

FightMND's Grant Management System Manual: Completing Grant Reviews in Fluxx

Step 1

Thank you for agreeing to be a part of FightMND's Grant Review this year. You will receive an email from fightmnd@fluxx.io alerting that you have allocated grant applications requiring your review in the reviewer portal.

Fight MND - Grant Review

Dear

We would like to sincerely thank you again for your time in assisting with the FightMND Grant Review Process this year.

Please register and log in, as a reviewer, to the FightMND grants portal at <https://fightmnd.fluxx.io/>, to commence the review process.

First steps are to complete the following tasks:

Review and agree to the *Deed of Confidentiality and Conflict of Interest*;
Review the *Peer-review Guidelines*, which include details of how to assess Conflict of Interest levels for your allocated applications.
Review your list of applications, and:
Indicate any Conflicts of Interest; or
Confirm that no Conflicts of Interest exist.

If you have no Conflict of interest and submit, it will take you to the application for you to review.

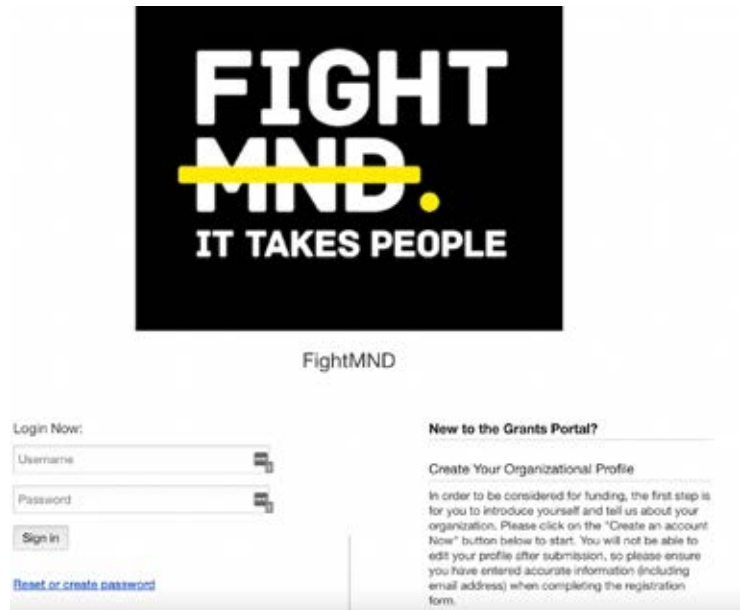
Please refer to the grant assessment criteria and reviewer guidelines for each relevant scheme to assist with your review. These are available for view or download on the FightMND grants portal.

If you have any questions about the grant review process or Conflicts of Interest or review of applications, please don't hesitate to contact Dr Davor Stanic or Dr Sarah Bennett via email at researchgrants@fightmnd.org.au or by phone.

Best wishes and many thanks,
FightMND Research Team

Step 2

Navigate to <https://fightmnd.fluxx.io/> in your browser.



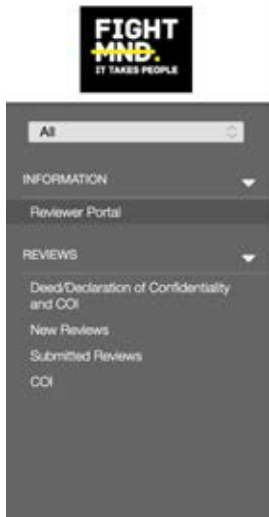
Step 3

Input your Username (registered email address) and password on the left hand "Login Now" pane. If you are registered as both a Grantee and a Reviewer, select "Reviewer" and click "Continue".



