Enhanced National Register Electronic Submission Process: Cultural Resources Submission Portal (CRSP) Instructions Effective September 16, 2022

Background

In April 2020, the NPS National Register Program initiated an electronic-only submission process in response to the global pandemic that had resulted in NPS staff teleworking full-time. The speed at which that system was developed and launched necessitated file size and functional limitations.

Electronic filing has been popular with our partners and the NPS is pleased to announce the launch of an enhanced e-filing system, the Cultural Resource Submission Portal (CRSP or "crisp").

Effective September 16, 2022, nominating authorities can register and submit their requests for National Register actions via an enhanced system that has no file size or photograph restrictions, and includes added conveniences such as automatic acknowledgment of receipt. With the exception of parties without reliable high speed internet access, all nominating authorities will use CRSP to transmit their full submissions for National Register actions to the NPS.

This document provides instructions for working with CRSP.

Applicability

These instructions apply to submissions from nominating authorities (*e.g.,* NPS-approved SHPO, FPO, and THPO staff, **NOT** consultants or contractors) for all requests for National Register actions, including nominations for listing, requests for removal, Additional Documentation, Boundary Changes, Determinations of Eligibility, etc. CRSP is live as of September 16, 2022, and there is no overlap period between the old system and this new system.

Please use either Chrome or Microsoft Edge to work with CRSP. CRSP is not compatible with Internet Explorer, nor has it been tested with Firefox.

This document is divided into four parts:
1. Introducing the Cultural Resources Submission Portal (CRSP)
   a. Highlights of CRSP
   b. Logging into CRSP
   c. Creating an account
   d. Using CRSP
   e. Naming and bundling materials
2. Finalizing actions taken between April 10, 2020 and September 15, 2022
3. Troubleshooting
4. Support information

Introducing the Cultural Resources Submission Portal (CRSP)

The Cultural Resources Submission Portal (CRSP) replaces the initial electronic submissions system with an enhanced system. This improved system has the capacity to accept complete nomination submissions and other actions, as well as additional enhanced features.

The CRSP URL is
https://apps.cr.nps.gov/crsp

Highlights of CRSP

- Submissions continue to be 100% electronic for those with access to high speed internet
- CD or DVD discs are still accepted for those without access to high speed internet
- Complete nominations can be submitted, including all maps and photographs
- No size limitations (up to 2 gigabytes per file; for larger files, contact National Register staff for instructions)
- Two-Factor Authentication for additional security
- Expanded agency access to accommodate multiple users
- Automated acknowledgment of receipt for submissions
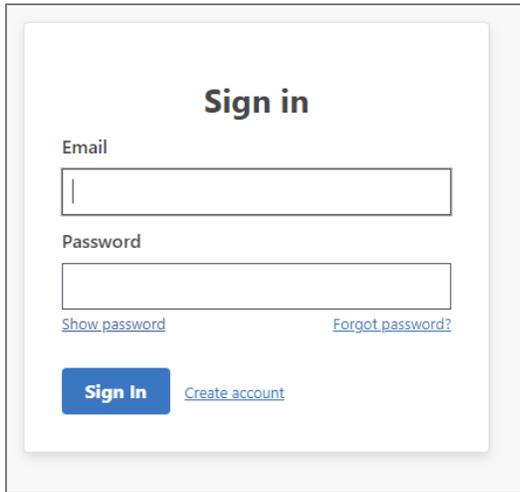
Logging into CRSP

All users—both those who have used the former system and those who are new to National Register e-filing—will establish new accounts. All users will be able to manage their own account information, including their own user-generated password. SHPOs, FPOs, and THPOs can have multiple users, each with their own username (their email) and password.

- Some users of the previous electronic submission system were imported into CRSP. Their existing username (email) and password will allow access to the system.
- New users to CRSP will need to have accounts created, as described in the following pages.
- In all cases, the password created will be known only by the individual user. NPS will not be able to provide forgotten passwords. Instead, users will use the system to reset their password.

