FIGHT MND.
IT TAKES PEOPLE

FightMND's Grant Management System Manual: Submitting a Fellowship or Clinical Investigator Award

Step 1

Navigate to https://fightmnd.fluxx.io/ in your browser. Use your email address and password on the left hand "Login Now" pane to log in to the FightMND Fluxx Grantee Portal.

Step 2

If you have more than one user profile, select "Grantee" then continue to login. Otherwise, you will automatically be redirected to the Grantee portal.

Step 3

You will see the grantee portal welcome page.

FightMND

Login Now:

Username

Password

Sign in

Reset or create password

New to the Grants Portal?

Create Your Organizational Profile

In order to be considered for funding, the first step is for you to introduce yourself and tell us about your organization. Please click on the "Create an account Now" button below to start. You will not be able to edit your profile after submission, so please ensure you have entered accurate information (including email address) when completing the registration form.

Which Profile would you like to use?

- ● Grantee
- ○ Reviewer

Continue

Welcome to the Grantee Portal!

All

INFORMATION

Grantee Portal
Clinical Trial Grants
Drug Development Grants
IMPACT Grants
Discovery Research Grants
Collaborative Initiatives Grants
Fellowship Grants
AC-PhD Scholarship
Clinical Investigator Award

ORGANIZATIONS

Organizations

From this webpage, you can . . .

- Submit a proposal for funding
- Track the status of your pending proposal
- Upload your signed grant agreement
- Review your current grants and report due dates
- Submit reports
- Monitor grant payments

HOW TO USE THE PORTAL

The icons on the left-hand side are called "cards". When you click on the link beneath each card, you are access the following:

REQUESTS

- Pending Requests
  Once you have submitted a proposal, you can find a read-only version here.

- Request to Edit
  Once you have been invited to submit a proposal, the application is available via this link. If the staff have any questions about your proposal or would like a revision, you will receive an email alert to login. You can find the proposal here, available for editing.
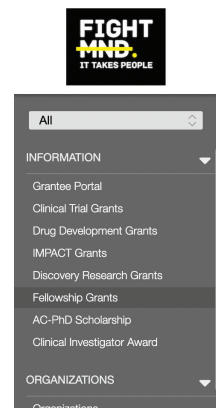
Step 4

Navigate to the left of the page and select the type of grant you wish to apply for. In this case, click on "Fellowship Grants" or "Clinical Investigator Award".
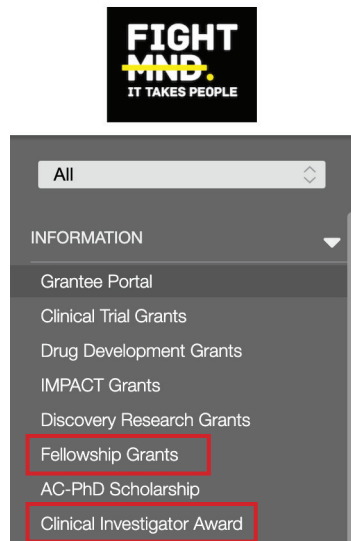
Step 5

A page will appear detailing a summary of the different Fellowship grant categories: an Early-Career Research Fellowship (ECRF) or Bill Guest Mid-Career Researcher (BG-MCR) Fellowship. Confirm which Fellowship you wish to apply for, then click on the relevant "Apply for a grant – *[fellowship category]*" green button to start your application.

Step 6

A form will appear for you to complete to submit your application. Please fill in all relevant information relating to Primary Investigator information, Administering Institution, and details of the proposed project. Please note, fields in bold are compulsory fields and must be completed for the application to be submitted.

Information entered into the portal does not automatically save, so please periodically click "Save" to avoid losing your data.

ID: ECR-202210-00505
Program: ECRF

Amount Recommended:

Request Status

| Draft | With Applicant | Review | Active | Closed |

Please note: The portal does not autosave; therefore, you must click the [Save] button to ensure your data will not be lost.

Bold indicates compulsory fields

⚠️   Select a Primary Contact under Organisation

⚠️   No Budget Attached. Attach budget before submitting

▼ Table of Contents

Primary Investigator Information
Administering Organisation
Full Application
Documents
Budget

Primary Investigator Information

Prefix

First Name

Middle Name

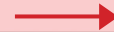Cancel   Save   Save and Close

FIGHT MND.

Step 7

Please upload your PhD acceptance letter, project proposal, and timeline as separate PDF files (maximum file size 5MB each) in to the form. Click on the + symbol to bring up an upload box.

Click on "Add files" and locate the appropriate file in your computer. Once selected, click "Open". The file will appear in the upload box. Click "Start upload" to begin uploading this file in to the system.

Once the file upload is complete, it will indicate 100% and the upload box will indicate "Upload complete!". Close the upload box to return to the application.

Repeat this process separately until the PhD Acceptance, Proposal and Timeline have all been uploaded.

