

ICRIS Quick Start

CREATE A PROJECT

Purpose: Help users begin a new ICRIS project and understand the first steps needed before submission.

1. Log in to ICRIS


Go to ICRIS and log in using your registered account.

If you do not have an account, complete the ICRIS registration process before attempting to create a project. Only registered users have the ability to create a project.

2. Start a New Project

From your menu bar on the left, select **New Project**.

CREATE

 New Project

3. Enter Basic Project Information

Complete the required project fields, including:

| Field | Guidance |
|-------------------------------|--|
| Project Type | Select the type that best matches the review or documentation purpose. |
| Project Name | Use a clear, descriptive name. |
| Lead Agency | Identify the agency responsible for the undertaking or review. |
| Submitter Organization | Auto-populated with the user's Organization and name as the Submitter. |
| Project Description | Briefly describe the project scope, location, and purpose. |

Create Project

| | |
|---|---|
| Project Type* | Project Name* |
| <input type="text" value="Select Project Type"/> | <input type="text" value="Enter Project Name"/> |
| Lead Agency Name* | Lead Agency Reviewers |
| <input type="text"/> | <input type="text" value="Choose one or more Lead Agency Reviewers"/> |
| Organization Project Number(s) | |
| <input type="text" value="Enter One or More Organization Project Numbers"/> | |
| Submitter Organization ⓘ | Submitter |
| <input type="text"/> | <input type="text" value="Select Reviewer"/> |
| Description* | |
| <input type="text" value="Enter a brief description of the project"/> | |
| Related Project Number(s) ⓘ | |
| <input type="text" value="e.g. 1907-31"/> | |
| No related projects added. | |
| <input type="button" value="Create"/> | |

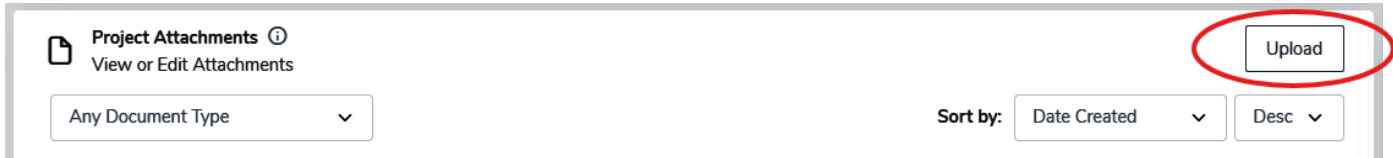
Note: Users without an active ICRIS subscription should save the project creation email sent by the system. The email contains a direct link needed to return to the project later.

4. Add Attachments

Upload required project documents, such as:

- Cover letter
- Maps
- Agency correspondence
- Supporting documentation

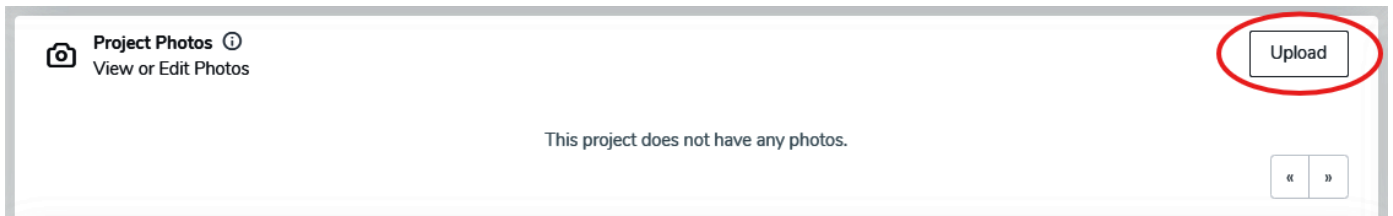
At least one project PDF (Cover Letter or Agency DoE) is required before submission.



Important: If a cultural resource survey was conducted, upload the completed Survey Report PDF using the Project Survey section.

