

# GIFTS- SSVF Document Access and Retrieval

## Overview

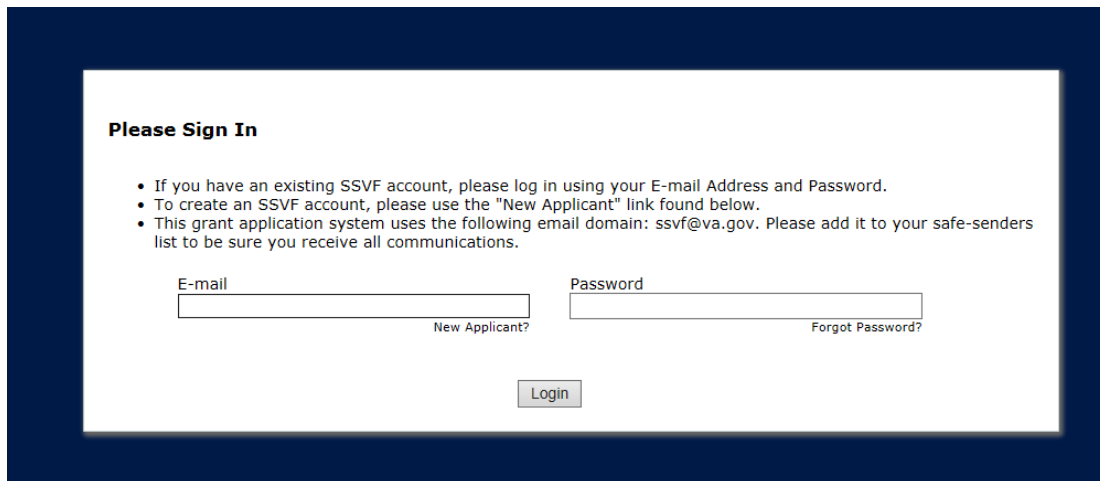
As of October 28, 2020, Grantee will no longer have access to the GIFTS system. It is strongly encouraged that all Grantees save a copy of all submitted applications and /or requirements before this date. Grantees may have had several different GIFTS Applicant Accounts, over the years; may have transferred requirements to other staff to submit or have grant writers submit applications. It is important to access all Grantee portals to ensure that you have found the relevant documents.

**If grantees have been saving these document as they were submitted, there is no need to re-save.**

## Retrieving and Saving Documents

Every program will have a designated grantee portal account that is assigned based upon information submitted during the Application, Resolution or Contact Change processes. This account can 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, complete and submit the requirement, or send a copy of the form to an email address.

1. To begin, the authorized GIFTS Account Holder for your agency should login to the grantee portal at: [https://www.grantrequest.com/SID\\_2115/](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.

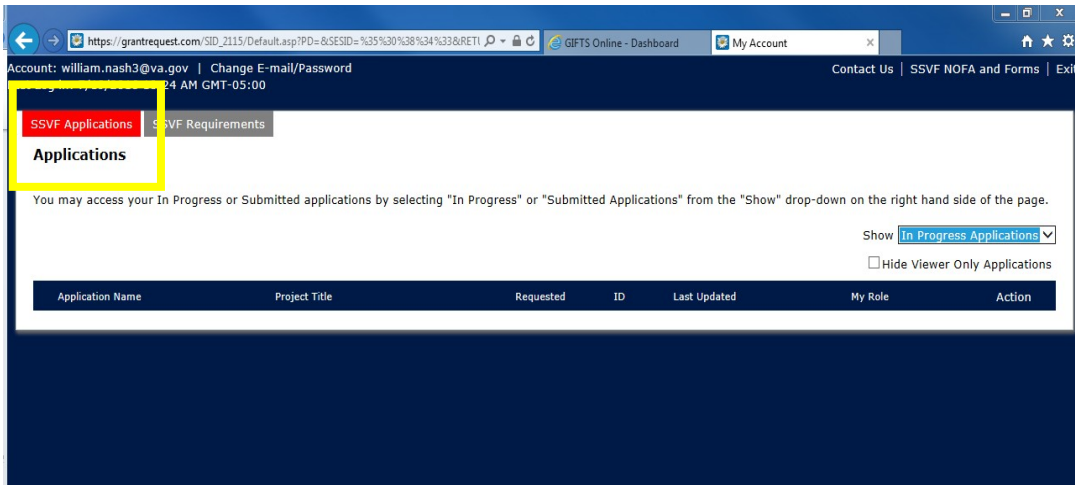
E-mail  Password

New Applicant? [Forgot Password?](#)

