

FightMND's Grant Management System Manual: Completing a progress report in Fluxx

Step 1


To ensure reminders are not sent to a spam folder, save do-not-reply@fluxx.io to your email contacts.

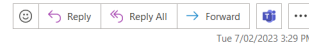
NOTE: Reminder emails for six- or twelve-month reports are automatically sent via the Fluxx system approximately one month before the report's due date. Two final report reminders are automatically sent – one month before and two months after the project's scheduled end date. (Final reports are due within three months of the project's end date.)

Step 2

Log into the FightMND grantee portal by clicking on the link in your reminder email, or by navigating to <https://fightmnd.fluxx.io/user/sessions/new>

Report Due in 4 weeks

 fightmnd@fluxx.io <do-not-reply@fluxx.io>
To [REDACTED]

 Tue 7/02/2023 3:29 PM

Dear [REDACTED]:

A reminder that the 12 Month Report for your 31 January 2023 / IMPACT project [REDACTED] is due on 5 March 2023.

Please log into the grantee portal at <https://fightmnd.fluxx.io/> to complete your project reporting.

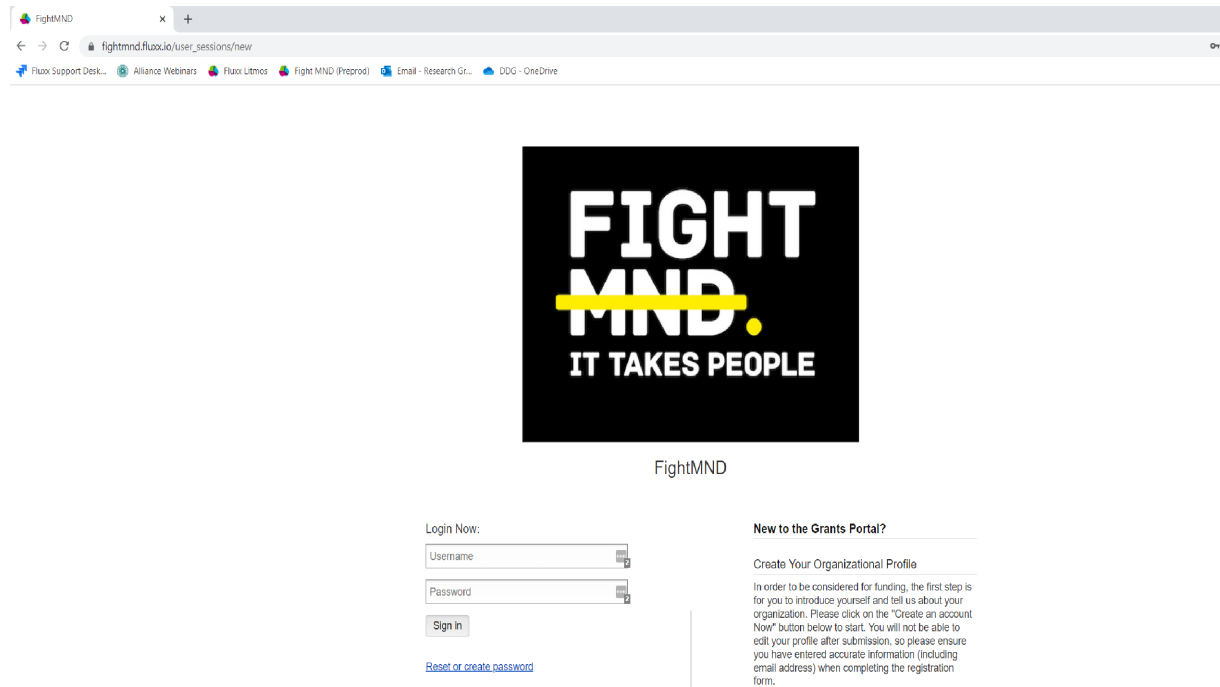
Looking forward to hearing how the project is progressing.

