
Federal Tax ID	999999999
Street Address	123 Avon Way
Address Line2	
City	Avon
State	IN      Zipcode 46123

- Next is **Improvement Details**. This is where the applicant will put in information about each crossing.

Note: The Improvement Details is the information used to create the Exhibit A of the grant, if the applicant is selected for the RRGCF.

Basic Information   **Improvement Details**   Attachments   Summary

**Improvement Details**

[+ Add New Record](#)

DOT-AAR# (Crossing #)	County	City/Town	Street Name	Project Type	Number of Improvement	Project Specifics	Cost	Requested Amount
Total							\$0.00	\$0.00



Page 0 of 0   10 items per page   No items to display

*Note: If a crossing has more than one project type, a new record will be required to be added for each project type. (For example: If Crossing #123456A is requesting Signage & Pavement Marking Improvements the application will require two new records).*



[Next >](#)

- In Improvement Details, each time a new line needs to be added with the requested improvement for a crossing, click the green **Add New Record** icon. Doing so will open the Add/Edit Improvements window.
- In the Add/Edit- Improvements window, enter the **Crossing Number** (will populate the **County/City/Town/Street Name**). Select **Project Type**, **Number of improvements** (at that crossing for this specific project type), **Project Cost** (cost for that crossing improvement), **Requested Amount** (per crossing improvement type), and **Project Specifics**. (see below)

## Railroad GCF Application Submittal (cont.)

- 8) Click **Update** to save information entered, or click **Cancel** to exit without saving.
- 9) The data entered will be displayed in the **Improvement Details** grid. User can **edit**  or **delete**  the Improvement Details from this grid and home screen using the Edit or Delete icon up until the application has been submitted.

### Improvement Details

Add New Record									
	DOT-AAR# (Crossing #)	County	City/Town	Street Name	Project Type	Number of Improvement	Project Specifics	Cost	Requested Amount
 	341235B	Jasper	Rensselaer	CR #650S	LED	12	LED upgrades.	\$3,574.00	\$3,574.00
<b>Total</b>								<b>\$3,574.00</b>	<b>\$3,574.00</b>

Page 1 of 1 | 10 items per page | 1 - 1 of 1 items

**Note:** If a crossing has more than one project type, a new record will be required to be added for each project type. (For example: If Crossing #123456A is requesting Signage & Pavement Marking Improvements the application will require two new records).

[Next >](#)

- 10) Continue this process for each crossing improvement.

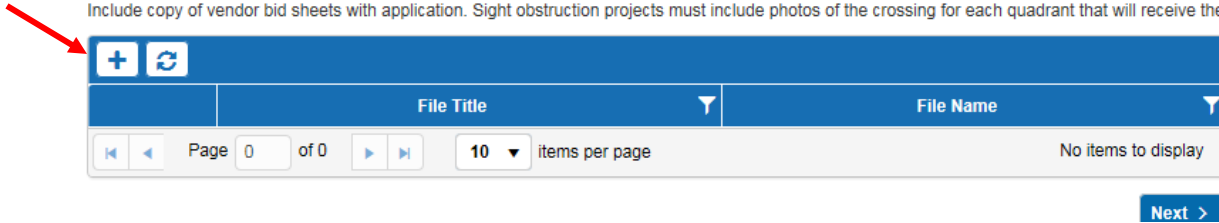
**Note:** If a crossing has more than one project type, a new record will be required to be added for each project type. (For example: If Crossing #123456A is requesting Signage & Pavement Marking Improvements the application will require two new records).

- 11) Click **Next** once all crossing projects are listed in the Improvement Details grid. This will take you to the Attachments portion of the application.
- 12) Attachments are required with the application, such as vendor bid sheets, material cost estimates, photos (crossing surface projects), etc. To add an attachment click the plus sign in the upper left hand corner of the grid.

