

Application and Screening Form Instructions

Sponsors wishing to compete in PSRC's 2024 project selection process, see the information below for instructions and assistance. Please read this page before completing your forms.

Logging in to the System

Sponsors should use their existing username and password from the TIP Web Application process. If you do not have a username and password, please contact [Miles Stepleton](#) to obtain the login credentials for your agency.

Once you have logged into the system, you will be asked to select either "Screening Forms" or "Funding Applications."

Eligibility Screening Forms

Every applicant must submit an eligibility screening form prior to submitting a project into any of the competitions.

When selecting "Screening Forms," you will be able to begin a new form or edit, copy, or delete a previously started form. To begin a new form, you will select the competition for which the screening form applies.

Funding Applications

When completing a funding application, you will also select the competition for which you wish to submit. You may elect to "pre-populate" the funding application with responses previously provided in the screening form.

Please note this feature will also provide the PSRC eligibility comments to those questions. Sponsors will need to address any eligibility issues prior to application submittal. The system will also refer sponsors to key guidance and resources available for various questions.

General Tips

- The online system is designed to be user friendly and ensure each question is answered accurately and completely.
- Each page of answers is saved automatically when you move to the next page.
- Exit the system at any point in the form by closing your browser window or by clicking the "sign out" link at the top of the form.
- Return to complete your form later by logging in again.
- Print a pdf of the application at any time by clicking "View/Download PDF" in the upper right corner of the screen.