5. Add Photos

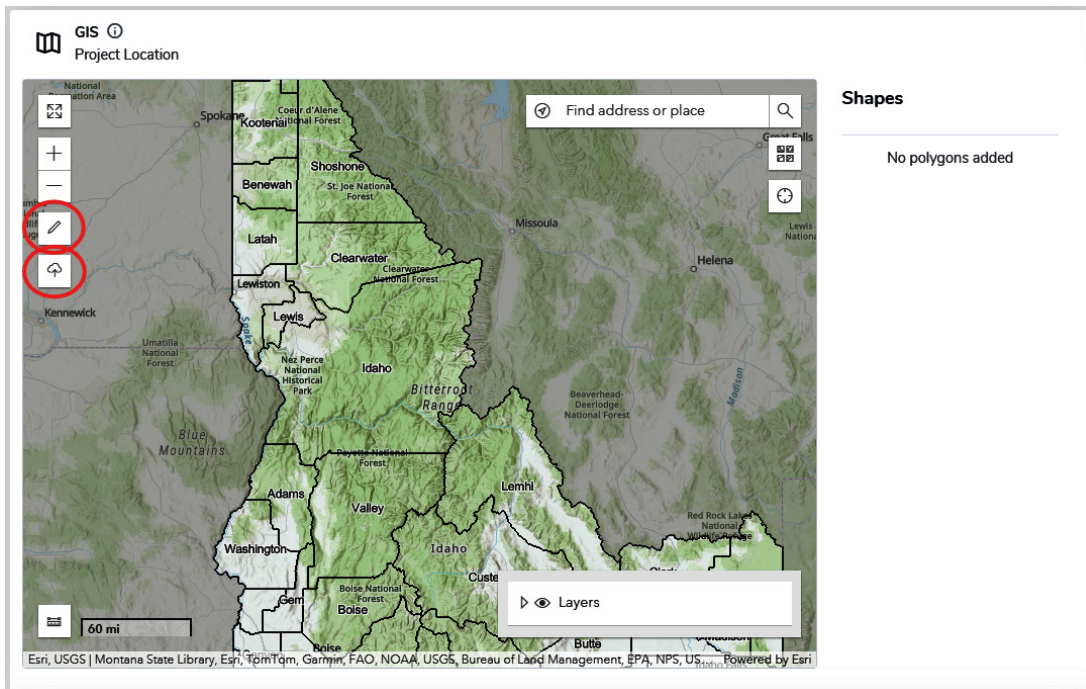
Upload project overview photographs. Depending on the project type, two photographs may be required.



6. Add the Project Location

Use map tools to draw or upload the project area.

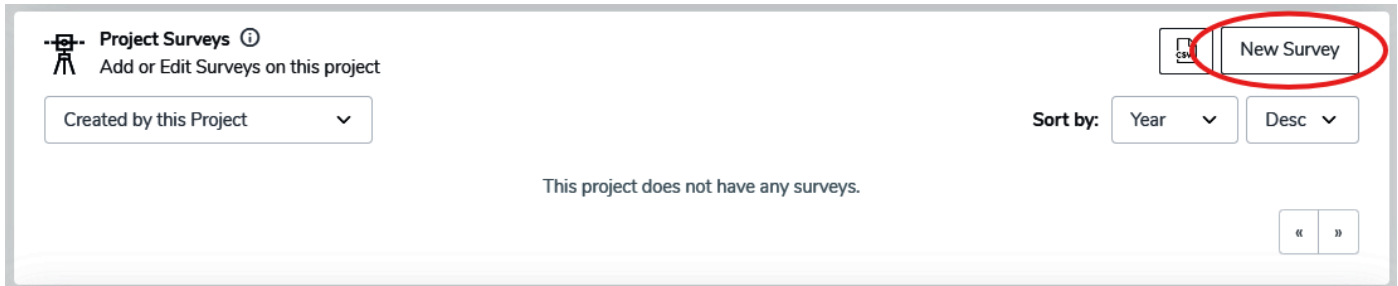
The project boundary should represent the Area of Potential Effects, survey area, or other applicable project location.



Note: Large GIS files or shapefiles with excessive vertices may fail to upload.

7. Add Survey Report

Use the Project Survey section to upload a Survey Report (PDF-format) and survey boundaries.

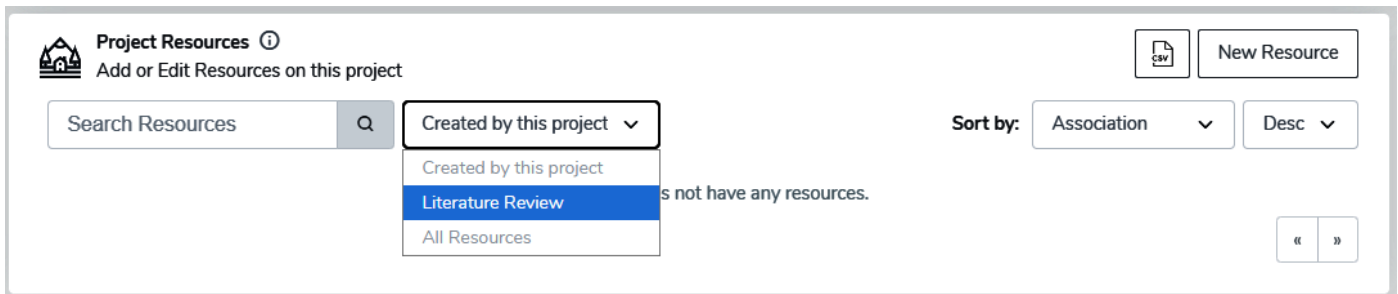


The screenshot shows the 'Project Surveys' interface. At the top left, there is a header 'Project Surveys' with a sub-header 'Add or Edit Surveys on this project'. Below this is a dropdown menu set to 'Created by this Project'. On the right side, there is a 'New Survey' button circled in red. Below the 'New Survey' button are two dropdown menus for 'Sort by', set to 'Year' and 'Desc'. In the center, a message states 'This project does not have any surveys.' At the bottom right, there are navigation arrows.