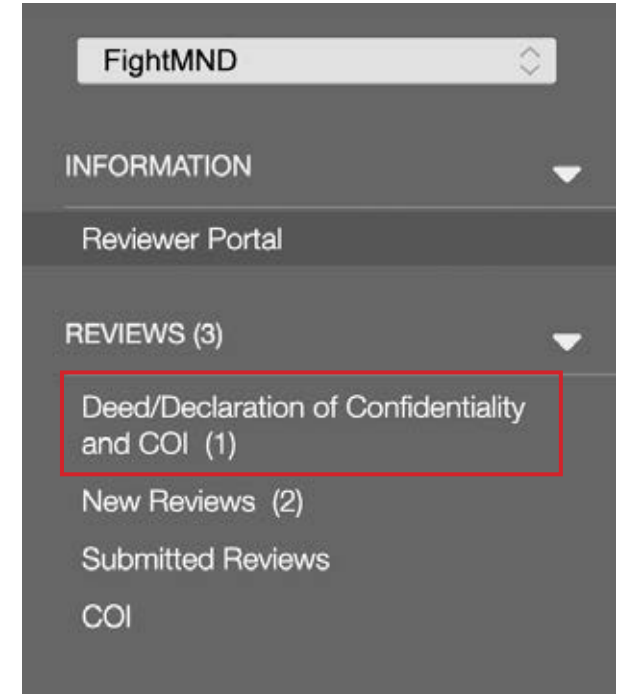
Step 4

You will now enter the Reviewer Portal. This is distinct from the Grantee Portal, and only contains grant applications which you have been allocated to review by FightMND.



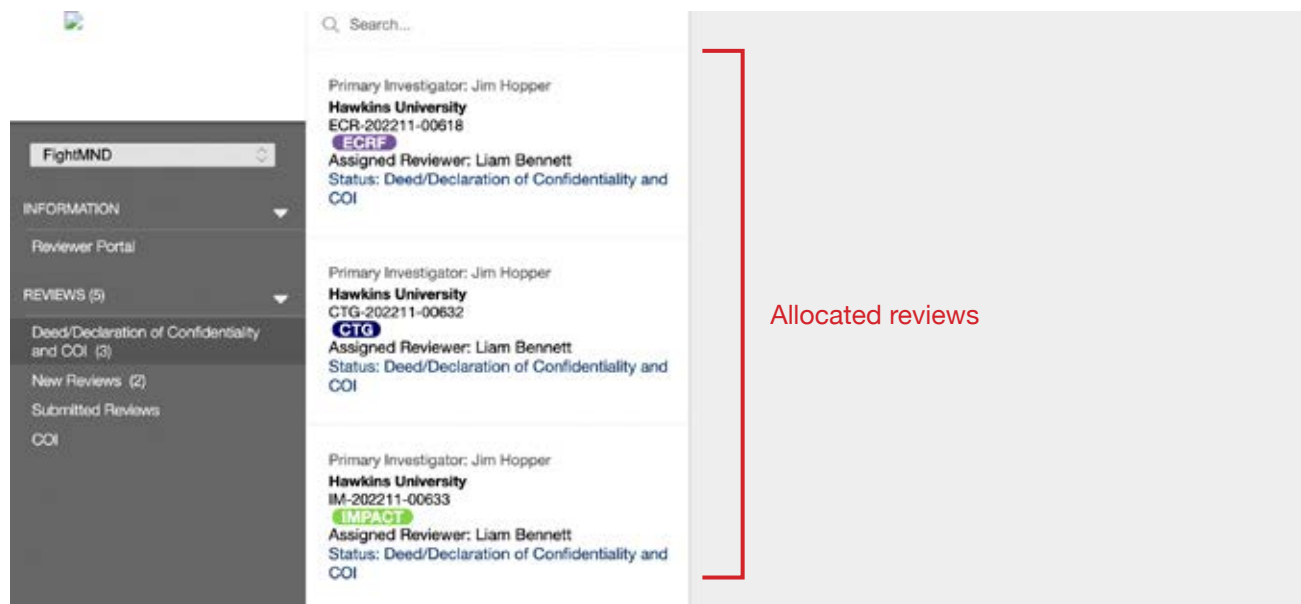
Step 5

Click on “Deed/Declaration of Confidentiality and COI” tab located on the left-hand side panel. This will bring up a list of all grant applications you have been allocated to review.



Step 6

Click on any one of your allocated reviews.
This will bring up a pop-up window to acknowledge confidentiality and declare any potential conflicts of interest.