CRSP uses Two-Factor Authentication for added security: a password and email verification will be required each time the system is accessed.
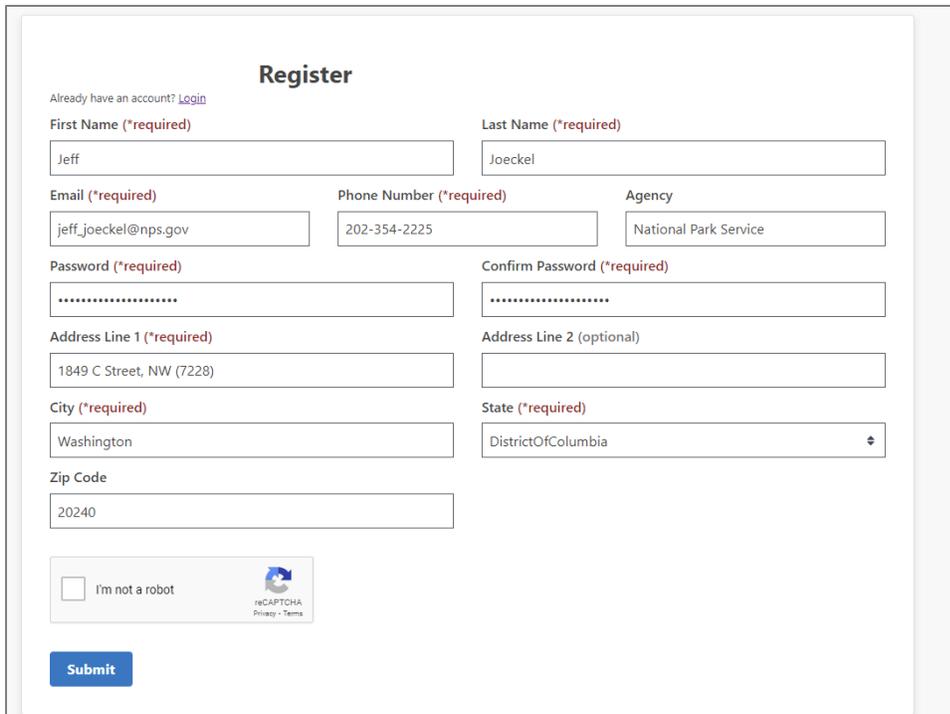
Creating an account

Click on "Create account."

You will see this screen:

Fill in your contact information and create a password. For phone number and address, use your agency's contact information.

Click the "I'm not a robot" box.

Click the "Submit" button.

You will then see this message:

Verify Email Address

To complete your registration, please check your inbox and verify your email address.
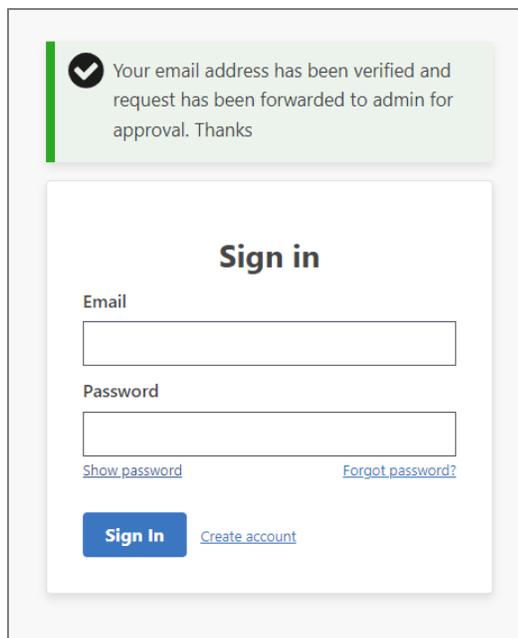
Login
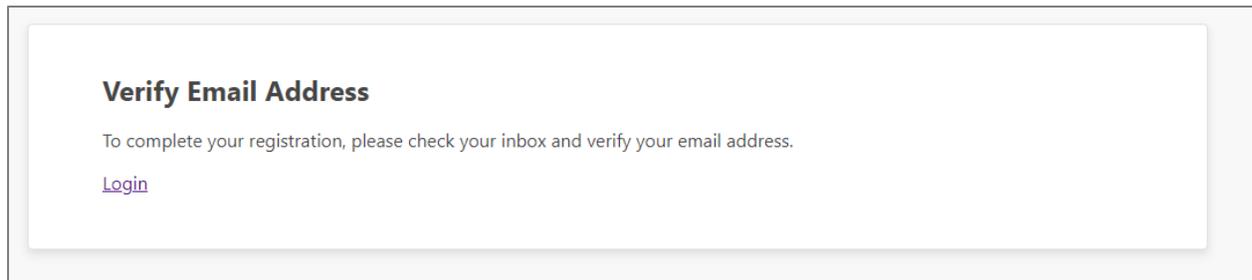
Check your email for a message with the subject line of

