



Grant Recommendation Tips

Recommendation Forms are Time-sensitive

The applicant cannot submit their application until the recommendation form is complete and submitted. Applicants are competing for grants.

- **Reminder Emails:** A system generated reminder email will be sent every three days until the form is completed.
- **Confidential:** Your response is confidential. Applicants will not be able to see your recommendation form.

Recommendation Form Access Link

Once the applicant enters the recommendation name and email into the application, the system automatically generates a recommendation request email.

- **Unique Links:** Each recommendation request link is unique. The link will only open the recommendation form from the application it is associated with. Multiple applicants may request a recommendation from the same person. Each request will generate an email that contains a unique link.
- **Save Diskette:** Click on the save diskette to save changes to fields. (navigation menu and bottom of page)
- **Submit as Complete:** After all the fields on the recommendation form are complete, click the save diskette and the confirmation page will appear. Click on "Submit as Complete" if you are finished. The access link will be deactivated.
- **Continue Editing:** If you need to exit the form before it is complete, click on the save diskette to save the changes to the fields first. On the confirmation page, click on "Continue Editing" to keep the access link activated. Click the access link in the recommendation request email to access the form again.
- **Reactivate Link:** If you have submitted the recommendation form as complete, but still need to edit the form, contact the system administrator (cwiemers@gips.org).