If you have any questions regarding reporting, please feel free to contact Dr Sarah Bennett or Dr Davor Stanic at researchgrants@fightmnd.org.au

Kind regards,
FightMND Research Team

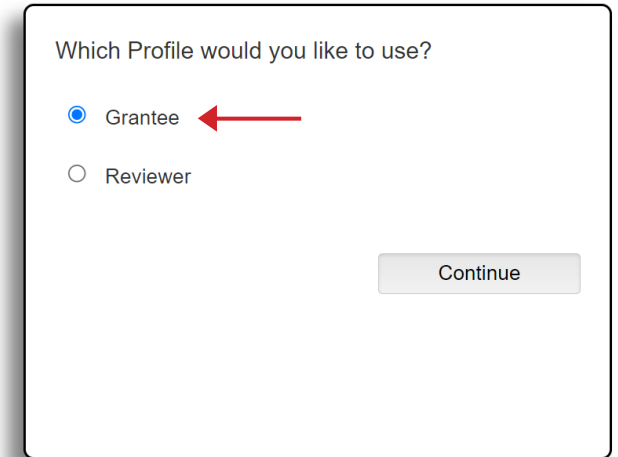
Step 3

Input your username and password details, then click the 'Sign in' button.



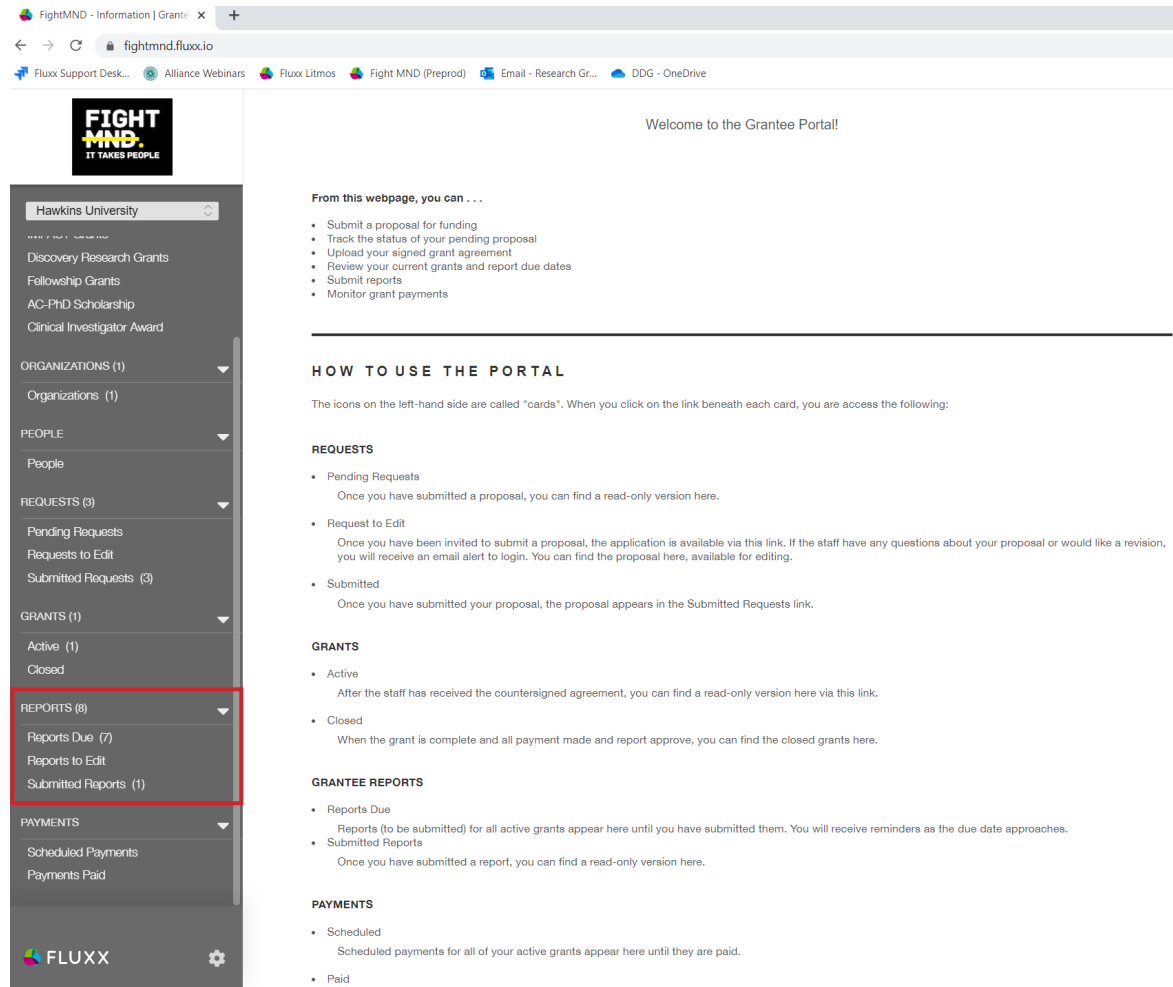
Step 4

If multiple profile options are available, select 'Grantee' and click 'Continue'.



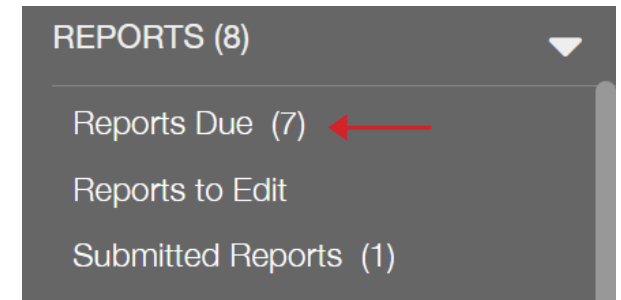
Step 5

Navigate to the 'Reports' section in the left-hand panel of the grantee portal. You may need to scroll down in this panel area to see the Reports section.



Step 6

Click on 'Reports due' in the left-hand panel. The list of reports to be completed will come up in a panel to the immediate right.



Step 7

Select the report that you wish to write a progress report for. The selected report will be highlighted in green, and the report form will appear.

Step 8

Click on the 'Edit' button located near the top right-hand corner of the screen.

The screenshot displays the Fluxx web application interface. On the left is a navigation sidebar with a 'REPORTS (8)' section expanded to show a list of reports for Hawkins University. The second report in the list is highlighted in green. A red arrow labeled '1. Select the correct report' points to this green-highlighted report. On the right side of the screen, the details for the selected report are shown, including the 'Edit' button. A red arrow labeled '2. Click the 'Edit' button' points to this button. Below the report details is a table titled 'Annual Progress and Financial Reports' with columns for 'REPORT', 'REPORTING FREQUENCY', and 'DUE'. A 'Submit' button is located at the bottom right of the page.

1. Select the correct report

2. Click the 'Edit' button

REPORT	REPORTING FREQUENCY	DUE
Progress against pre-determined milestones, aims and/or targets	6-monthly	Every 6 months from receipt of funds
Financial reports (to be included in progress report)	Annually	Every 12 months from receipt of funds
Site visit (donor communications and	Annually	Date to be agreed upon within 12 months

Step 9

You should now be able to complete the form. Scroll through and add information as required. Fields in **bold** are compulsory fields and must be completed for the report to be submitted. Rich text editing is available for most text fields to assist with formatting your responses.

NOTE: It is recommended that you **click the 'Save' button at the bottom right of the screen periodically** when completing your report. This will ensure data is saved to the backend in case of any technical difficulties.

To exit and return to the report later, click 'Save and Close' at the bottom right-hand corner of the screen – the report will remain in the 'Reports Due' section of your grantee portal.