Important: CRSP Confirm your email address

This email message will contain a link. Follow the link to verify your email.

At this point, you have only verified your email. The account has not yet been approved. You will see this message:

✓ Your email address has been verified and request has been forwarded to admin for approval. Thanks

Sign in

Email

Password

Show password   Forgot password?

Sign In   Create account

If you enter your username (your email address) and a password at this point, you will not access the system. You will receive this message:
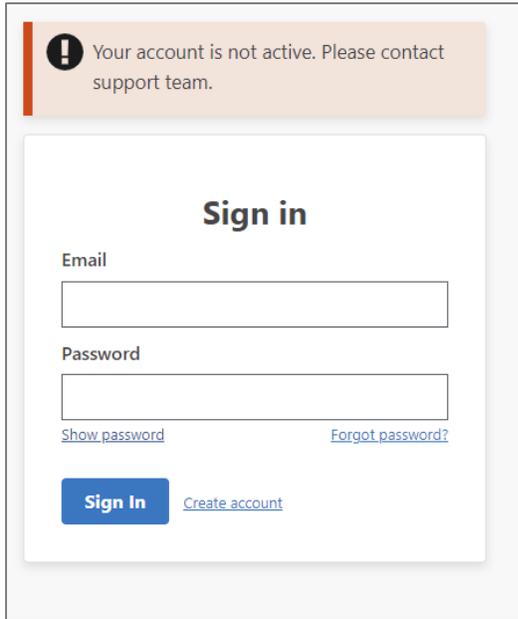
National Register staff have received your request to approve your account and this may take one or two business days. Once your account is approved by National Register staff, you will receive an email with the subject line:

Important: CRSP Account Approved

Each time you access CRSP, the system will send you an email with a 6-digit code. This email will include a link to CRSP. Check your email for the subject line:

CRSP Two Factor Authentication-Security Code

This email will include a randomly generated 6-digit code. Enter that code when you see this box, and click "Submit":
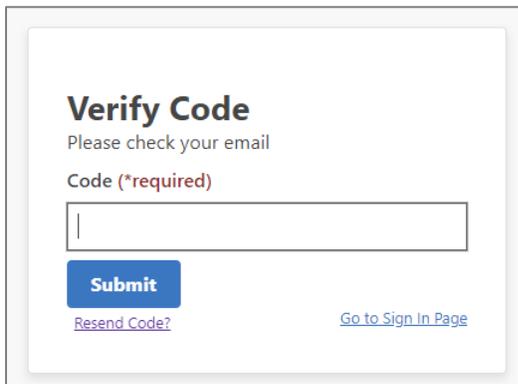
You are now in CPRS and you will see this screen:

Using CRSP

To submit materials, first make sure "Compose" in the left menu bar is selected.

