

FightMND's Grant Management System Manual: Submitting an AC-PhD scholarship application

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 1 user profile, select "Grantee" then continue to login. Otherwise, you will automatically be redirected to the Grantee portal.

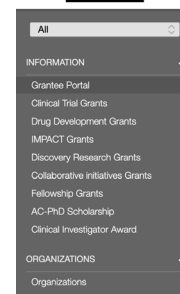
Which Profile would you like to use?

Grantee

Reviewer

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

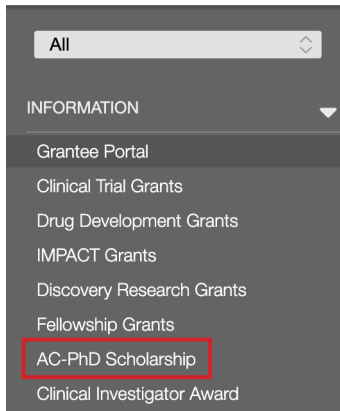
The icons on the left-hand side are called "cards". When you click on the link beneath each card, you are access the following:

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 “AC-PhD Scholarship”.



Step 5

A page will appear detailing a summary of the AC-PhD scholarship objectives. Confirm you wish to apply for an AC-PhD scholarship and click “Apply for a grant”

Angie Cunningham PhD Scholarships and Grants-in-aid

AC-PhD scholarships and grant-in-aids support graduate science student in their pursuit of achieving a PhD qualification (or equivalent) while performing research directly relevant to Motor Neurone Disease (MND).

FightMND supports biomedical research in the field of Motor Neurone Disease (MND), encompassing all relevant research disciplines. The objectives of this specific FightMND PhD Scholarship and Project Grant-in-Aid Award are to:

- Support research aimed at understanding the causes of sporadic MND, elucidating disease mechanisms and facilitating the translation of therapeutic strategies from the laboratory to the clinic;
- Encourage new interest within the field of MND research from exceptional new postgraduates;
- Help develop PhD graduates who demonstrate academic leadership, independence, creativity and innovation in their work and foster a passion for future MND research;
- Honour the memory and legacy of Angie Cunningham.

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 (Primary Supervisor), administering organisation and project details. 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 an AC-PhD scholarship application. At the top, a dark blue header contains the ID: PHD-202210-00536 and Program: AC-PHD. 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 banner with a triangle icon says: 'No Budget Attached. Attach budget before submitting'. A 'Table of Contents' section lists links: Primary Investigator (Primary Supervisor) Information, Administering Organisation, Full Application, Documents, and Budget. The main form area is titled 'Primary Investigator (Primary Supervisor) Information' and contains three input fields: 'Prefix', 'First Name', and 'Middle Name'. At the bottom right, there are three buttons: 'Cancel' (with a red arrow pointing left), 'Save' (in blue), and 'Save and Close'.

Step 7

Please upload the student's project proposal and timeline as separate PDF files (maximum file size 5MB each) in to the Application 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.

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 Proposal and Timeline have all been uploaded.

Upload files

Select or drag files then start upload

Filename	Size	Status
Drag files here.		

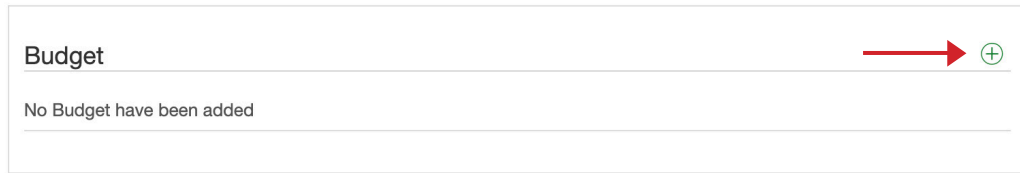
Step 8


You will need to provide both a high-level and itemised budget for your proposal.

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

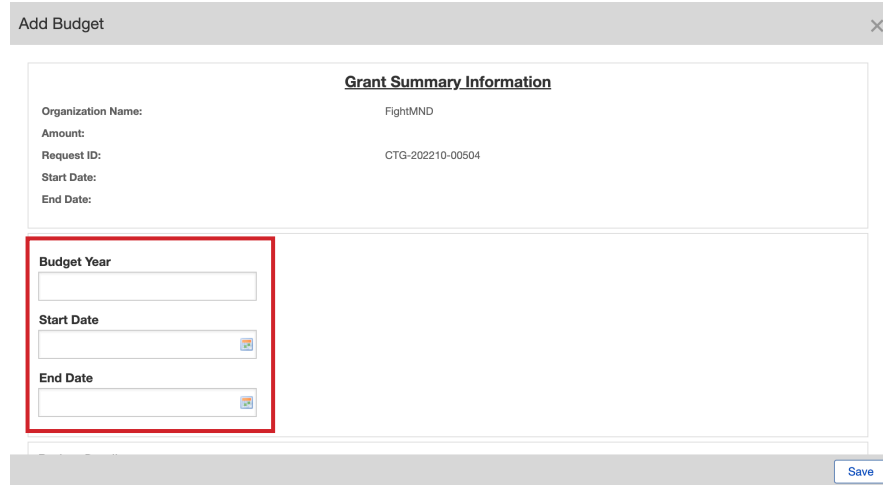
You will need to create a new entry for each year. Enter “Year 1” in to “Budget Year” and the approximate dates this year will cover.