Proposal - Upload the proposal as a single PDF inline with grant criteria guidelines for the relevant schemes. Include all attachments and additional information (e.g. letters of support) as part of the proposal document (max 5MB)

Timeline - Gantt Chart Format - Upload a PDF of the project timeline in Gantt format, stating the timeline for delivery of key aims, experiments and milestones.

PhD Acceptance Letter - Provide evidence of the date that PhD was accepted.

PhD Acceptance	⊕
Proposal	⊕
Timeline	⊕

Upload files
Select or drag files then start upload   X

Filename	Size	Status

Drag files here.

Add files   Start upload

Step 8

You will need to provide both a high-level and itemised budget for your proposal.

To enter your high-level budget, click on the green + symbol to open the high-level budget box.

You will need to create a new entry for each year. Enter "Year 1" in to "Budget Year" and the approximate dates this year will cover.

Then enter total budget amounts for the relevant categories provided. You only need to enter amounts for the budget categories you require – leave blank if you are not requesting funding for a particular category. If you require additional categories not covered, manually enter them in the form.

Budget   ⊕

No Budget have been added

Add Budget   ✕

Grant Summary Information

Organization Name: FightMND

Amount:

Request ID: CTG-202210-00504

Start Date:

End Date:

Budget Year

Start Date

End Date

Save

Add Budget   ✕

Budget Details

Item	Budgeted
Salary Costs	
CRO	
Data Management	
Ethics, Governance and Admin	
Central Costs	
PK/PD and Biomarker analysis	

Save

When complete, click "Save". Your Year 1 budget has now been saved.

Click on the green + symbol and repeat this process for Year 2 and any subsequent grant years as required. A summary of your year-by-year budget can be seen in the form.

For the itemised budget, download a template Excel file by clicking the template hyperlink. The excel template will automatically download to your computer.

Budget

Budget Period	Budget	Actual		
1: 1/1/2023 to 31/12/2023	150,000	0		
2: 1/1/2024 to 31/12/2023	150,000	0		
Total	300,000	0		

Budget Snapshot

|	1		2	
	1/1/2023 to 31/12/2023		1/1/2024 to 31/12/2023	
	Budget	Actual	Budget	Actual
Salary Costs	100,000		100,000	
CRO				
Data Management				
Ethics, Governance and Admin				

▼ Budget

Please provide a high-level and an itemised budget for your project. The high-level budget is to be submitted in the tables below. You will need to create a new budget table for each year of the project.

The itemised budget is to be submitted via the excel template. Please upload the template once completed.

Fill out the itemised template with your budget, separating expenditure by year in the relevant tabs.

Once you have completed your itemised budget, upload the completed version back in to the Fluxx system in the "Budget Upload" dialog box. To do this, click the green + symbol to open the upload box.
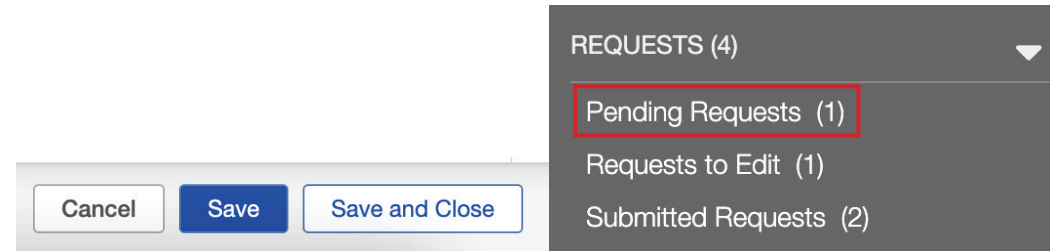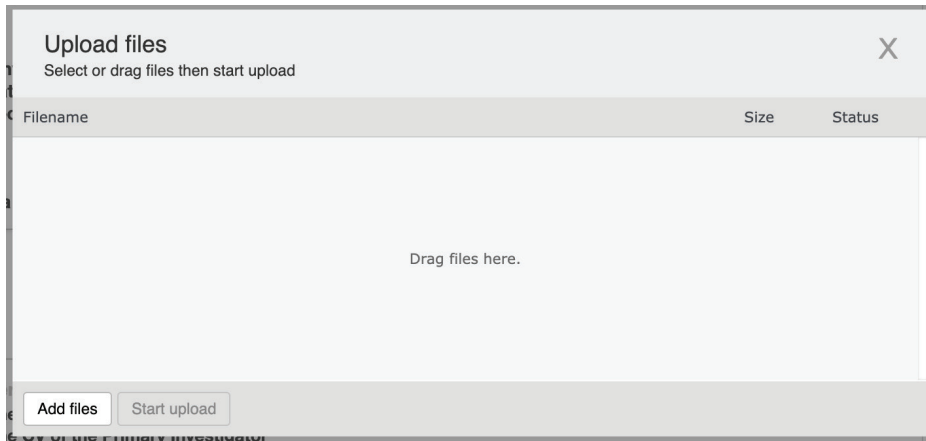
Step 9
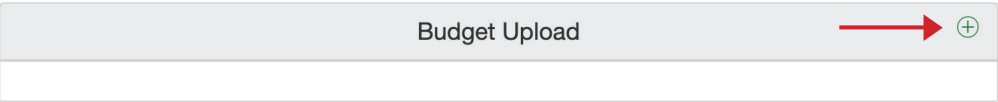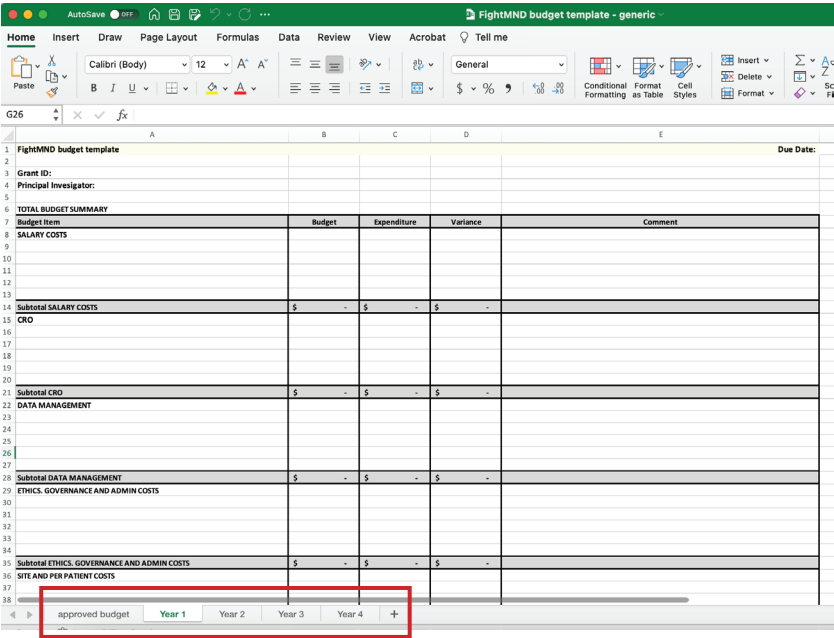
The upload box will appear. Click on add files, and locate your completed budget on your computer. Open the file, then click "Start upload" to upload it to the Fluxx System.