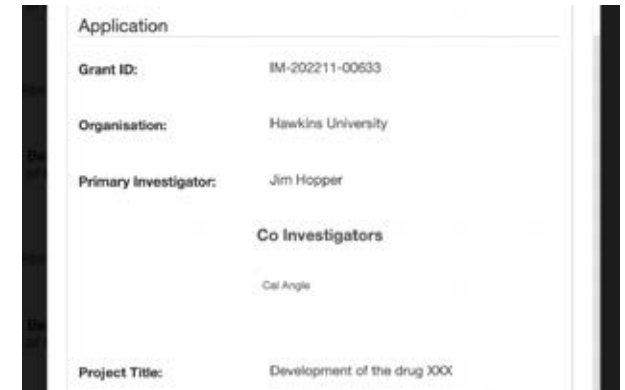
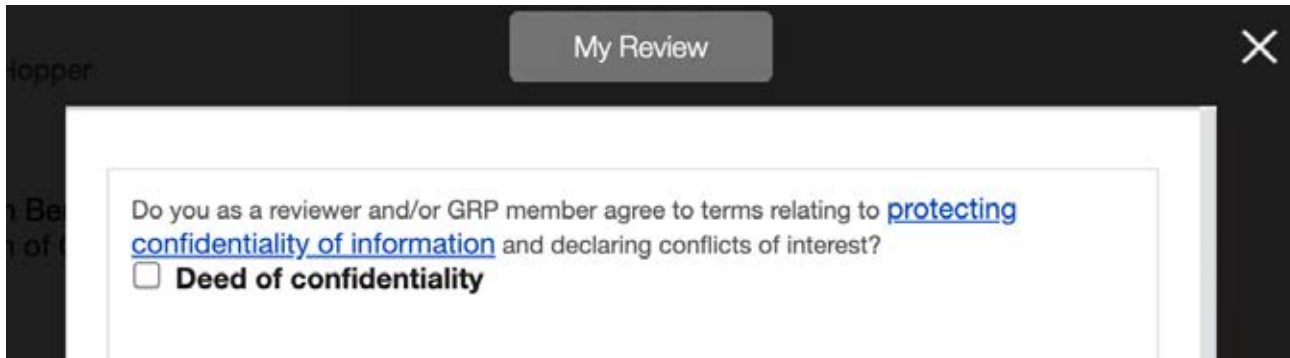


Step 6a: Confidentiality of Information.

Navigate your mouse over and click on “protecting confidentiality of information” to download a copy of our Deed of Confidentiality. Read the policy, then check the box next to Deed of confidentiality to acknowledge that you have read and agree to FightMND’s confidentiality of information policy.

Step 6b: Declaring conflict of interest.

Review information regarding the grant application you have been requested to review. This includes the Primary Investigator, Co-Investigators, Administering Organisation and Project Title.



If you **DO NOT** have any conflict of interest with the grant application:

- Select “No” in the drop-down menu next to **Conflict of Interest**;
- Check the box below to confirm that you are not declaring any conflict of interest for the grant application;
- Click “Save”. Proceed to step 9 of this instruction manual.

If you **DO** believe that you have a Conflict of Interest with the study or any of the named investigators:

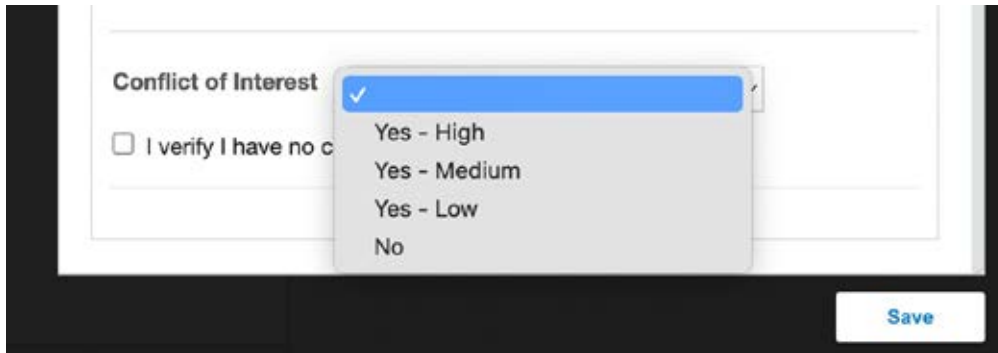
- Please contact FightMND’s Cure team (researchgrants@fightmnd.org.au) to clarify this conflict prior to continuing. We will advise you on the next steps.
- Do NOT click save. Close the pop-up using the X in the top right corner, and the current review will remain in the “Deed/Declaration of Confidentiality and COI” menu.
- You can then continue to review confidentiality information for other grant applications.