## Railroad GCF Application Submittal (cont.)

### Attachments

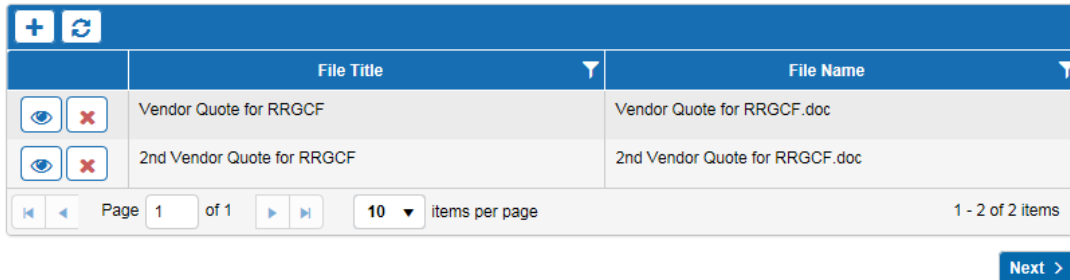
Include copy of vendor bid sheets with application. Sight obstruction projects must include photos of the crossing for each quadrant that will receive the work.




- 13) A dialog box opens to upload the attachments. Click Browse to select which document(s) to upload. User can change the name of the Title and File Name, if needed. Click the delete icon to delete a document before it is uploaded.
- 14) Click the Upload Files icon to upload the selected document(s). When the file(s) have been uploaded, the Upload Status bar displays as 100%. The uploaded documents will appear in the Attachment grid.

### Attachments

Include copy of vendor bid sheets with application. Sight obstruction projects must include photos of the crossing for each quadrant that will receive the work.



- 15) To view the uploaded document(s), click the view document  icon.
- 16) Click the Next button to navigate to the final section.
- 17) The **Summary** section shows the **Applicant Name, Number of Crossings, Number of Improvements, Total Cost and Requested Amount** for the application. Click the box to certify the application is in compliance with MUTCD in order to submit.

Basic Information	Improvement Details	Attachments	Summary
<b>Summary</b>			
Applicant Name	Avon		
Number of Crossings	1		
Number of Improvements	12		
Total Cost	\$3,574.00		
Requested Amount	\$3,574.00		
<input type="checkbox"/> I certify the application and the project will be completed in compliance with the current Indiana <a href="#">MUTCD</a>			
<input type="button" value="Submit Grant Application"/>			

- 18) Once the application has been submitted, a confirmation message displays.

## Railroad Grade Crossing Fund

### Success!

Your application has been submitted successfully and will be reviewed by INDOT.

Tracking Number: T00001424



- 19) The User has the option to **Print** the submittal confirmation or return to the **Home Page**.
- 20) After the application has been submitted, the user can go back to the **Home Page** and view the application status at any time.

## Crossing Closure Application Submittal

- 1) When submitting a Crossing Closure Application, login to ITAP and go to the GRIP system (if you don't have access, see ITAP and GRIP instructions), click on the green **New Grant Application** on the main GRIP page.
- 2) Select the **Crossing Closure** application and click **Continue**.

A screenshot of a web form titled "New Grant Application". The form asks the user to "Choose an application type to continue". There are three radio button options: "RRGCF - Railroad Grade Crossing Fund" (unselected), "Crossing Closure - Railroad Grade Crossing Fund" (selected), and "IRSF - Industrial Rail Service Fund" (unselected). Each option has a brief description below it. At the bottom of the form is a blue button labeled "Continue >".

- 3) There are four (4) parts to the Crossing Closure application: **Basic Information, Crossing Details, Attachments, and Summary**.
- 4) The Basic Information section is first. After the first time a user applies, the basic information fields will be pre-populated with the information stored from ITAP and the GRIP application.

## Crossing Closure Application Submittal (cont'd)

The screenshot shows the 'Basic Information' tab of a web application. The form contains two sections for contact information. The first section is for the grant application contact, with fields for Applicant Name (Avon), Federal Tax ID (999999999), Street Address (123 Avon Way), Address Line2, City (Avon), State (IN), and Zipcode (46123). The second section is for billing contact, with fields for Contact Name (Bla bla), Title (akajakja), Phone Number ((999) 999-9999), and Email (silkdfjg@avon.gov). There are also fields for Contact Name (Bla bla), Title (akajakja), Phone Number ((999) 999-9999), and Email (silkdfjg@avon.gov).

