FIGHT MND.

IT TAKES PEOPLE

FightMND's Grant Management System Manual: Submitting a National Research Infrastructure Grant

Contents

FIGHT MND.

Stage 1: Submitting a Expression of Interest (EOI)

Step 1

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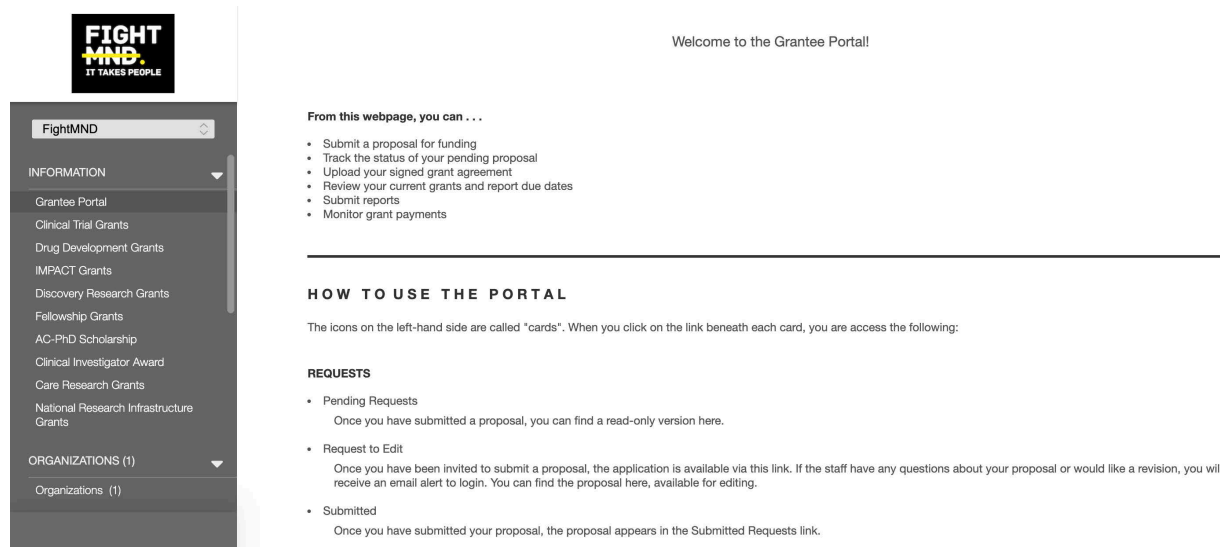

Step 2

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.

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.

• Submitted
  Once you have submitted your proposal, the proposal appears in the Submitted Requests link.

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 "National Research Infrastructure Grants"
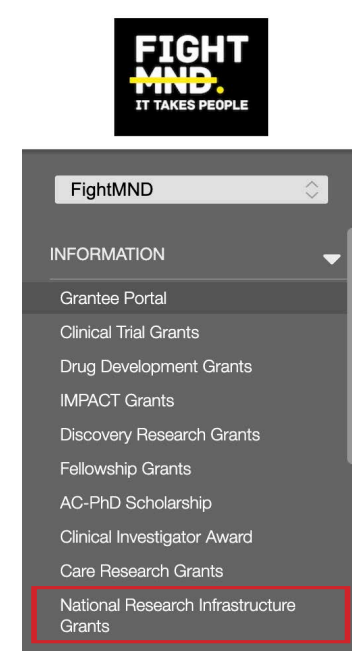
Step 5

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

National Research Infrastructure Grant

The National Research Infrastructure grant addresses the underfunding of research infrastructure in Australia and supports projects focused on advancing nationalised and sustainable research infrastructure for MND.

The objective of the grant is to increase investment into innovative projects that:

- support the most critical infrastructure for MND research; and/or
- build partnerships focused on the co-development of research infrastructure.

Support from FightMND is offered between a value of AUD $350,000 to $2,000,000 with a project performance for 3–5-years.

Partnership applications are strongly encouraged with shared funding proposals.

FightMND only supports work carried out in legitimate research institutions and/or organisations, that meet best-practice and ethical standards.

Apply for a grant

Step 6

A form will appear for you to complete your Expression of Interest. Please fill in all required information relevant to the Lead Organisation, Primary Business Investigator, Primary Research Investigator and Expression of Interest. Please note, fields in bold are compulsory fields and must be completed for the EOI to be submitted.