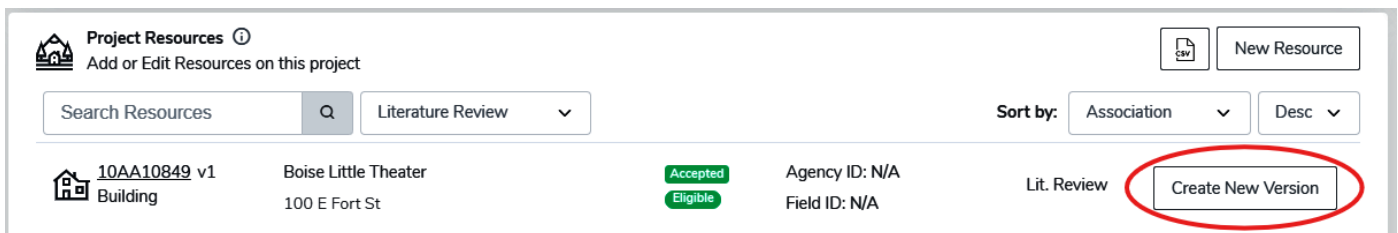
8. Add or Update Resources

Use the Project Resources section to add new resources or update existing resources. The project area must be mapped to determine if a resource has been previously recorded.

Update Existing Resource:

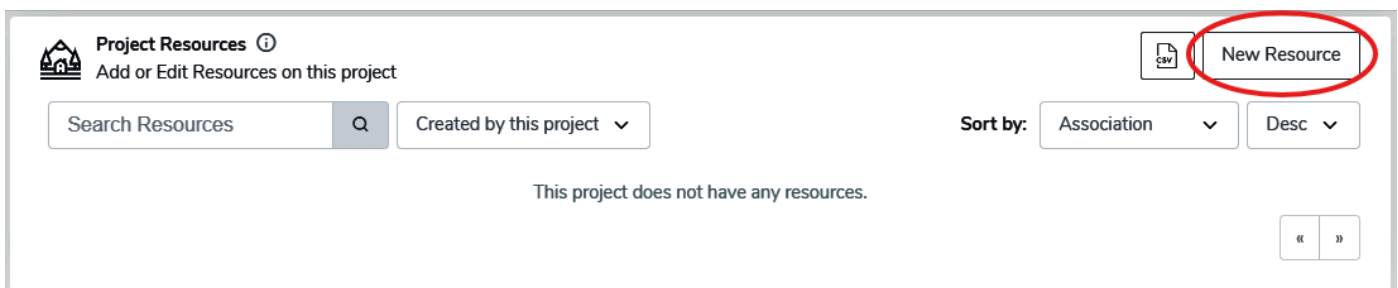


The screenshot shows the 'Project Resources' interface. At the top left, there is a header 'Project Resources' with a sub-header 'Add or Edit Resources on this project'. Below this is a search bar and a dropdown menu set to 'Created by this project'. A dropdown menu is open, showing options: 'Created by this project', 'Literature Review' (highlighted in blue), and 'All Resources'. On the right side, there is a 'New Resource' button. Below the 'New Resource' button are two dropdown menus for 'Sort by', set to 'Association' and 'Desc'. In the center, a message states 'This project does not have any resources.' At the bottom right, there are navigation arrows.



