

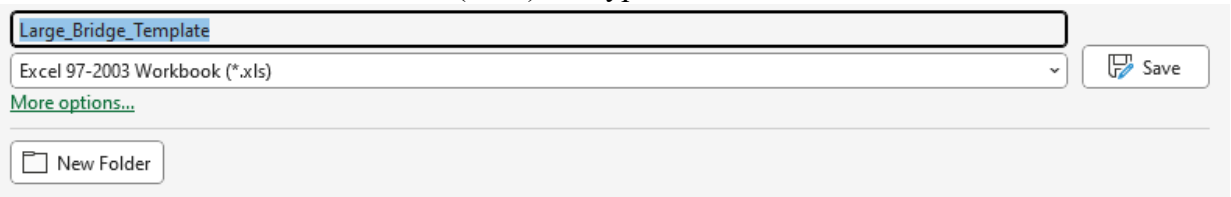
After fully completing the BIP Large Bridge Project Application Template, please follow the below steps to save it as an .XLS file and upload the document to the web portal.

Summary:

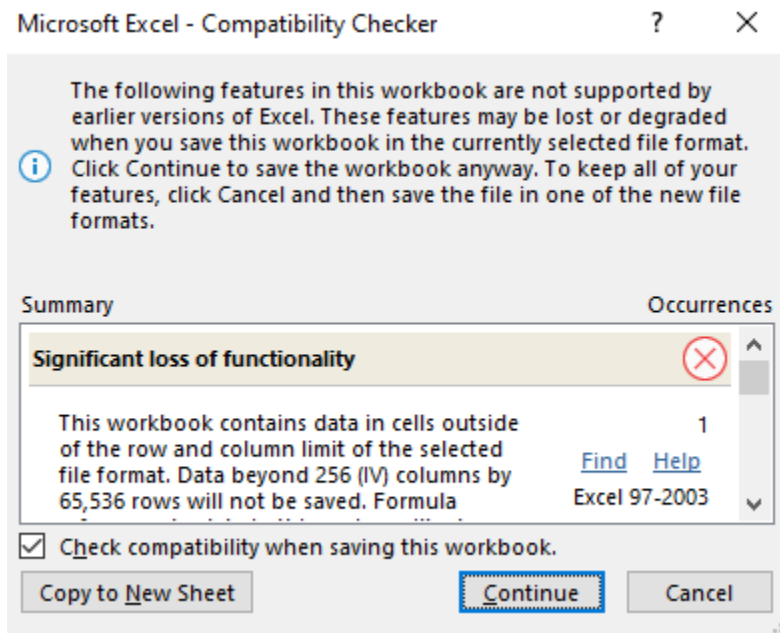
1. Save As .XLS
2. Select “Continue” in MS Excel – Compatibility Checker dialog box
3. Select “No”
4. Close File  
(to confirm the data are saved properly, we recommend opening and viewing Sheet 8 NBI Data)
5. Upload to Grants.gov

Steps in Depth:

- a) Open the document
- b) Select “File” -> “Save As”
- c) Select the Excel 97-2003 Workbook (\*.xls) file type

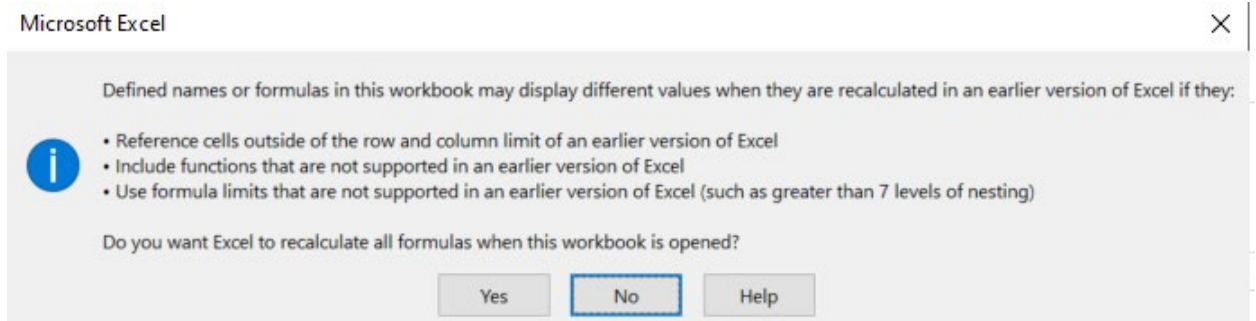


- d) The next dialogue box warns that the data in the NBID Raw sheet beyond the row limit of the XLS file format will be lost, among other warnings. If Excel doesn't recalculate the formulas (see next step), this shouldn't affect data in the application template. Select “Continue”.



- e) This dialogue box asks if Excel should recalculate all formulas when the workbook is opened. To preserve the data that were pulled from the NBID Raw sheet into the

application, change from the default option and select “No”.



- f) Close the file
- g) Upload the file to Grants.gov.