- 5) Enter the contact information for each section. Click the Continue button to move to the next section. Contact billing and project manager information can be updated in this section.
- 6) Next is the Crossing Details Section, click the **Add New Record** (green) icon in the top left corner of the grid.

The screenshot shows the 'Crossing Details' section. At the top, there is a navigation bar with tabs for 'Basic Information', 'Crossing Details', 'Attachments', and 'Summary'. Below the navigation bar, there is a table with columns for 'DOT-AAR# (Crossing #)', 'Railroad Name', 'County', 'City/Town', and 'Street Name'. A green 'Add New Record' button is located in the top left corner of the table. Below the table, there are navigation controls including 'Page 0 of 0', '10 items per page', and 'No items to display'.



- 7) A dialog box appears, enter the required fields. The Crossing Number field will start displaying similar numbers depending on what is entered. At least the first 3 characters need to be keyed in to see similar crossing numbers.

The screenshot shows a dialog box titled 'Add / Edit - Crossing Details'. It contains several input fields: 'Crossing Number' (with a refresh icon), 'County', 'City/Town', 'Street Name', and 'Railroad Name'. A note at the bottom states '\* Fields with this color background are required'. At the bottom right, there are 'Save' and 'Cancel' buttons.



- 8) Once the crossing number is selected, the County, City/Town and Street Name will be displayed below.



- 9) Click **Save** to save the information entered, or click **Cancel** to exit without saving. The data entered will be displayed in the Crossing Details grid.

- 10) User can edit or delete the Crossing Details from this grid and home screen using the **Edit**  or **Delete**  icon until the application has been submitted.

Basic Information **Crossing Details** Attachments Summary

Crossing Details

[+ Add New Record](#)

	DOT-AAR# (Crossing #)	Railroad Name	County	City/Town	Street Name
 	341235B	CSX	Jasper	Rensselaer	CR #650S

Page 1 of 1 | 10 items per page | 1 - 1 of 1 items

**Note:** If a crossing has more than one project type, a new record will be required to be added for each project type. (For example: If Crossing #123456A is requesting Signage & Pavement Marking Improvements the application will require two new records).

[Next >](#)

- 11) Click the **Next** icon to move to the next section of the application.

## Crossing Closure Application Submittal (cont'd)

- 12) The next section is Attachments. The User has the option to upload the FRA Predicted Accident Report and/or photos of the crossing. If the user doesn't have any attachments to submit, just skip this step by clicking next and go to Step 17.

*Attachments are not required. The INDOT Rail Programs Office will access the FRA Predicted Accident Report for the requested crossing closure.*

**Attachments**

Include copy of vendor bid sheets with application. Sight obstruction projects must include photos of the crossing for each quadrant that will receive the work.

File Title	File Name
No items to display	

Next >

- 13) A dialog box opens to upload the attachments. Enter a name for File Title, click Select File(s) to select which document(s) to upload. User can change the name of the Title and File Name, if needed. Click the delete icon to delete a document before it is uploaded.
- 14) Click the Upload Files icon to upload the selected document(s). When the file(s) have been uploaded, the Upload Status bar displays as 100%. Click Close to go back to the previous Attachments view.

**Upload Documents**

File(s) Title  Select File(s)..

Clear Files

Title	File Name	Document Type	Upload Status
IMG_9453	IMG_9453.jpg	jpg	Completed

Page 1 of 1 10 items per page 1 - 1 of 1 items


Upload Status 100% Upload Files

Close

## Crossing Closure Application Submittal (cont'd)

15) The uploaded documents will appear in the Attachment grid.