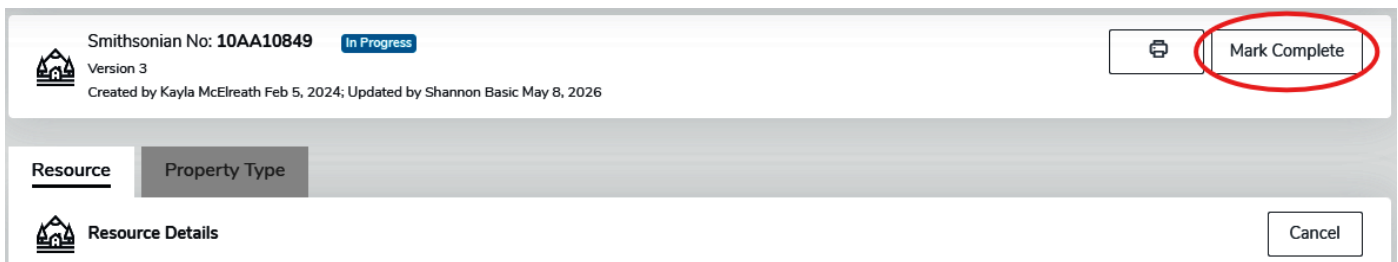
The screenshot shows the 'Project Resources' interface. At the top left, there is a header 'Project Resources' with a sub-header 'Add or Edit Resources on this project'. Below this is a search bar and a dropdown menu set to 'Literature Review'. On the right side, there is a 'New Resource' button. Below the 'New Resource' button are two dropdown menus for 'Sort by', set to 'Association' and 'Desc'. In the center, there is a resource entry for '10AA10849 v1' with details: 'Boise Little Theater', '100 E Fort St', 'Accepted', 'Eligible', 'Agency ID: N/A', 'Field ID: N/A', and 'Lit. Review'. A 'Create New Version' button is circled in red. At the bottom right, there are navigation arrows.

Create New Resource:



The screenshot shows the 'Project Resources' interface. At the top left, there is a header 'Project Resources' with a sub-header 'Add or Edit Resources on this project'. Below this is a search bar and a dropdown menu set to 'Created by this project'. On the right side, there is a 'New Resource' button circled in red. Below the 'New Resource' button are two dropdown menus for 'Sort by', set to 'Association' and 'Desc'. In the center, a message states 'This project does not have any resources.' At the bottom right, there are navigation arrows.

For each resource, complete all required fields and select **Mark Complete** when the record is ready.



The screenshot shows the 'Project Resources' interface. At the top left, there is a header 'Project Resources' with a sub-header 'Add or Edit Resources on this project'. Below this is a search bar and a dropdown menu set to 'Created by this project'. On the right side, there is a 'Mark Complete' button circled in red. Below the 'Mark Complete' button are two dropdown menus for 'Sort by', set to 'Association' and 'Desc'. In the center, there is a resource entry for 'Smithsonian No: 10AA10849' with details: 'Version 3', 'Created by Kayla McElreath Feb 5, 2024; Updated by Shannon Basic May 8, 2026', and 'In Progress'. Below the resource entry, there is a 'Resource Details' section with a 'Cancel' button. At the bottom right, there are navigation arrows.

9. Review Before Submission

Before submitting, confirm that:

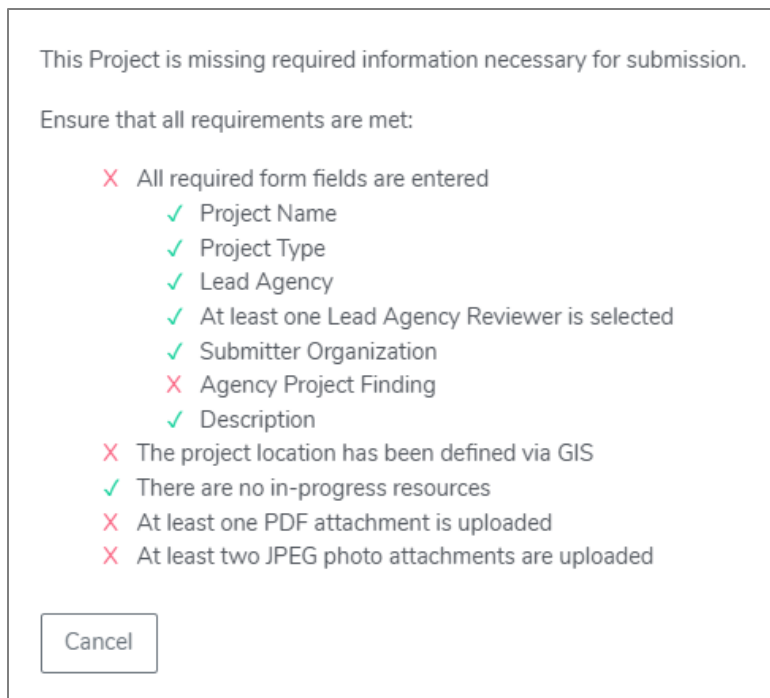
- Project information is complete
- GIS boundary is correct
- Required attachments are uploaded
- All associated resources are marked **Complete**
- Findings and comments are clear

10. Submit the Project

Once all required information is complete, select **Submit to SHPO**.



If there is missing information, a pop-up will tell you what still needs to be addressed.



After submission, the project will be sent to the Lead Agency for review. The Lead Agency will then submit the project to SHPO. If the lead agency does not have cultural resource staff, the system will bypass the agency and submit directly to SHPO.

SHPO review timelines vary depending on project type and workload.