The screenshot shows a web browser window with the URL `fightmnd.fluxx.io`. The page displays a sidebar on the left with navigation options: 'Hawkins University', 'Discovery Research Grants', 'Follow-up Grants', 'AC-FIND Sponsorship', 'Clinical Investigator Award', 'ORGANIZATIONS (1)', 'PEOPLE', 'REQUESTS (1)', 'GRANTS (1)', and 'REPORTS (8)'. The 'REPORTS (8)' section is expanded, showing a list of reports for Hawkins University, all with a status of 'New / Pending Submission'. The main content area contains several text input fields with rich text editors. The fields are: 1. 'Please detail any collaborative undertakings related to the project that were conducted during the reporting period.' 2. 'Has project met milestones presented in proposal?' with a dropdown menu. 3. 'State how project has met/not met milestones.' 4. 'State any project risks experienced over the reporting period that may prevent the project from reaching predicted milestones and how these have/are being addressed.' 5. 'State any project delays experienced over the reporting period that may prevent the project from reaching predicted milestones and how these have/are being addressed.' 6. 'Please detail any issues experienced over the reporting period that may prevent the project from reaching predicted milestones. State how these have/are being addressed.' 7. 'Please provide a brief summary of the project expenditure against budget and timelines at this stage of the project, including the amount of unspent funds.' At the bottom right of the form, there are three buttons: 'Cancel', 'Save and Close', and 'Save'.

Step 10

Upload any required documents in the 'Documents' section located at the end of the form. If needed, click on the right arrowhead symbol (▶) next to 'Documents' to expand this section.

Step 11

To upload a report attachment, click on the green plus button to the right of 'Report Attachments'.

NOTE: The Financial Declaration and Financial Report are mandatory for twelve-month and final report updates, and these documents can also be uploaded via their dedicated green upload buttons. A Financial Declaration template can be downloaded to your computer by clicking on the blue hyperlinked text.

▼ Documents

Please submit a Financial Declaration and Financial Report below. You can also attach Supporting Documents in the 'Report Attachments' section (see instructions below).

Financial Report - Upload a Financial Statement from your institution outlining the Income and Expenditure since the last Financial reporting period.

Financial Declaration - Upload a Financial Declaration (using this [Financial Declaration template](#)) signed by an authorised representative from the Administering Institution.

Supporting Documents (*optional*) - Any other documents, such as journal articles or images, to submit with your report. To add supporting documents:

1. click on the green plus button to the right of 'Report Attachments'
2. click 'Add files' and select the document from your computer to add to the 'Upload files' pop-up
3. For the supporting documents, select 'Report supporting documents (optional)' from the drop-down list. *N.B. make sure to select this **before** pressing 'Start upload'*
4. press 'Start upload'. Once the document is uploaded, exit the pop-up

Financial Declaration +

Financial Report +

Report Attachments +

Step 12

An 'Upload files' pop-up will appear. If it does not appear, check your browser's pop-up settings.

