

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.



FightMND

Login Now:

Username

Password

[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 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.

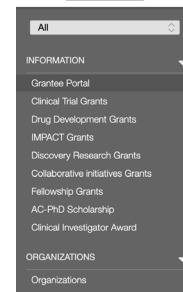
Which Profile would you like to use?

Grantee

Reviewer

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

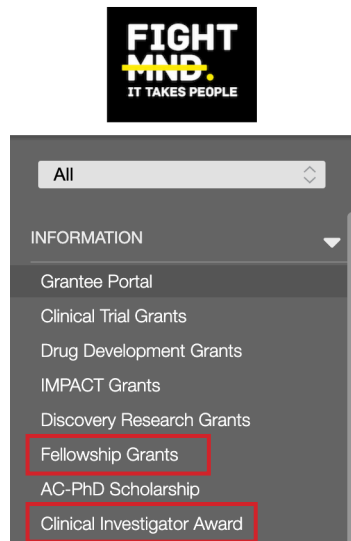
The icons on the left-hand side are called “cards”. When you click on the link beneath each card, you are access the following:

REQUESTS

- Pending Requests
 - 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.

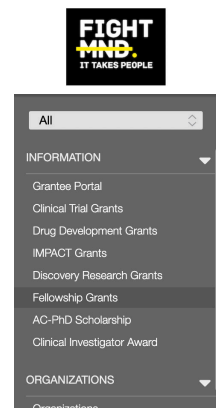
Step 4

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.



Early-Career Research Fellowship (ECRF)

FightMND supports biomedical research in the field of Motor Neurone Disease (MND) in all relevant research disciplines. The objective of this FightMND Non-Clinical Fellowship is to support research aimed at understanding the causes of MND, particularly sporadic MND, elucidating disease mechanisms and facilitating the translation of therapeutic strategies from the laboratory to the clinic. Additionally, FightMND aims to attract and retain promising scientists within the field of MND research.

We invite post-doctoral, ECRs (within 5 years following awarding of their PhD, excluding career disruption) with relevant experience, who are ready to lead a research project as Primary Investigator, to apply for this ECRF.

This is a 4-year full-time Fellowship being offered to Australian-based researchers.

Support will not normally exceed 4 years and applicants should submit proposals that are focused and compatible with a 4-year time frame, and compatible with performing research at two Research Institutions (or independent laboratories) for a period of two years per Institution (or laboratory).

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



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.

The screenshot shows a web application interface for submitting a grant application. At the top, a dark blue header contains the ID 'ECR-202210-00505' and the Program 'ECRF'. Below this, a 'Request Status' section shows a progress bar with stages: Draft (highlighted in teal), With Applicant, Review, Active, and Closed. A red note states: 'Please note: The portal does not autosave; therefore, you must click the [Save] button to ensure your data will not be lost.' Below the note, a red warning box contains two error 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 contains three input fields: 'Prefix', 'First Name', and 'Middle Name'. At the bottom right, there are three buttons: 'Cancel' (with a red arrow pointing right), 'Save' (in a blue box), and 'Save and Close' (in a light blue box).

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.

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 | + |



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.

Upload files

Select or drag files then start upload

| Filename | Size | Status |
|------------------|------|--------|
| Drag files here. | | |


Add files Start upload

Step 8

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

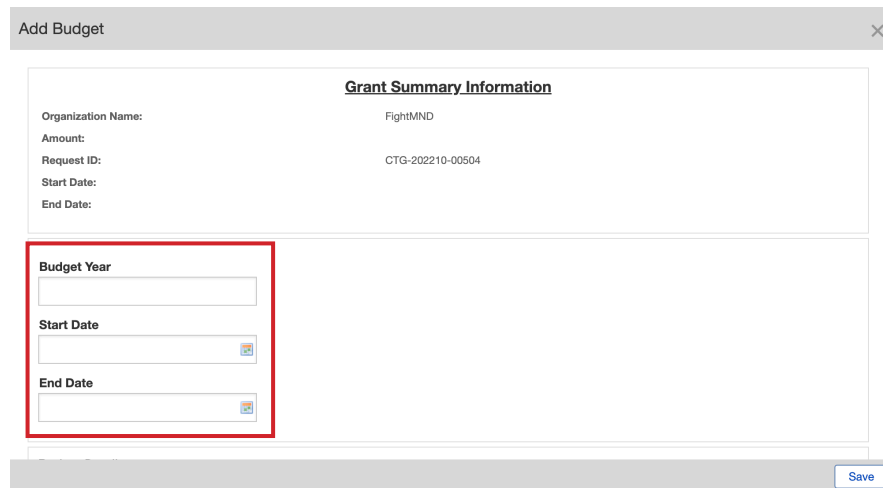
You will need to create a new entry for each year. Enter “Year 1” in to “Budget Year” and the approximate dates this year will cover.