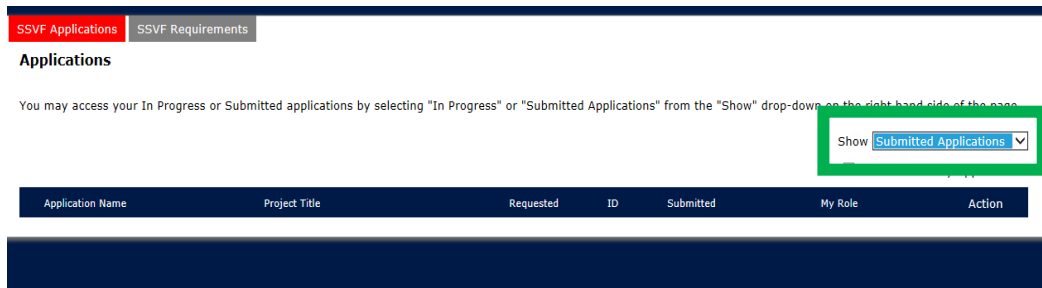
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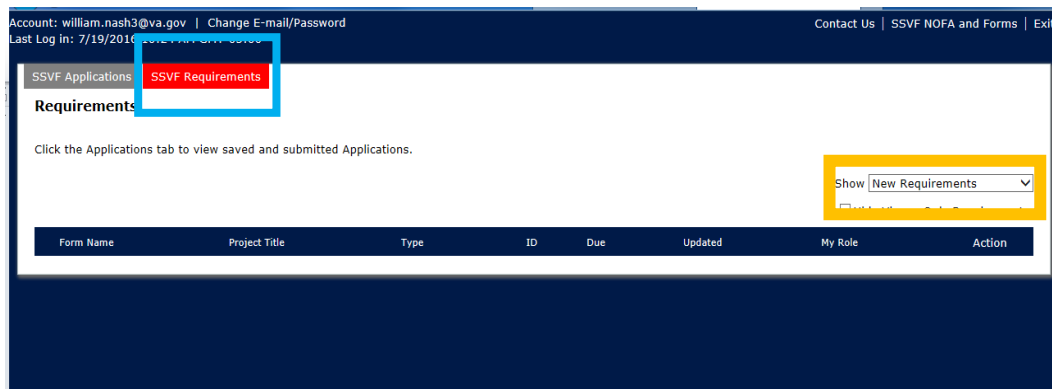
- Upon initial login, a view like the following will be shown where applications a Grantee may have started, but not submitted, will be viewable. This is the default view for the program.



- If **ANY** GIFTS account holder 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".



- 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.



- If **ANY** GIFTS account holder has previously submitted Requirements on behalf of the

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program, they can be viewed by changing the view on the SSVF Requirement page to show "Submitted Requirement".

Account: ssvfgifts@gmail.com | Change E-mail/Password | Contact Us | SSVF NOFA and Forms | Ex







Last Log in: 10/6/2020 5:32 PM GMT-04:00

SSVF Applications **SSVF Requirements**

### Requirements

Click the Applications tab to view saved and submitted Applications.

Show **Submitted Requirements** ▼  
 Hide Viewer Only Requirements

| Form Name                               | Project Title | Type              | ID     | Due       | Submitted | My Role | Action  |
|---|---------------|-------------------|--------|-----------|-----------|---------|---|
| FY 2021 SSVF Grant Agreement Resolution | Test Request  | Resolution        | 328125 | 10/2/2020 | 10/2/2020 | Owner   |    |
| SSVF Budget Submission                  | Test Request  | Budget Submission | 328126 | 10/2/2020 | 10/2/2020 | Owner   |    |

6. There are two ways to save an application or requirement
  - a. Click on the Form Name document to open it.
    - i. Document will open up the browser and the url will look like this
    - ii. <https://www.grantrequest.com/printerfriendly.aspx?sid=2115&AID=75338>
    - iii. Ctrl +P to print to paper or PDF
  - b. Click on the Email (envelop icon- shown in blue box above)

### Send E-mail

\*Your Name

\*Your E-mail ssvfgifts@gmail.com

\*Recipient E-mail(s)   
To send to multiple e-mail recipients, separate e-mail addresses with commas. A maximum of 10 recipients is allowed.

\*Subject Copy of Requirement

Message  
«Your\_Name» would like to share the attached Submitted Requirement with you.

Maximum (5000) characters  
\*Required

Send me a copy

- c. Complete the information in box above
- d. Recipient will receive an HTML version of the Application/Requirement
- e. Depending on preference or software

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## GIFTS- SSVF Document Access and Retrieval

- i. Save as HTML
- ii. Print to paper
- iii. Print to PDF
- iv. Convert to PD, if you have Adobe Pro