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

ID: INF-202407-01350
Program: Infrastructure   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

▼ Table of Contents

Lead Organisation
Primary Business Investigator Information
Primary Research Investigator Information
Expression of Interest (EOI)

► Lead Organisation

Primary Business Investigator Information

Primary Business Investigator Prefix

Primary Business Investigator First Name

Primary Business Investigator Middle Name

Primary Business Investigator Last Name

Save   Save and Close

Step 7

Upload your Expression of Interest (EOI) and each CV as PDF files (Maximum file size 5MB each) by clicking on the green + 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 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 EOI and CV separately. Once uploaded, they will appear in "Expression of Interest (EOI) Documents" below

Upload the Expression of Interest for the specific research scheme as a PDF (maximum 2 pages)
Upload the CV of the Primary Investigator as a PDF

CV Primary Business Investigator	⊕
CV Primary Research Investigator	⊕
Expression of Interest (EOI)	⊕

EOI Documents

Upload files
Select or drag files then start upload

Filename	Size	Status

Drag files here.

Add files   Start upload

FIGHT MND.

Step 8

When you have completed all fields, uploaded your EOI and CVs, and are ready to submit your application, click on "Save and Close".

A summary of your application appears. Check all your information, 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.

Your EOI is now submitted to FightMND for consideration. It is stored in "Pending Requests" for your records.

REQUESTS (9) ▼

Pending Requests (9)

Requests to Edit

Submitted Requests

ID: INF-202407-01350   Amount Recommended:
Program: Infrastructure

Request Status

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

Bold indicates compulsory fields

Status   Draft

▼ Table of Contents

Lead Organisation
Primary Business Investigator Information
Primary Research Investigator Information
Expression of Interest (EOI)

▼ Lead Organisation

Lead organisation email:

Name of contact officer:

Does this grant include a Fiscal Sponsor?

Submit   Withdraw

Stage 2: Submitting a full application

Step 1

If your EOI has been invited for full application, you will receive an email from our research team (fightmnd@fluxx.io).

Step 2

Log back in to the FightMND Fluxx Portal as described in Stage 1, step 1 and step 2

Step 3

Your application will now be under "Requests to Edit". Click on "Requests to Edit" then select the application you wish to proceed with. It will appear on the right of the screen to view. Click on "Edit" in the top right corner to return to the application.

Expression of Interest: Successful - Invitation to submit full application

Dear applicant:

Thank you for submitting your Expression of Interest for the 2024 FightMND Infrastructure Grant round. This email is to inform you that following review, you are invited to submit a full application. Please log into the FightMND grants portal to submit your full application at https://fightmnd.fluxx.io/. Full applications are due by 5 pm Australian Eastern Daylight Time (AEDT) on February 03, 2025.

Application budgets
Applications must clearly justify all budget line items.

Please confirm the receipt of this notification by contacting infrastructure@fightmnd.org.au, and please don't hesitate to contact the FightMND team if you have any questions surrounding your submission
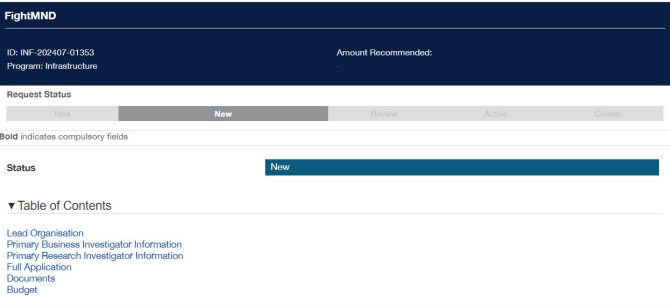
Kind regards,
FightMND Infrastructure Team
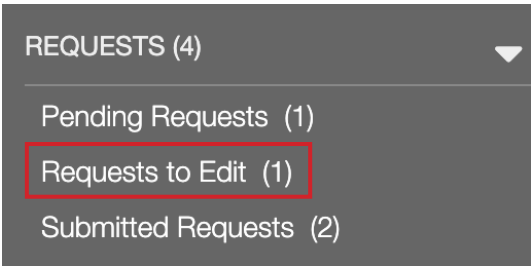
Step 4

The full application form will now be available to complete. Please complete all sections of the full application (some fields will be pre-completed based on your EOI submission). Note that fields in bold are compulsory fields and must be completed to be able to submit your application.

The portal does not automatically save your information, so please periodically click "Save" at the bottom of the page to avoid losing your data.

Step 5

Please upload your project proposal and timeline as PDF files (maximum file size 5MB) 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 for the Proposal and Gantt Chart Timeline separately.

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.

