

Grantee Portal Access

Every program will have a designated grantee portal account that is assigned based upon information submitted during the application or resolution process. This account will be able to receive and complete program requirements that are published to the account. They will also be able to transfer the requirement to another account, allow others to view the requirement, or send a copy of the form to an email address.

Logging In

1. To begin, the authorized GIFTS Account Holder for your agency should login to the grantee portal at: https://www.grantrequest.com/SID_2115/

Please Sign In

- If you have an existing SSVF account, please log in using your E-mail Address and Password.
- To create an SSVF account, please use the "New Applicant" link found below.
- This grant application system uses the following email domain: ssvf@va.gov. Please add it to your safe-senders list to be sure you receive all communications.

E-mail Password

[New Applicant?](#) [Forgot Password?](#)

2. Upon initial login, a view like the following will be shown where applications a program has started but not submitted will be viewable. This is the default view for the program.

Account: william.nash3@va.gov | Change E-mail/Password
Last Log in: 7/19/2016 10:24 AM GMT-05:00

Contact Us | SSVF NOFA and Forms | Exit

SSVF Applications SSVF Requirements

Applications

You may access your In Progress or Submitted applications by selecting "In Progress" or "Submitted Applications" from the "Show" drop-down on the right hand side of the page.

Show **In Progress Applications** ▾
 Hide Viewer Only Applications

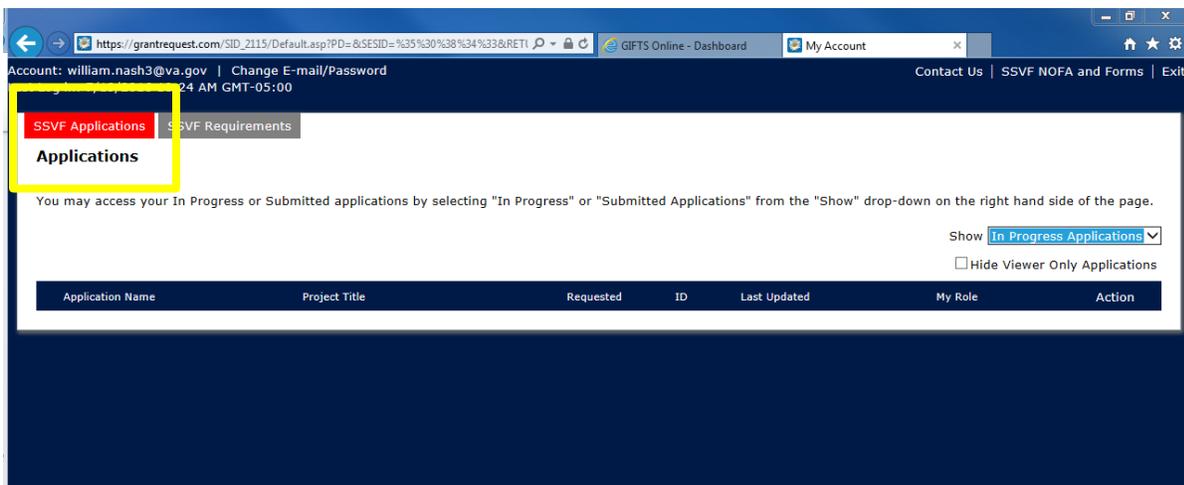
Application Name	Project Title	Requested	ID	Last Updated	My Role	Action
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Applications

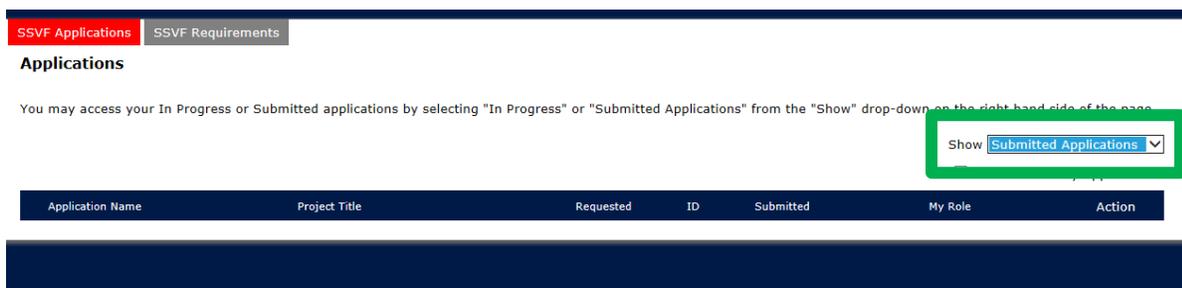
Applications submitted after a NOFA are opened with a direct link that creates a new request for a form. If you are currently logged into the portal, they will open with the account you're signed in with. Otherwise they will prompt you to sign in to an existing account or create a new account.