Click the "Choose File" button and select the file you wish to upload. Be sure your file is named according to National Register conventions (*e.g.,* AL_Jefferson County_Elizabeth Brown House_form.pdf). Further file-naming guidance is found in these instructions at "Naming and bundling materials" and "Differentiating submissions from April 10, 2020 to September 15, 2022 from new actions."

NOTE
Only one file can be uploaded at a time.
However, there are several ways to bundle files to streamline uploading.
See the instructions at "Naming and bundling materials."

Enter a description of the file in the subject line. Enter any message you wish to send us in the message box.

Example
- Subject line: FL_VolusiaCo_VillageImprovementAssociationHall_Letter
- File name: FL_VolusiaCo_VillageImprovementAssociationHall_Letter.pdf
- Message: Here is the transmittal letter for the NR nomination of the VIA Hall in Oak Hill, Volusia Co., Florida

Click the "Submit" button. A green bar will appear, showing the progress of the upload.

You can check the status of the upload by clicking on the "Sent Items" in the left menu bar. This shows what was submitted and whether or not the upload was successful.
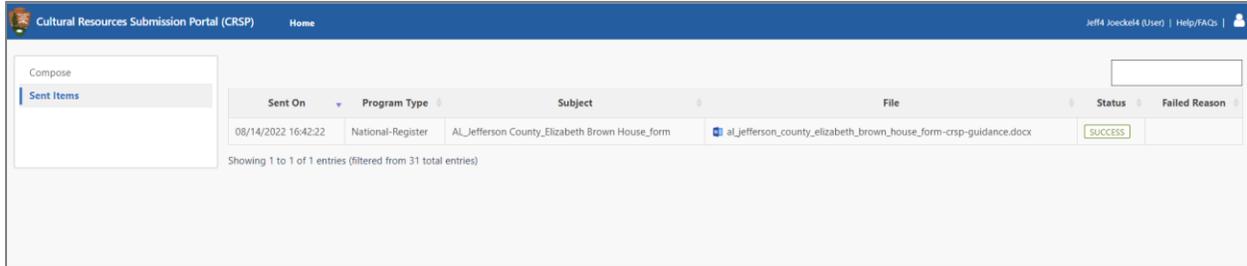
Naming and bundling materials

The conventions for naming files has not changed.

- Label the form using the current National Register labeling convention (*e.g.*, AL_Jefferson County_Elizabeth Brown House_form.pdf)
- Label the photographs using the current National Register labeling convention (*e.g.,* AL_Jefferson County_Elizabeth Brown House_photos.pdf).
- Label the correspondence using the current National Register labeling convention (*e.g.,* AL_Jefferson County_Elizabeth Brown House_correspondence.pdf).
- If sending a single (combined) files as a PDF, label it as: AL_Jefferson County_Elizabeth Brown House_complete.pdf
- The subject line in the Submission System should indicate which file is being uploaded.

CRSP includes some flexibilities the previous system did not. For example, it is now acceptable to

- Combine the photographs into a single PDF.
- Combine all of the materials (form, photos, correspondence, maps) into a single PDF file.
- Bundle all of the materials (form, photos, correspondence, maps) into a single ZIP file.

Examples for naming and bundling materials

You have a PDF of the form, a PDF of the correspondence, and 20 photographs as 20 individual TIF files.

- You can combine the 20 photographs into a single PDF and upload 3 separate PDFs: the form PDF, the correspondence PDF, and the photographs PDF.
  - o Or, you can combine all 3 PDFs (form, correspondence, photographs) into a single PDF and upload that single PDF
  - o Or, you can bundle the 3 PDFs into a ZIP file and upload the ZIP file
- Or, you can create a ZIP file that contains a single PDF with the form and correspondence, and all photographs as TIF images

Finalizing Actions Taken Between April 10, 2020 and September 15, 2022

Through CRSP, the National Register Program can accept the materials that were not included in the file-size-limited submissions made between April 10, 2020, and September 15, 2022. For actions accepted during that time—listings, additional documentation, boundary increases/decreases, etc.—any missing materials should be provided to NPS either via CRSP or express mail. If mailing the materials, please use FedEx, UPS, or similar express delivery service as U.S. mail received at the National Register's Washington, D.C., office is routinely irradiated (and thereby damaged).

