Tasks to Complete for Access to the
CSP Tracking System and Budget Tool

Below is a list of tasks that must be completed by CSP sub-recipients to access to the CSP Tracking System and Budget Tool.

☐ **Receive account name and password**- Before a sub-recipient may begin using the CSP Tracking System, they must have an account name and password. The account name and password is issued by the CSP Grant program office via email.

☐ **Provide board chair contact information**- When logging into the CSP Tracking System for the first time, sub-recipients must provide the Board Chair contact information before any other feature of the site may be used.

☐ **Upload the Planning/Implementation Required Documents-** After providing the board chair contact information in the CSP Tracking System, sub-recipients must upload the Planning/Implementation Required Documents under the Documents tab of the homepage. Note that the limit for individual document size is 30Mb.

☐ **Verify budget items have been entered by the program office** - Sub-recipients may only begin submitting budget expenditures after (1) each task above has been completed, (2) the Project Award Notification has been received and (3) the program office has entered the budget line items into the CSP Tracking System.

If each of the tasks above have been completed and you are still experiencing trouble accessing the CSP Tracking System or the Budget Tool, contact your CSP Grant Team.