

FightMND's Grant Management System Manual: Submitting a Care Research Grant

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.



FightMND

Step 2

If you have more than 1 user profile, select “Grantee” then continue to login. Otherwise, you will automatically be redirected to the Grantee portal.

Which Profile would you like to use?

Grantee

Reviewer

Continue

Login Now:

Username

Password

Sign in

[Reset or create password](#)

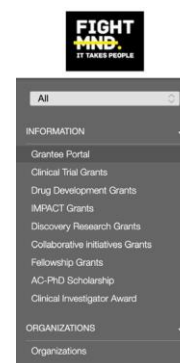
New to the Grants Portal?

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.

Step 3

You will see the Grantee portal welcome page.



Welcome to the Grantee Portal!

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

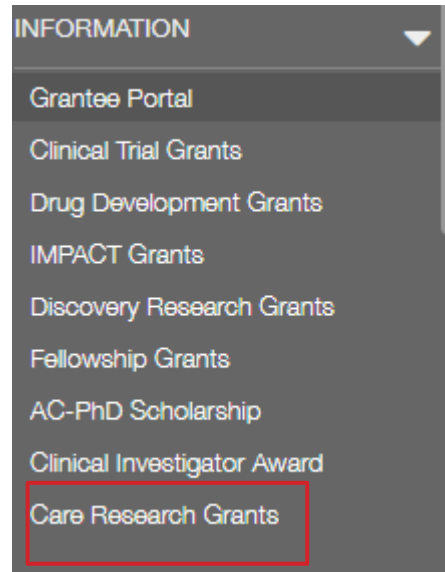
- Pending Requests
- Request to Edit

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

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 renewal here. available for addition.

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 “Care Research Grants”



Care Research Grants

FightMND Care Research Grants seek to support projects focused on determining and improving on best-practice care for people living with MND.

Two funding opportunities are available for FightMND Care Research Grants:

- **Guideline Focused Care Research Grants**
 - Support care research that provides evidence to inform and accelerate the development of MND Care guidelines.
- **Innovations in MND Care Research Grants**
 - Support projects focused on innovation in MND Care.

FightMND only supports work carried out in bona fide Research Institutions.

Step 5

A page will appear detailing a summary of the type of grant being applied for. Click on the green “Apply for a grant” button if you wish to apply for this grant scheme



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 Organisation, 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.

The screenshot displays a web application interface for submitting a grant. At the top, a dark blue header contains the ID 'IM-202210-00507' and the program 'IMPACT'. Below this, the 'Request Status' is shown as 'Draft' in a teal bar, with other status options like 'With Applicant', 'Review', 'Active', and 'Closed' in grey. A red 'Please note' message states: 'The portal does not autosave; therefore, you must click the [Save] button to ensure your data will not be lost.' Below this, a pink error bar contains two warning icons and messages: 'Select a Primary Contact under Organisation' and 'No Budget Attached. Attach budget before submitting'. A 'Table of Contents' section lists links for 'Primary Investigator Information', 'Administering Organisation', 'Full Application', 'Documents', and 'Budget'. The 'Primary Investigator Information' section has three input fields for 'Prefix', 'First Name', and 'Middle Name'. At the bottom right, a grey bar contains three buttons: 'Cancel' (with a red arrow pointing to it), 'Save', and 'Save and Close'.

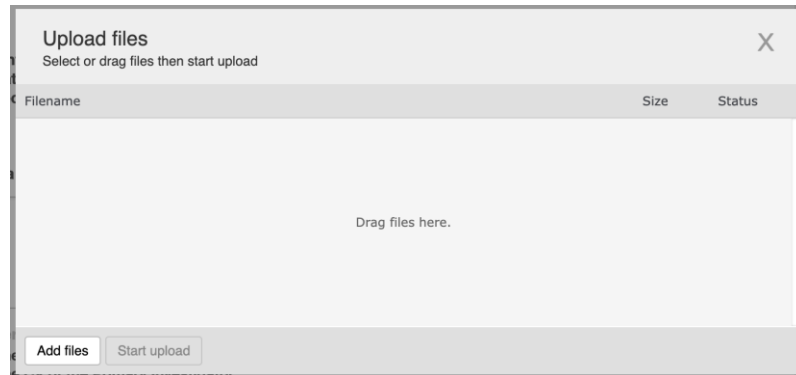
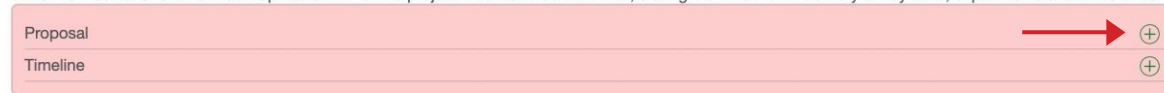
**IT DOES NOT AUTOSAVE.
CLICK **SAVE** REGULARLY.**

Step 7

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

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.



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 into 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 for the Proposal and Timeline separately.

Step 8

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.

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

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.

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 required. A summary of your year-by-year budget can be seen in the form.

Add Budget ✕

Budget Details

Item	Budgeted
Salary Costs	<input style="width: 100%;" type="text"/>
CRO	<input style="width: 100%;" type="text"/>
Data Management	<input style="width: 100%;" type="text"/>
Ethics, Governance and Admin	<input style="width: 100%;" type="text"/>
Central Costs	<input style="width: 100%;" type="text"/>
PK/PD and Biomarker analysis	<input style="width: 100%;" type="text"/>

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				

Step 9

To enter Impact in Fluxx, select a minimum of 1 (one), and up to 5 (five) short, medium or long term impacts

Once selected, fill in the Impact description, indicators, measurement tool, and engagement plan for each Impact.