Differentiating submissions from April 10, 2020 to September 15, 2022 from new actions

To finalize the previously file-size-limited submissions for accepted actions, please include the following information <u>in the subject line</u>:

- Begin with the abbreviation "FPAN", which stands for "Final Pandemic File"
- Add the National Register Information System (NRIS) reference number found in Column A of the spreadsheet available beginning 09/16/2022 on the National Register website at: www.nps.gov/subjects/nationalregister/upload/FPAN-spreadsheet-20220916.xlsx
- Add the property name (*e.g.*, Smith Farmstead)

Submitting FPAN material

Please use either CRSP or an express mail delivery option, but do not use two different methods for a single submission.

There are two options for submitting any materials previously omitted due to the former system's file size limitations: (1) submit the full nomination or (2) submit only the missing parts.

- Full nomination approach
  Submit the complete nomination, including the form, figures, historic images, maps, photographs, and correspondence
- Missing parts approach
  Submit only the missing parts of the nomination. In most cases, this will be photographs.

SUMMARY for FILING FPAN MATERIALS	
CRSP	**Express Mail**
Subject Line: FPAN_NRIS ref. no._property name	Use express delivery service to avoid irradiation
Can be complete file or missing parts	Can be complete file or missing parts
	Mail to: National Park Service National Register of Historic Places 1849 C Street, NW (Mail Stop 7228) Washington, DC 20240
	Include FPAN, NRIS reference no., and property name in a letter or list, or written on CDs.

REMEMBER

CRSP is being used for both new actions and FPAN materials.
The subject line differentiates whether you are finalizing a previously submitted action
or submitting an entirely new action.

Examples for submitting FPAN materials

- Sending the entire file using CRSP

During the pandemic, you submitted the form, a transmittal letter, and a few embedded photographs for a property named "Smith Farmstead." That property was listed with NRIS reference number 100007119. Now, you are planning to submit all of the materials for Smith Farmstead. If you have PDFs of everything—the form, the transmittal letter, all of the photographs, map(s), and a few other pieces of correspondence—you can combine all the PDFs into a single PDF and upload or mail it as a single file named "FPAN_100007119_Smith Farmstead_complete.pdf."

- Sending only the missing parts

During the pandemic, you submitted 10 out of a total 20 photographs. Now, you are planning to submit the other ten photographs plus an additional letter.

With respect to the photographs, this may be accomplished in one of two ways, but first, ensure those 10 photographs are numbered and correspond to the photo log in the form.

1) Submit all photographs, including those previously submitted, and name the file "FPAN_100007119_Smith Farmstead_photographs_complete.pdf"
2) Submit only the missing photographs and name the file to include the photograph numbers, *e.g.,* "FPAN_100007119_Smith Farmstead_photographs 11-20.pdf" or "FPAN_100007119_Smith Farmstead_photographs 4 6 8 9 10 11 17 20.pdf"

If you are submitting a letter that was not originally submitted, name the file "FPAN_100007119_Smith Farmstead_corr_Joeckelletter.pdf."

Troubleshooting

This section attempts to troubleshoot questions you may have.

Signatures

No changes. Nominating authorities have been submitting a variety of types of signatures since April 2020. The National Register Program accepts electronic signatures in addition to the traditional original or scanned signature.

Signatures and FPAN submissions

As the initial submission included signatures, the FPAN materials do not have to be signed again.

Acknowledgment of Receipt

CRSP automatically acknowledges all submissions. If you physically mail the materials, you will not receive an acknowledgment.

Support information

For questions about using CRSP or making FPAN submissions, contact NPS Archivist Jeff Joeckel at jeff_joeckel@nps.gov