



# Call for Submissions

## Frequently Asked Questions

***I don't live in New York City. Can I apply?***

This Call for Submissions is open to all artists.

***Should I submit a project proposal?***

Artists do not need to submit a proposal at this stage in the process. Please upload examples of existing work for panelists to review.

***My work is not about transportation/subways, is that okay? What kind of work does the selection panel want to see?***

Please submit work examples that are representative of your art practice as a whole. The selection panel is looking at your work with the following criteria in mind: artistic merit as evidenced in previous work; exhibition history, awards, honors, and publications; and demonstrated proficiency and technical knowledge of digital and new media, or plan for collaboration with technical partners.

***I primarily work in a different medium than digital or new media. Is it okay for me to apply?***

Artists working primarily in other mediums are welcome to apply, provided they submit a detailed explanation of technical expertise and/or collaboration with technical partners within the application.

***When will you select finalists?***

Submissions will be reviewed as Digital Art opportunities become available. All applicants will receive confirmation when the application is submitted. Finalists will be notified directly at the contact information provided in the application.

***If I am not selected as a finalist, can you give me feedback on my submission?***

Due to the volume of submissions MTA Arts & Design receives, individual feedback on applications is not possible.

***Can I mail you my materials or bring them to your office in person? Can I email you images/my website link instead of the application?***

No. All artists interested in being considered for projects must apply through the online program at [mtaarts.submittable.com](http://mtaarts.submittable.com).

***What browser should I use to submit my application? Can I use my tablet/smart phone?***

Submittable is compatible with mobile devices. It works on recent versions of most browsers, although Internet Explorer is not recommended.

***What specifications do you recommend for the work sample images?***

The recommended format for still images is .jpg file, up to 6 x 8 inches (1800 x 2400 pixels), and a resolution of 150 or 300 dpi. Landscape or portrait orientation (horizontal or vertical) are both acceptable. Dynamic examples can include MP4, AVI, 3GP, WEBM, MKV, MOV, MPG, FLV, WMV, and M4V file formats. Files will be viewed digitally on an HD screen.

***Can I get an extension on the deadline?***

If you have not clicked submit before the posted deadline, you will not be considered for the call. Please keep in mind that MTA Arts & Design will have other calls in the future that you will be able to apply for. Stay posted on other opportunities by following us on [Facebook](#), [Instagram](#), [Twitter](#), or [Tumblr](#), our website [www.mta.info/art](http://www.mta.info/art), and the landing page on [mtaarts.submittable.com](http://mtaarts.submittable.com).

***My files are appearing out of order from the way I uploaded them. How can I get them to display in the sequence I want?***

Presently, files display in alphanumeric order according to the file name of each image once they are uploaded. Keep in mind that any files that start with the same number will be grouped together even if one file is "1" and the other is "10." In order to determine the order in which your images appear, we recommend that you title your files as "01FileName", "02FileName", "03FileName", and so on.

***Did you receive my submission? Will I get confirmation when I submit my application?***

Upon submitting you will see a confirmation message in your browser. You will also receive an email notification to the address used to register on Submittable. Check your spam filters if you do not see it in your inbox.

***I forgot to include something or want to change something about my submission. Can I make changes to my application?***

Prior to the deadline, you may request to edit your application by viewing the "submissions" tab on your Submittable account profile and clicking *Edit*.

***I am having problems with the online system.***

Please email Submittable's customer support: [support@submittable.com](mailto:support@submittable.com) or MTA Arts & Design: [arts@mtahq.org](mailto:arts@mtahq.org).