The screenshot shows the 'Attachments' section of the application. At the top, there are four tabs: 'Basic Information', 'Crossing Details', 'Attachments' (which is highlighted in green), and 'Summary'. Below the tabs, the title 'Attachments' is displayed. A sub-header reads: 'Include copy of vendor bid sheets with application. Sight obstruction projects must include photos of the crossing for each quadrant that will receive the w'. Below this is a table with two columns: 'File Title' and 'File Name'. The table contains one row with 'IMG\_9453' in the 'File Title' column and 'IMG\_9453.jpg' in the 'File Name' column. To the left of the row are icons for adding (+) and refreshing (circular arrow) files, and a view icon (eye) with a red 'x' over it. Below the table is a pagination control showing 'Page 1 of 1', '10 items per page', and '1 - 1 of 1 items'. A 'Next >' button is located at the bottom right of the section.

16) To view the uploaded document(s), click the view document icon . Click the Next button to navigate to the final section.

17) The Summary section summarizes the grant application. Once the application is submitted the status changes from Draft to Submitted.

The screenshot shows the 'Summary' section of the application. At the top, there are four tabs: 'Basic Information', 'Crossing Details', 'Attachments', and 'Summary' (which is highlighted in green). Below the tabs, the title 'Summary' is displayed. The summary content is as follows:

Applicant Name	Avon
Number of Crossings	1

18) Once the application has been submitted, a confirmation message displays.

19) User has the option to **Print** the confirmation with the tracking number or return to the **Home Page**.

The screenshot shows a success confirmation message. The text is as follows:

**Success!**

Your application has been submitted successfully and will be reviewed by INDOT.

Tracking Number: T00001441

At the bottom, there are two buttons: 'Print' and 'Home'.

20) After submitting an application, the user can go to the **Home Page** to check the grant application status.

## Industrial Rail Service Fund (IRSF) Application Submittal

- 1) Once you're logged into the GRIP system, to begin a new application for the Industrial Rail Service Fund (IRSF), click on the green **New Grant Application** icon.
- 2) From there, select the type of application and **continue**.

### New Grant Application

Choose an application type to continue.

- RRGCF - Railroad Grade Crossing Fund**  
The Indiana State Legislature established the Railroad Grade Crossing Fund. The Indiana State Legislature established the Railroad Grade Crossing Fund apply, as are Class II and Class III Railroads and Port Authority.
- Crossing Closure - Railroad Grade Crossing Fund**  
INDOT accepts applications for the Crossing Closure Program by the Rail Programs Office.
- IRSF - Industrial Rail Service Fund**  
The Industrial Rail Service Fund (I.C.8-3-1.7) was established

[Continue >](#)

- 3) The user will fill out the **Basic Information** for the application. Select the Railroad from a drop-down and continue to fill out the rest of the information that isn't populated. Note: all fields with colored background are required.

#### Basic Information

Railroad Name	Rich Railroad	Who should INDOT contact for questions about billing?	
Federal Tax ID	777777777	Contact Name	test
Street Address	SENATE WAY	Title	test
Address Line2		Phone Number	(000) 000-0000
City	Brownsburg	Email	bhail@indot.in.gov
State	IN Zipcode 46159		
Who should INDOT contact for questions about this grant application?		Enter the contact information for the Project Manager	
Contact Name	Test	Contact Name	test
Title	test	Title	test
Phone Number	(000) 000-0000	Phone Number	(000) 000-0000
Email	bhail@indot.in.gov	Email	bhail@indot.in.gov

[Next >](#)

# GRIP User Guide

## IRSF Application Submittal (cont'd)

- Clicking **Next** will take the user to **Segment Details**. This is where the applicants will put in their project details such as location, project type, etc. To add segment details, select the green **Add New Record** button.

Segment Details

+ Add New Record										
County	Start Milepost	End Milepost	Project Type	Other Project Details	Length	286K Capacity	286K Length	Originat... Commodity	Termin... Commodity	
<div style="display: flex; justify-content: space-between;"> <span>Page 0 of 0</span> <span>10 items per page</span> <span>No items to display</span> </div>										

- Fill out the details & **Save**.