These should be the same as the Impact table in the pdf proposal.

▼ Impact Measures

How many short term Impact measures does this project have?

How many medium term Impact measures does this project have?

How many long term Impact measures does this project have?

▼ Impact Measures

How many short term Impact measures does this project have?

Impact description 1

Impact Indicators 1

Measurement tool 1

Activity/Engagement Plan 1

Impact description 2

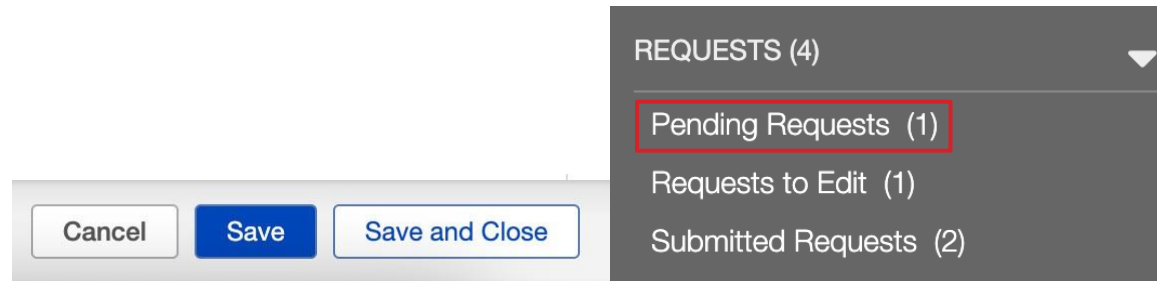
Impact Indicators 2

Measurement tool 2

Activity/Engagement Plan 2

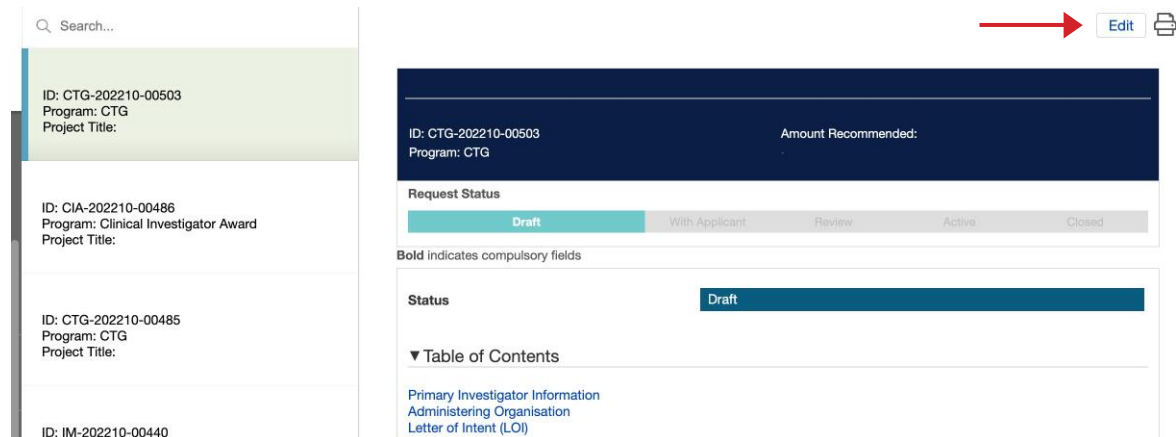
Step 10

At any time, you can save your application and return to it at a later time. Click on “Save and close” at the bottom of the form. Your 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)



Step 11

To continue a saved application, click on “Pending requests”. A list of your saved applications will appear. Click on the one you wish to continue, it will be highlighted green in the list and will appear to the right, then click “Edit” in the top right corner to continue the application.



Step 12

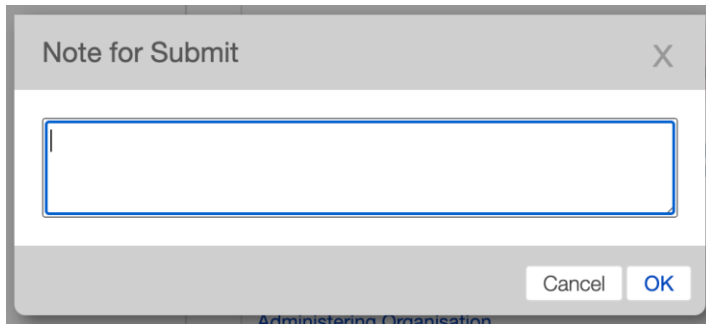
When you have completed all fields, uploaded your proposal and timeline, and are ready to submit your application, click on “Save and Close”.

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.

The screenshot displays the FightMND application summary page. On the left is a dark sidebar with the FightMND logo and navigation menus for Organizations, People, Requests, Grants, and Reports. The main content area shows a search bar, a notification for 1 update available, and application details: ID: CTG-202210-00504, Program: CTG, Project Title: Test 1. A status bar shows 'New' as the current status. A red warning banner states 'No Budget Attached. Attach budget before submitting'. Below is a 'Table of Contents' with links for Primary Investigator Information, Administering Organisation, Full Application, Documents, Budget, and Grant Terms Information. The 'Primary Investigator Information' section shows 'Prefix: Ms' and 'First Name: Sarah'. In the top right corner, there is an 'Edit' button with a red arrow pointing to it. In the bottom right corner, there is a 'Submit' button with a red arrow pointing to it.

Step 13

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 14

The proposal is now submitted to FightMND for peer review. You are able to 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.