Step 6

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: INF-202407-01353
Start Date:
End Date:

Budget Year

[   ]

Start Date

[   ]📅

End Date

[   ]📅

Save

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	
Contract Research Organisation	
Data Management	
Ethics, Governance and Admin	
Central Costs	
Equipment	

Save

Budget

Budget Period	Budget	Actual	
2025: 1/1/2025 to 1/1/2027	150,000	0	
Total	150,000	0	

Budget Snapshot

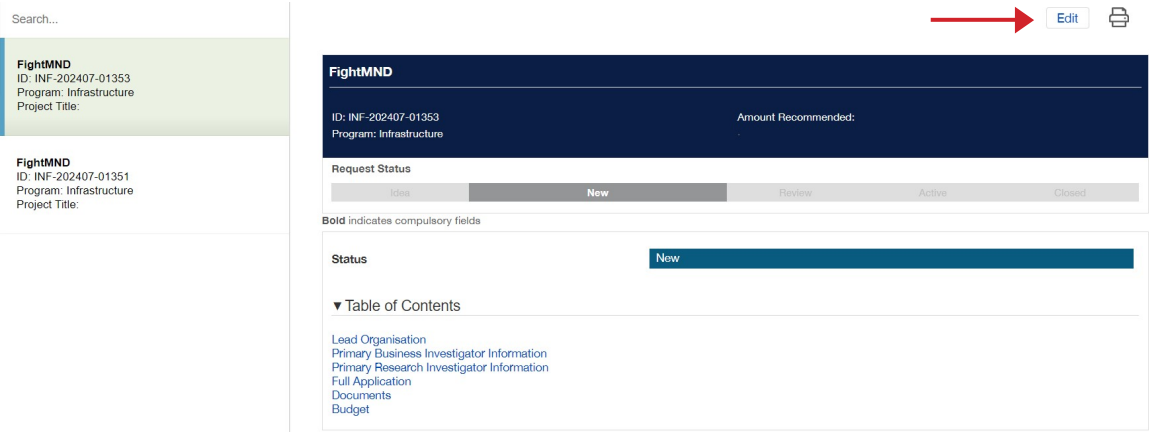|	2025	
	1/1/2025 to 1/1/2027	
	Budget	Actual
Salary Costs	150,000	
CRO		
Data Management		
Ethics, Governance and Admin		

Step 7

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).
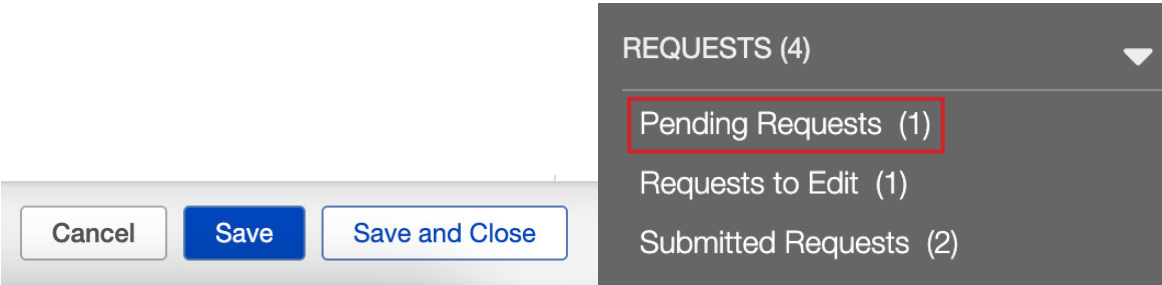
Step 8

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.

REQUESTS (4)

Pending Requests (1)

Requests to Edit (1)

Submitted Requests (2)

Cancel   Save   Save and Close

Search...

FightMND
ID: INF-202407-01353
Program: Infrastructure
Project Title:

FightMND
ID: INF-202407-01351
Program: Infrastructure
Project Title:

Edit

FightMND

ID: INF-202407-01353
Program: Infrastructure

Amount Recommended:

Request Status

Idea   New   Review   Active   Closed

Bold indicates compulsory fields

Status   New

▼ Table of Contents

Lead Organisation
Primary Business Investigator Information
Primary Research Investigator Information
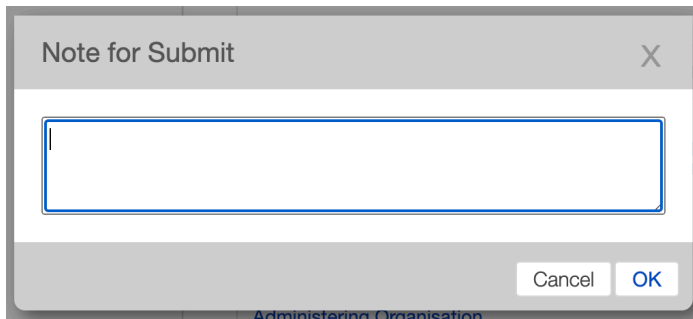Full Application
Documents
Budget

Step 9

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.

Step 10

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.

Note for Submit   X

[   ]
[   ]
[   ]

                                        Cancel   OK

Administering Organisation

Step 11

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 Business Investigator confirming submission of the grant application with an application ID. Please use this ID number in all correspondence with FightMND concerning your application.