Add / Edit - Segment Details
✕

County: Allen ✕

Start Mile Post: 1.5

End Mile Post: 3.5

Location Description: Mainline in Fort Wayne subdivision  
Remaining characters: 464

Project Type: Tie/Ballast Replacement ✕

Project Length: 2  Miles  Feet

Will project make improvement to 286k capacity?  Yes  No

How much of a segment will be improved: 2  Miles  Feet

Primary commodity movement on segment receiving improvement

Originated: Plastic

Terminated: Chemicals

\* Fields with this color background are required

✓ Save
✕ Cancel

**Note: More than one project type can be selected for each rail milepost segment.**

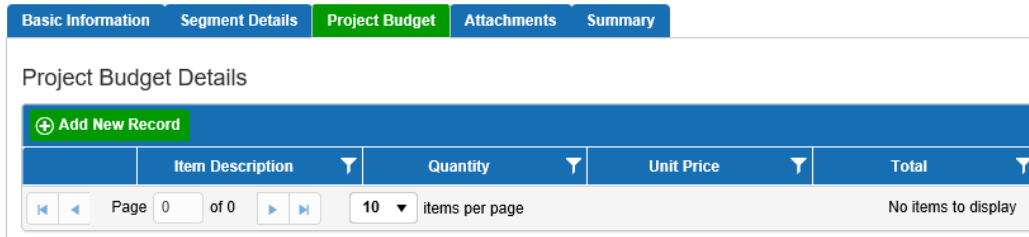
- This will take you back to the **Segment Details** main screen. What was entered will show in the grid. Keep repeating for each segment. The pencil icon allows users to edit each line in the grid.

	County	Start Milepost	End Milepost	Project Type	Other Project Details	Length	286K Capacity	286K Length	Originat... Commodity	Termin... Commodity
✕ ✎	Allen	1.5	3.5	Tie/Ballast R...		2 Miles	Yes	2 Miles	Plastic	Chemicals
<div style="display: flex; justify-content: space-between;"> <span>Page 1 of 1</span> <span>10 items per page</span> <span>1 - 1 of 1 items</span> </div>										

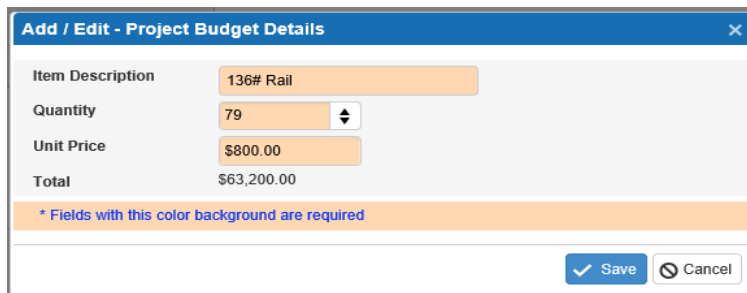
- Click **Next** when the Segment Details are completed.

## IRSF Application Submittal (cont'd)

8) The **Project Budget** screen will display. Click on the green **Add New Record** to begin.

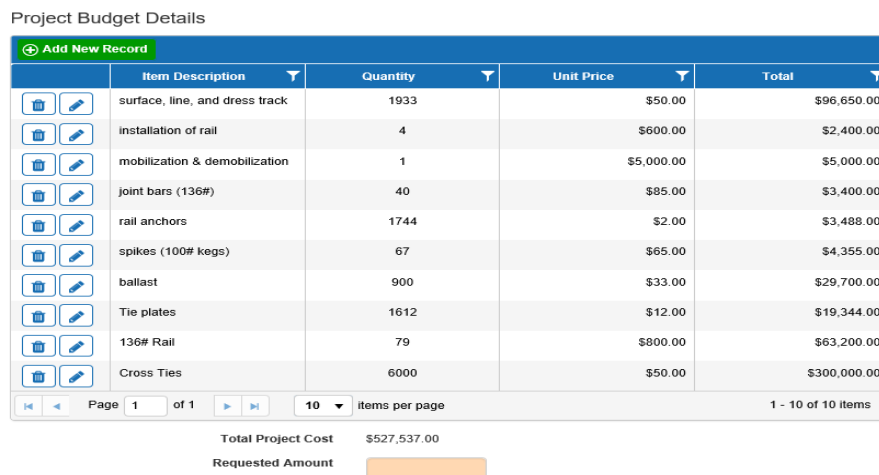


9) The **Add New Record** button will take the user to the Add/Edit- Project Budget Details screen (example below).