Once the file upload is complete, it will indicate 100% and the upload box will indicate "Upload complete!". Close the upload box to return to the application.

At any time, you can save your application and return to it later. Click on "Save and close" at the bottom of the form. You application will then appear in the "Pending requests" on the left side of the portal (you may need to refresh the page to see it come up).

Upload files
Select or drag files then start upload

Filename	Size	Status

Drag files here.

Add files   Start upload

Cancel   Save   Save and Close

REQUESTS (4)

Pending Requests (1)
Requests to Edit (1)
Submitted Requests (2)

Step 10

To continue a saved application, click on "Pending requests". A list of your saved applications will appear. Select the application you wish to continue - it will appear with a green highlight, and the form will appear to the right. Click on the 'Edit' button located near the top right-hand corner of the screen.

1. Select the correct application

2. Click the 'Edit' button

Edit

Q Search...

ID: CTG-202210-00503
Program: CTG
Project Title:

ID: CIA-202210-00486
Program: Clinical Investigator Award
Project Title:

ID: CTG-202210-00485
Program: CTG
Project Title:

ID: IM-202210-00440

ID: CTG-202210-00503   Amount Recommended:
Program: CTG

Request Status

| Draft | With Applicant | Review | Active | Closed |

Bold indicates compulsory fields

| **Status** | Draft |

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Primary Investigator Information
Administering Organisation
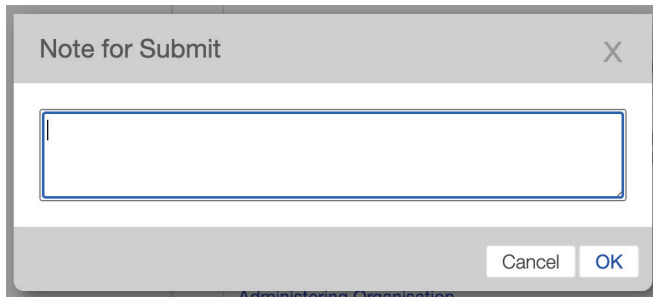Letter of Intent (LOI)

Step 11

When you have completed all fields, uploaded your PhD acceptance letter, proposal, timeline and budget, and are ready to submit your application, click on "Save and close".

A summary of your application appears. Check all your information again, and click edit in the top right corner to go back to your application if needed. If all information is correct and you are ready to submit, click on the "Submit" button on the bottom right corner.

Step 12

A pop-up may appear asking you to add notes to your submission. This is optional. If you have any additional notes you wish FightMND to see relating to this submission, add it here. Otherwise, leave the box blank and click OK.

Step 13

The proposal is now submitted to FightMND for peer review. You can view and print your submitted application (but not edit it) in the "Submitted requests" menu on the left side of the grantee profile.

An email will be sent to the Primary Investigator confirming submission of the grant application with an application ID. Please use this ID number in all correspondence with FightMND concerning your application.

Note for Submit   X

Cancel   OK

Administering Organisation