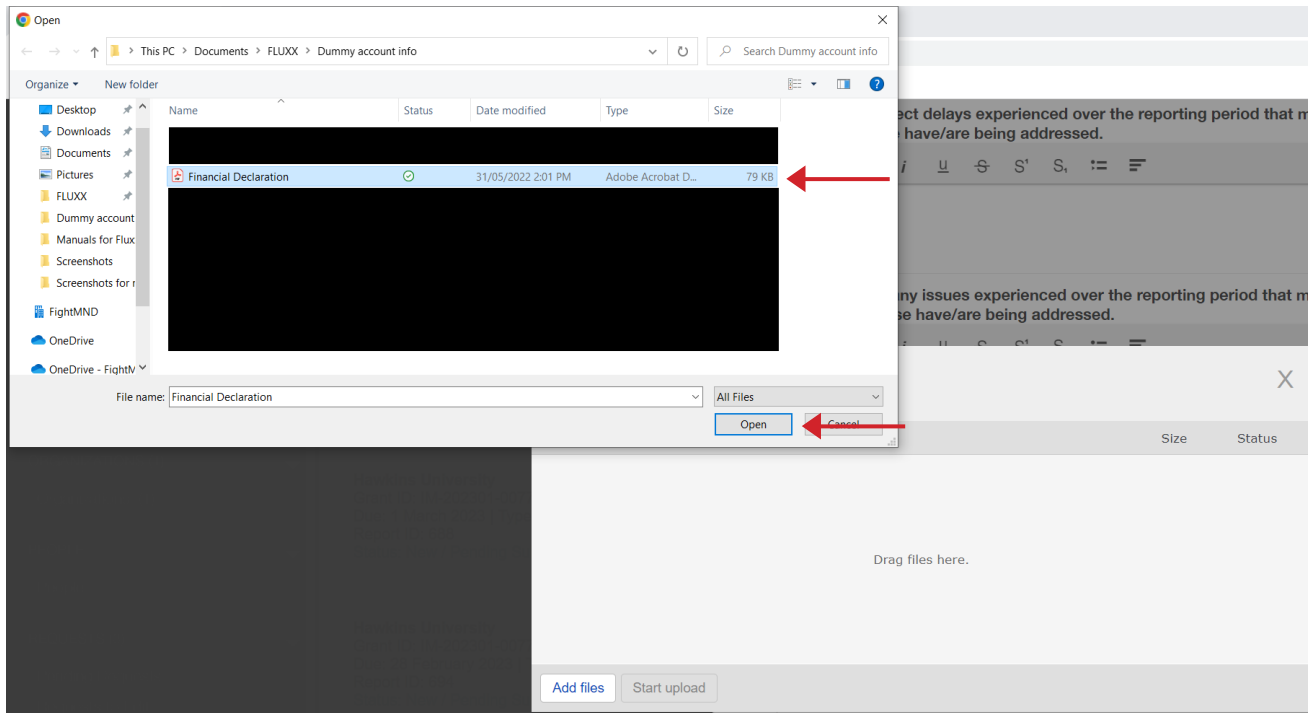
Upload files

Select or drag files then start upload

Filename	Size	Status
Drag files here.		

Step 13

Click 'Add Files', then navigate to the correct file on your computer. Select it, and click 'Open'. Alternatively, locate the files on your device and 'drag and drop' them into the 'Drag files here' area.

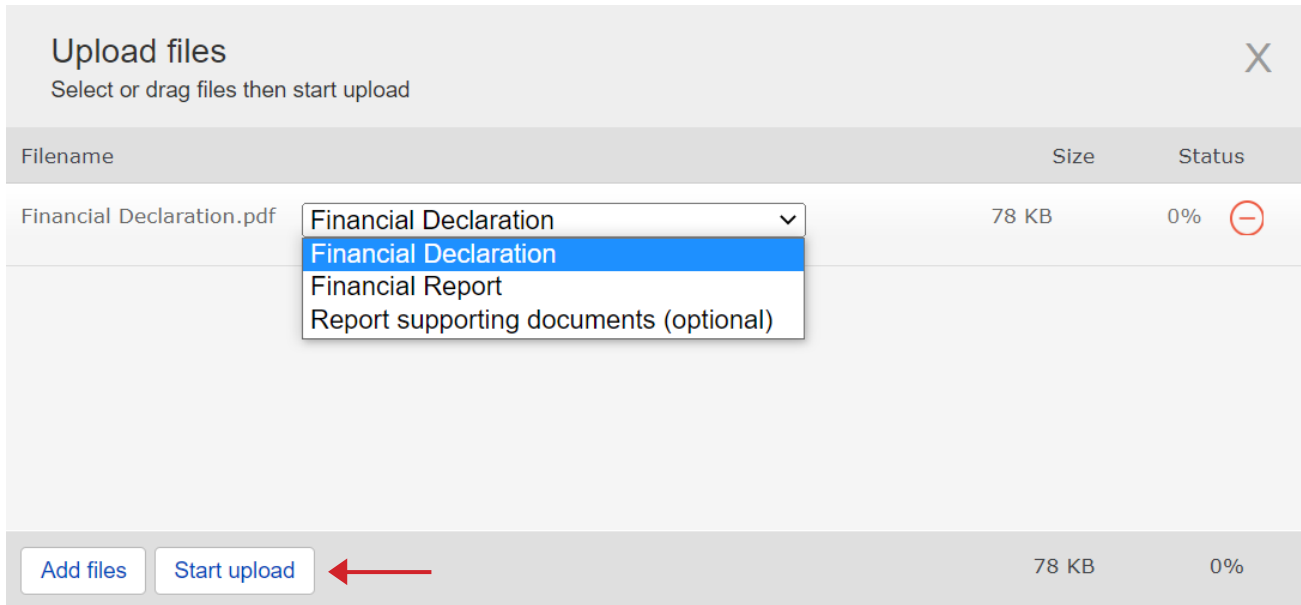


Step 14


If there is a drop-down descriptor available, select the correct option from the menu.