Note: An application is not necessarily tied to the account that they program uses to submit their requirements since they can be created and submitted from any account.

1. In-progress applications if closed out before submission should be visible under the "SSVF Applications" tab in the grantee portal account that opened the application when logging back in.



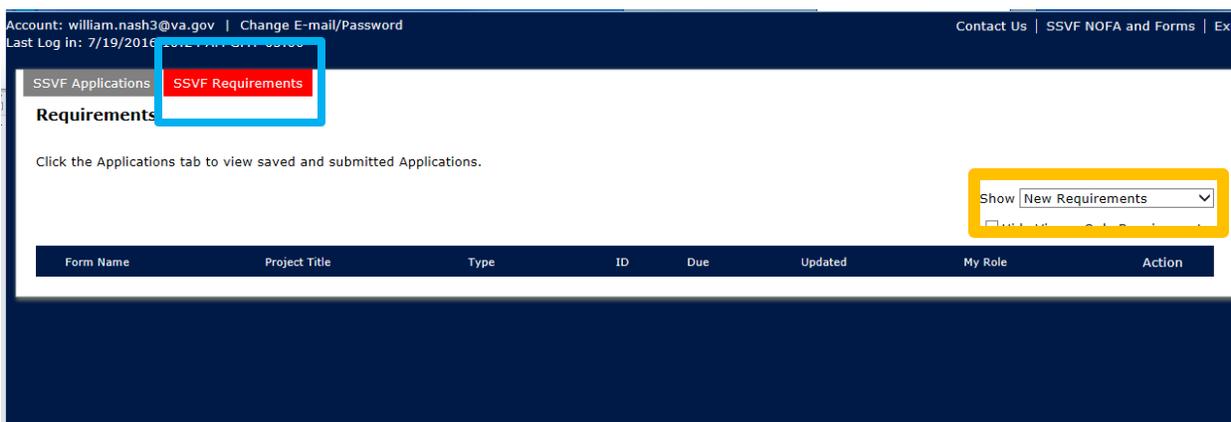
2. If the account has previously submitted applications on behalf of the program, they can be viewed by changing the view on the applications page to show "Submitted Applications".



Requirements

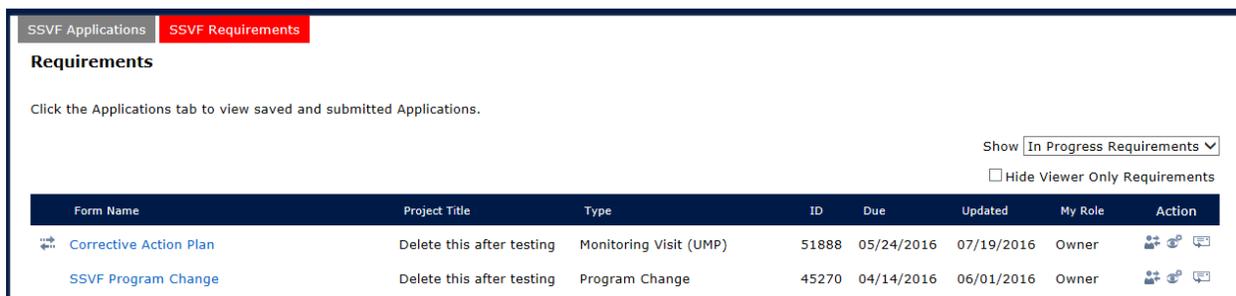
A requirement is a form sent out to each program to collect and retrieve information. It is tied to one specific account when published for each program. These forms vary. They range from those that include the submission of documents as attachments to those that are just a web form that is filled in to provide agency information to the SSVF Program Office. A number of processes for the SSVF have been updated to allow the use of a requirement to be complete the submission. Examples include the Program Change and Resolution submissions.

1. The default view after switching to the requirements section of the grantee portal shows all new requirements that have been published to the account. These are requirements that have not been previously opened by the program.



2. Using the “Show” filter options in the right-hand portion of the screen will allow you the option to switch between views of new, in-progress, and submitted requirements. From the different views, you will be able to see what has been submitted, those currently waiting to be submitted, and those that have recently been assigned to the program. The layout will show the forms name, type, due date, and give a list of options that can be performed with the form.

Note: If you have previously opened a form, it will no longer show up under the default “New” view and should be found by switching the show filter to “In-Progress”.



3. The options are located in the “Action” column of the requirement. In order from left to right, they allow for the transference of the requirement to another account, allow for you to allow other accounts to view this specific requirement, and allow you to send a copy of the requirement form to an email address.

Hide Viewer Only Requirements

Form Name	Project Title	Type	ID	Due	Updated	My Role	Action
Corrective Action Plan	Delete this after testing	Monitoring Visit (UMP)	51888	05/24/2016	07/19/2016	Owner	