The screenshot shows a web form with a white background and a dark border. At the top, there is a label "Conflict of Interest" followed by a dropdown menu containing the word "No" and a downward arrow. Below this, there is a line of text: "Tick the checkbox 'I verify I have no conflict of Interest' before saving." Underneath that text is a checked checkbox followed by the text "I verify I have no conflict of Interest". At the bottom right of the form, there is a white button with the word "Save" in blue text.

Step 6c

If you are advised that you should declare a Conflict of Interest, reopen the list of grant applications you have been allocated to review from the “Deed/Declaration of Confidentiality” menu (see step 5). When prompted to declare a conflict, select YES then select the level of conflict (low, medium or high) you believe you have from the drop-down menu.



For information on levels of conflict, refer to the “Grant Review Guidelines Overview” document that can be downloaded from the Fluxx COI/Deed of confidentiality page.

Please download and read the [Grant Review Guidelines Overview](#) for information on declaring conflicts of interest. If you believe you may have a conflict of interest, please contact the FightMND Cure Team (researchgrants@fightmnd.org.au) for advice before completing this declaration.

Application

If you selected a low or medium conflict, a drop-down menu will appear asking if you believe you are able to review the application in a fair and impartial manner. For all levels of conflict, a further text box will appear asking you to provide details regarding the conflict. Enter a brief description, then click save.

Please note: The Deed of Confidentiality and declaration of conflict of interest must be completed individually for each grant application that you have been assigned to review. Repeat step 6 for each review request.

Conflict of Interest Yes - Low

If you have a medium or low level conflict, do you feel you can review the application in a fair and impartial manner? Yes

Please provide details regarding the conflict of interest that exists with this application.

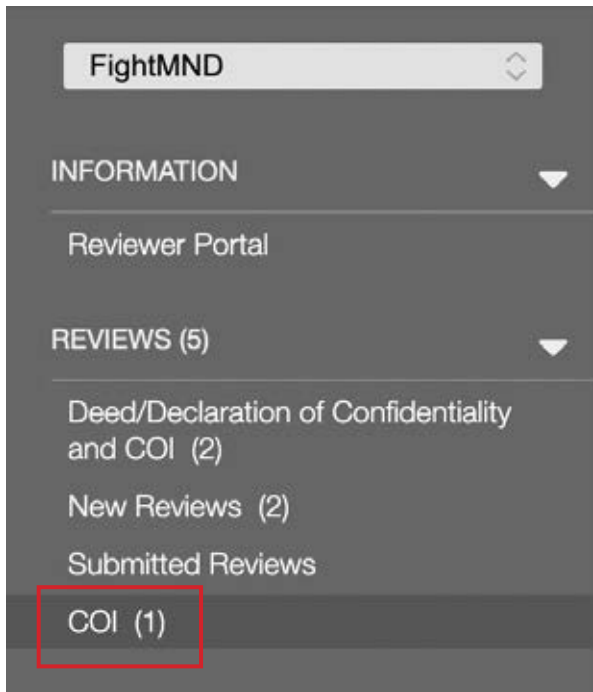
Previous collaboration >8 years ago

Step 7

If you indicate that you **DO** have a Conflict of Interest for an application, the pop-up window will close when you press save. The Conflict of interest is automatically sent to FightMND to review whether it is appropriate for you to continue with this review.

The review request for which you declared a conflict of interest will appear as a read-only text in the COI menu on the left side of the screen.

It will remain in this menu until FightMND has reviewed the declared conflict, or until FightMND has reassigned the application to a new reviewer.



Step 8

FightMND will review your declared Conflict of Interest within 4 business days and notify you of the outcome of this review by email. Should FightMND accept that a low or medium level of conflict does not prevent you from completing the review in a fair and reasonable manner, the grant application will now appear under “New Reviews” to be completed. Refer to step 9 for further instructions on completing your grant review.