Step 15

Once the file has been added, click the 'Start upload' button at the bottom of the 'Upload files' pop-up window.



The screenshot shows a pop-up window titled "Upload files" with a close button (X) in the top right corner. Below the title is the instruction "Select or drag files then start upload". The main area contains a table with columns for "Filename", "Size", and "Status". A single file, "Financial Declaration.pdf", is listed with a size of "78 KB" and a status of "0%". A dropdown menu is open over the filename, showing four options: "Financial Declaration" (selected and highlighted in blue), "Financial Declaration", "Financial Report", and "Report supporting documents (optional)". At the bottom of the window, there are two buttons: "Add files" and "Start upload". A red arrow points to the "Start upload" button. The bottom right corner of the window displays "78 KB" and "0%".

Filename	Size	Status
Financial Declaration.pdf	78 KB	0% 

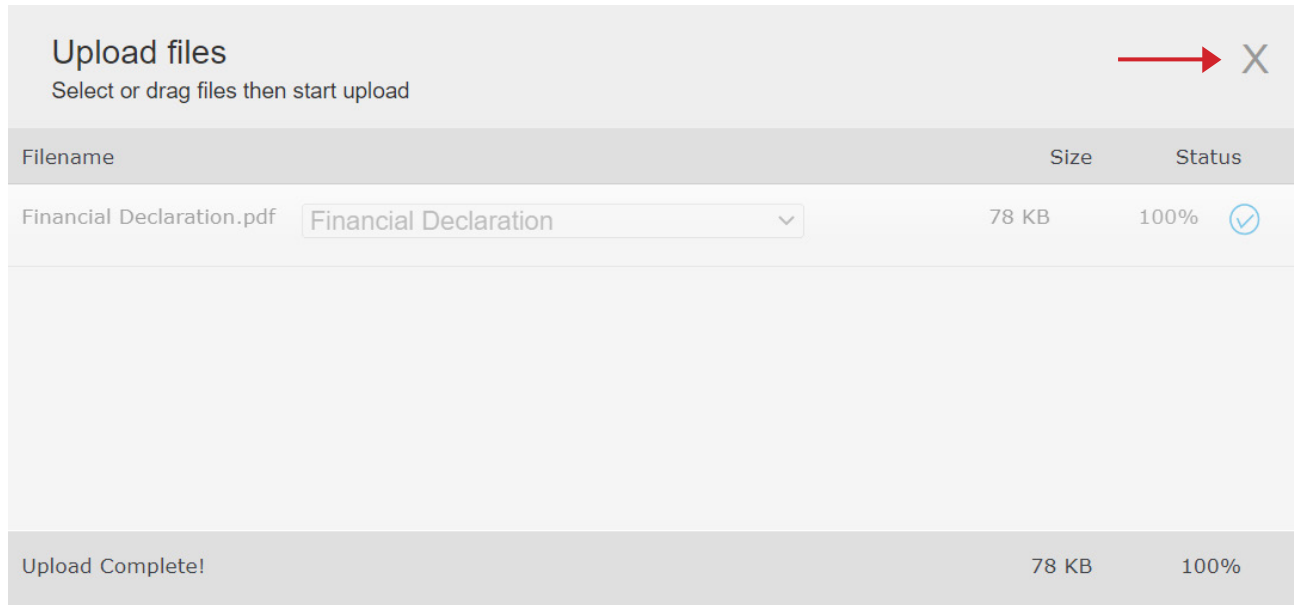
Buttons: 

Summary: 78 KB 0%


Step 16

When uploaded, an 'Upload Complete' notification can be seen at the bottom left of the pop-up window, and the status of the file should read '100%' with a blue tick.

Once uploaded, exit the 'Upload files' pop-up window by clicking the grey cross at the top right-hand side.