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

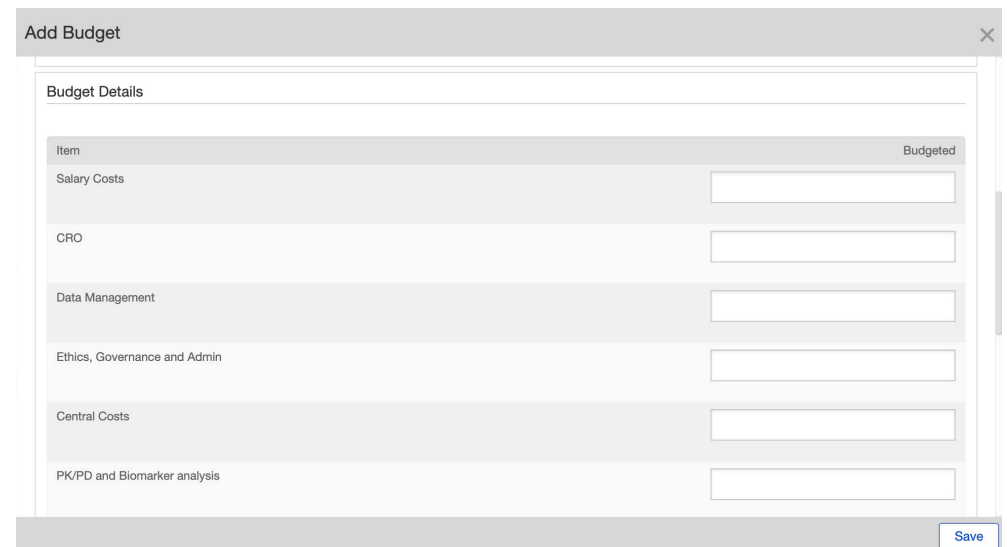
Organization Name: FightMND
Amount:
Request ID: CTG-202210-00504
Start Date:
End Date:

Budget Year

Start Date

End Date

Save



Add Budget

Budget Details

| Item | Budgeted |
|------------------------------|----------------------|
| Salary Costs | <input type="text"/> |
| CRO | <input type="text"/> |
| Data Management | <input type="text"/> |
| Ethics, Governance and Admin | <input type="text"/> |
| Central Costs | <input type="text"/> |
| PK/PD and Biomarker analysis | <input type="text"/> |

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.

Budget x | +

| 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 1/1/2023 to 31/12/2023 | | 2 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

At any time, you can save your application and return to it later. 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).

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

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
Program: CTG
Amount Recommended:

Request Status

Draft With Applicant Review Active Closed

Bold indicates compulsory fields

Status **Draft**

▼ Table of Contents

[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.

The screenshot shows the FightMND application summary page. The left sidebar contains navigation options: FightMND, ORGANIZATIONS (1), PEOPLE (1), REQUESTS (4), GRANTS, and REPORTS. The main content area displays the application details for 'Test 1' (ID: CTG-202210-00504) and a 'Request Status' of 'New'. A red arrow points to the 'Edit' button in the top right corner. Another red arrow points to the 'Submit' button in the bottom right corner. The page also displays a table of contents and primary investigator information.

FIGHT MND.
IT TAKES PEOPLE

Search... 1 Update Available

FightMND
ID: CTG-202210-00504
Program: CTG
Project Title: Test 1

FightMND
Test 1

ID: CTG-202210-00504 Amount Recommended:
Program: CTG

Request Status

Idea New Review Active Closed

Bold indicates compulsory fields

No Budget Attached. Attach budget before submitting

Status New

▼ Table of Contents

Primary Investigator Information
Administering Organisation
Full Application
Documents
Budget
Grant Terms Information

Primary Investigator Information

Prefix: Ms
First Name: Sarah

Edit

Submit

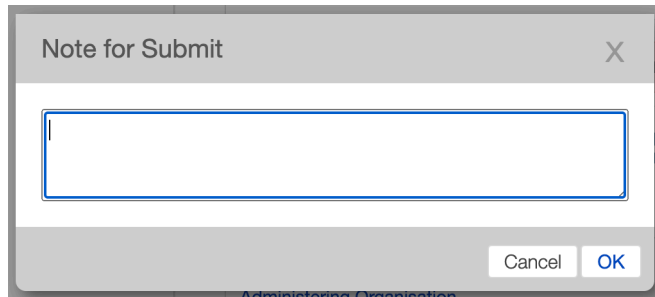
Step 12

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.



The image shows a dialog box titled "Note for Submit" with a close button (X) in the top right corner. The main area of the dialog is a large, empty text input field with a blue border. At the bottom right of the dialog, there are two buttons: "Cancel" and "OK". Below the dialog box, the text "Administering Organisation" is partially visible.