If FightMND consider the conflict would prevent a fair and reasonable review, we will notify you via email and the grant review will no longer be visible in your review portal.

Step 9

If you declared that you have **NO** conflict of interest with the application, a new pop-up window will appear containing a split screen.

The left side of the screen contains the full application form for the grant application you will be reviewing.

On the right-hand side is the review form, where your scores and comments related to the grant application are to be filled in.

If you previously declared a conflict of interest, you need to click on the relevant application under the “New Reviews” menu for the pop-up window to appear.

The screenshot displays a split-screen interface for reviewing a grant application. The left pane, titled "Grant Request", shows the application details for ID IM-202211-00631, Program IMPACT, and a status of "Pending External Review". It includes a table of contents with links for Primary Investigator Information, Administering Organisation, Full Application, Documents, Budget, and Grant Terms Information. The right pane, titled "My Review", contains a review form with sections for Research Strategy and Feasibility Score, Innovation and Impact Potential Score, Personnel and Budget Score, and a dropdown for "Would you support funding of this application?". A "Save" button and a "Submit" button are at the bottom right.

Step 10

At the top of the review form (right hand screen), click to download the “Guidelines for Assessors” for the relevant scheme. Read through the document which outlines the grant scheme and scoring metrics. This is available as a Word document to allow you to complete your review offline (if preferred) before copying your assessment scores and comments into Fluxx.

Also available for download following the Guidelines for Assessors is the “Grant Guidelines” for the relevant scheme. This document contains detailed information, objectives and scope for each grant scheme to help you complete your review.

FightMND

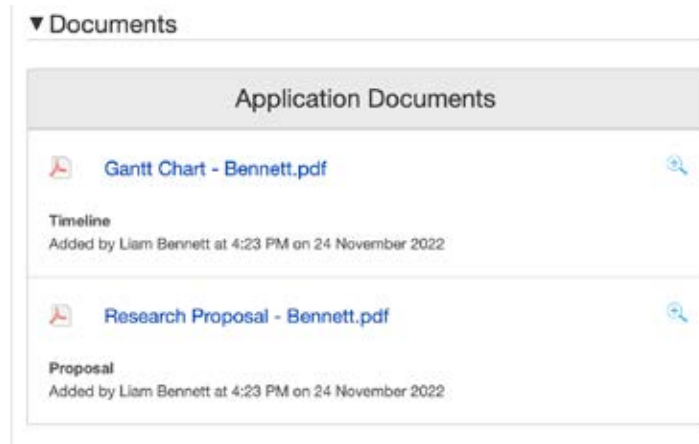
DIS-202302-00783 - Discovery

Assigned Reviewer: Liam Bennett

Please review the attached '[Guidelines for Assessors - Discovery Research Grants](#)' document to aid in assessing and scoring grant applications. Please also refer to '[Grant Guidelines - Discovery Grants](#)' for the full grant criteria.

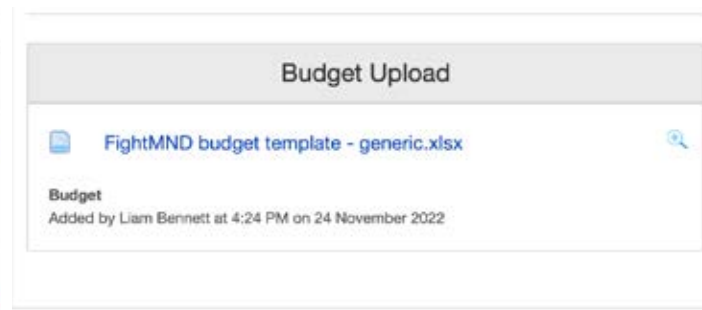
Step 11

Download relevant application-related documents to review such as the Timeline (Gantt Chart), Project Proposal and Budget by clicking on the documents in the Grant Request screen (left side). These will automatically download to your computer (and appear as a tab on the bottom left of the Fluxx window).