The screenshot shows a 'Upload files' pop-up window. At the top left, it says 'Upload files' and 'Select or drag files then start upload'. At the top right, there is a red arrow pointing to a grey 'X' icon. Below this is a table with three columns: 'Filename', 'Size', and 'Status'. The table contains one row for 'Financial Declaration.pdf' with a size of '78 KB' and a status of '100%' with a blue checkmark icon. At the bottom of the window, there is a notification bar that says 'Upload Complete!' with a size of '78 KB' and a status of '100%'.

Filename	Size	Status
Financial Declaration.pdf	78 KB	100% 

Upload Complete! 78 KB 100%

Step 17

In the form, the uploaded document(s) are now seen under 'Report Attachments'. Add any further documents as required.

Step 18

To exit the edit mode, click 'Save and close' at the lower right-hand side of the screen. You should receive a message: 'Request report was successfully updated'.

Step 19

If the report is ready to submit, click the 'Submit' button at the lower right-hand corner of the screen.

▼ Documents

Please submit a Financial Declaration and Financial Report below. You can also attach Supporting Documents in the 'Report Attachments' section (see instructions below).

Financial Report - Upload a Financial Statement from your institution outlining the Income and Expenditure since the last Financial reporting period.


Financial Declaration - Upload a Financial Declaration (using this [Financial Declaration template](#)) signed by an authorised representative from the Administering Institution.

Supporting Documents (*optional*) - Any other documents, such as journal articles or images, to submit with your report. To add supporting documents:

1. click on the green plus button to the right of 'Report Attachments'
2. click 'Add files' and select the document from your computer to add to the 'Upload files' pop-up
3. For the supporting documents, select 'Report supporting documents (optional)' from the drop-down list. *N.B. make sure to select this **before** pressing 'Start upload'*
4. press 'Start upload'. Once the document is uploaded, exit the pop-up

Financial Report +

Report Attachments +

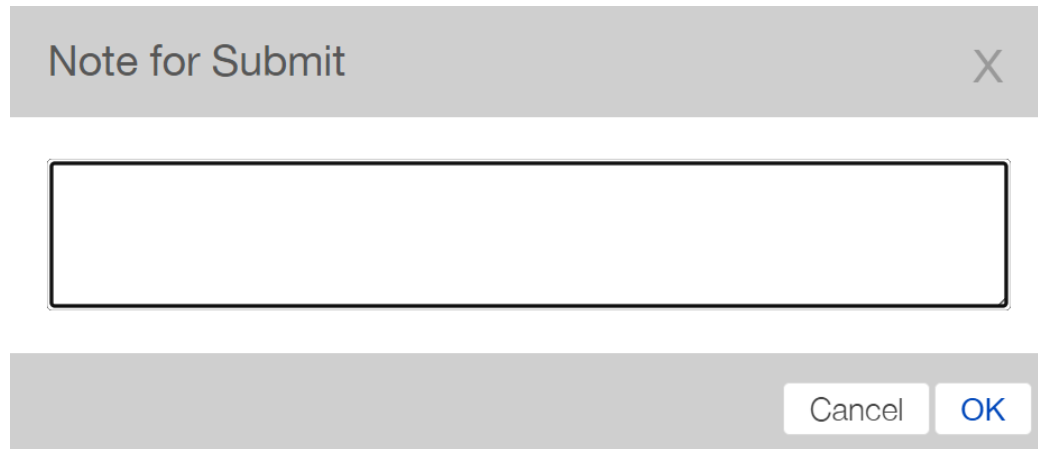
 **Financial Declaration.pdf** + 🔍 -

Financial Declaration

Added by Jim Hopper at 3:50 PM on 7 February 2023

Step 20

A 'Note for Submit' pop-up will come up, but this is optional. Click 'OK', and you should receive a message that the 'Request report was successfully updated'.



Step 21

The submitted report should now be in the 'Submitted Reports' section in the left-hand pane. You may need to refresh the page to see this.

If you experience issues submitting your progress report in Fluxx, please email researchgrants@fightmnd.org.au with "Fluxx help – progress reporting" as the subject.