10) Continue to add each Project Budget line item as a new record and save. This will continue to add the line items on the **Project Budget Details** grid.

11) Once all Project Budget line items are added, the Project Budget Details will look like the diagram below. The system will auto-calculate the Total Project Cost at the bottom of the grid.



## IRSF Application Submittal (cont'd)

12) Applicant will enter the **Requested Amount** at the bottom of the **Project Budget Details** screen.

Click **Next**.

Total Project Cost \$527,537.00


Requested Amount

Next >

13) This will take the applicant to the **Attachments** section of the application.

Required attachments are:

- ❖ Project Description – should include the project narrative & project map.
- ❖ Management Information
- ❖ Project Benefit
- ❖ Existing Economic Indicators
- ❖ Project Location Photos
- ❖ Vendor Quotes.

14) To add attachments, click on the  sign.

Attachments

This application requires a detailed Project Description- *project narrative & project map*, Management Information, Project Benefit, Existing Economic Indic

Note: Applications will be denied without this information.

+ Add

File Title	File Name
No items to display	

Page 0 of 0 10 items per page

Next >

15) This will show the Upload Documents window. Click on Select File(s) tab to retrieve the file to

upload. Then click on the  tab to upload the document.


Upload Documents

File(s) Title  Select File(s)..

Clear Files

Title	File Name	Document Type	Upload Status
No items to display			

Page 0 of 0 10 items per page

Upload Status  0% 

Close

## [IRSF Application Submittal \(cont'd\)](#)

16) System will show the Uploaded Status of the file. Click **Close**.

The screenshot shows a modal window titled "Upload Documents" with a close button (X) in the top right corner. Below the title bar, there is a "File(s) Title" input field and a "Select File(s).." button. A "Clear Files" button is located above a table. The table has five columns: an action column with a red 'X' icon, "Title", "File Name", "Document Type", and "Upload Status". One row is visible with the following data: Title: 20171004\_074504, File Name: 20171004\_074504.jpg, Document Type: jpg, Upload Status: Completed. Below the table is a pagination control showing "Page 1 of 1" and "10 items per page". At the bottom, there is an "Upload Status" indicator showing "100%" and an "Upload Files" button. A "Close" button is centered at the bottom of the modal.

	Title	File Name	Document Type	Upload Status
	20171004_074504	20171004_074504.jpg	jpg	Completed

17) The Application Summary screen is the final step. The Summary will display **Applicant Name, Number of Improvements, Total Cost, Total Length of improvements, Railroad and INDOT percentages, and Requested Amount**. Here you will submit the IRSF application.

The screenshot shows the "Industrial Rail Service Fund" application summary screen. It features a blue header with the title and a navigation bar with tabs for "Basic Information", "Segment Details", "Project Budget", "Attachments", and "Summary" (which is highlighted in green). Below the tabs, the "Summary" section displays the following information:

<b>Applicant Name</b>	
<b>Number of Improvements</b>	10
<b>Total Cost</b>	\$527,537.00
<b>Total Length</b>	2 Miles
<b>Railroad Contribution Percentage</b>	43.13 %
<b>INDOT Contribution Percentage</b>	56.87 %
<b>Requested Amount</b>	\$300,000.00

At the bottom of the summary section, there is a blue button with a checkmark icon and the text "Submit Grant Application".

18) After clicking the Submit Grant Application button. You will receive a confirmation. User can print out the confirmation to reference the application tracking number. The application is complete.



## IRSF Application Submittal (cont'd)

### Success!

Your application has been submitted successfully and will be reviewed by INDOT.

Tracking Number: T00001441



- 19) After your application is submitted, you may receive correspondence from the email address [RailGrant@indot.in.gov](mailto:RailGrant@indot.in.gov) requesting more information or a question about the application. Make sure that all inquiries from this email address are answered in a timely manner.
- 20) If applicants have any questions regarding this process, please contact the Senior Rail Planner at [cpowell1@indot.in.gov](mailto:cpowell1@indot.in.gov).

**-END-**