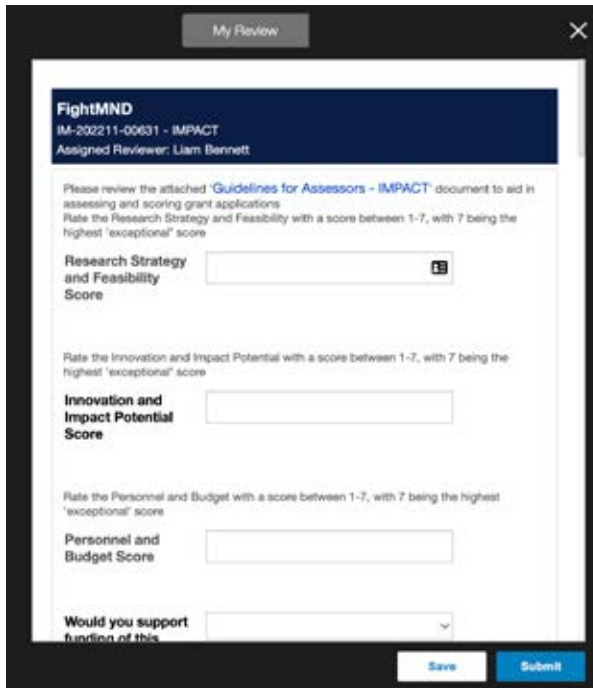
Step 12

To complete your grant review, fill out the review form on the right-hand side of the split screen. Fields in **bold** (e.g. numerical score fields) are mandatory fields which must be completed. Fields not in bold (e.g. some comment boxes) are optional and only need to be filled in if you have additional comments.



Step 13

At any time, you can save your review in progress and return to it at another time. Click on the “Save” button in the lower right corner, then the X in the top right corner to leave the current review.

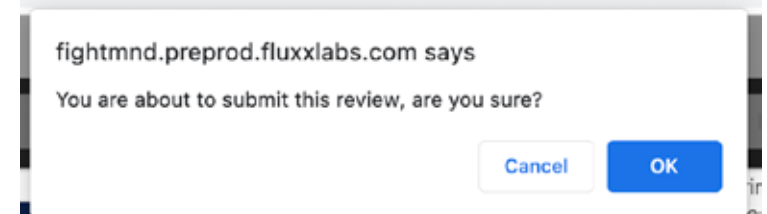


The screenshot shows a web browser window titled "My Review" with a close button (X) in the top right corner. The page header includes "FightMND", "IM-202211-00631 - IMPACT", and "Assigned Reviewer: Liam Bennett". The main content area contains instructions: "Please review the attached 'Guidelines for Assessors - IMPACT' document to aid in assessing and scoring grant applications. Rate the Research Strategy and Feasibility with a score between 1-7, with 7 being the highest 'exceptional' score." Below this are four rating sections, each with a text input field and a "15" icon: "Research Strategy and Feasibility Score", "Innovation and Impact Potential Score", "Personnel and Budget Score", and "Would you support funding of this" (with a dropdown arrow). At the bottom right, there are "Save" and "Submit" buttons.

To return to reviewing an application, select “New Reviews” in the reviewer portal, then click on the relevant application to continue with your assessment and comments.

Step 14

When you have completed your review and are ready to submit it, click “Submit” in the bottom right corner. A pop-up window will appear to confirm you are submitting this review. You cannot return to a review to make amendments after it has been submitted, so please ensure you only click “Submit” once your review is completed. Click “OK” to finalise submission of this review.



The screenshot shows a confirmation pop-up window with a grey border. The text inside reads: "fightmnd.preprod.fluxlabs.com says" followed by "You are about to submit this review, are you sure?". At the bottom right, there are two buttons: a white "Cancel" button and a blue "OK" button.

Step 15

A green strip will appear at the top of the reviewer form to indicate that the review has been submitted to FightMND. A read-only version of all your completed reviews can be accessed in the “Submitted Reviews” tab in the Fluxx Reviewer Portal menu.

Step 16

This process needs to be repeated for each grant application you have been assigned to.

Step 17

Thank you for being a part of FightMND’s grant review process, ensuring that we continue to support the most promising research dedicated towards developing better treatments and ultimately a cure for MND.