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

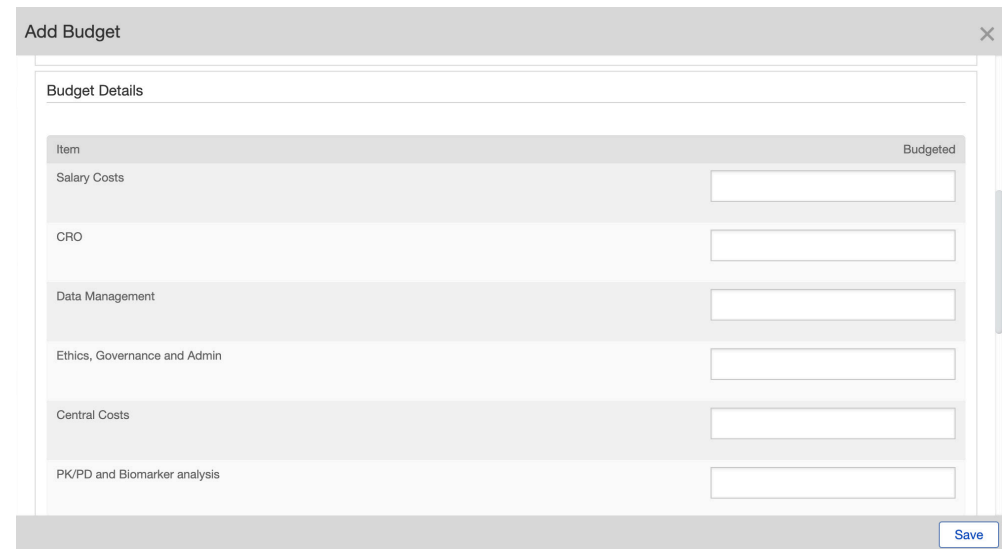
Organization Name: FightMND
Amount:
Request ID: CTG-202210-00504
Start Date:
End Date:

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

For the itemised budget, download a template Excel file by clicking the template hyperlink. The excel template will automatically download to your computer.

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		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				

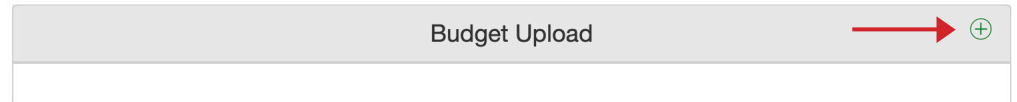
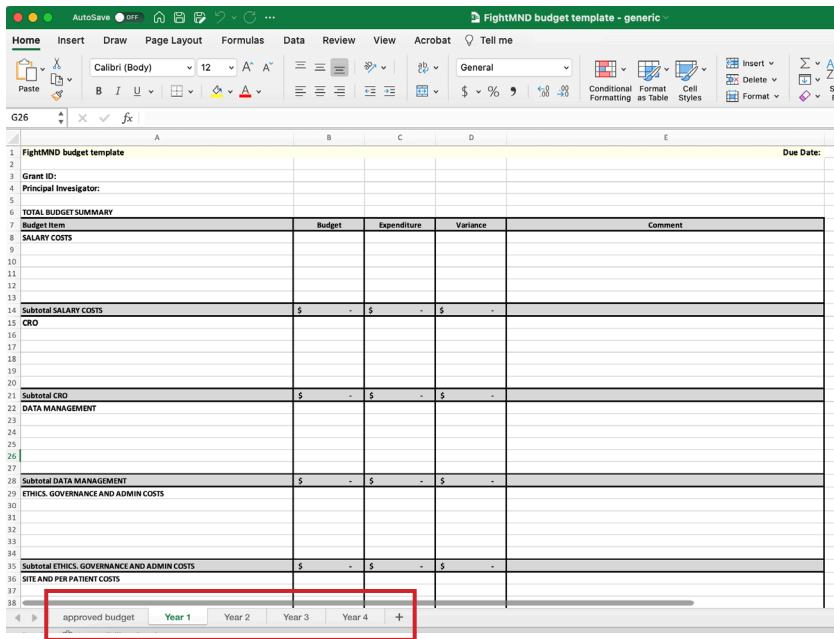
▼ Budget

Please provide a high-level and an itemised budget for your project. The high-level budget is to be submitted in the tables below. You will need to create a new budget table for each year of the project.

The itemised budget is to be submitted via the excel [template](#). Please upload the template once completed.

Fill out the itemised template with your budget, separating expenditure by year in different worksheets setup in the workbook.

Once you have completed your itemised budget, upload the completed version back in to the Fluxx system in the “Budget Upload” dialog box. To do this, click the green + symbol to open the upload box.

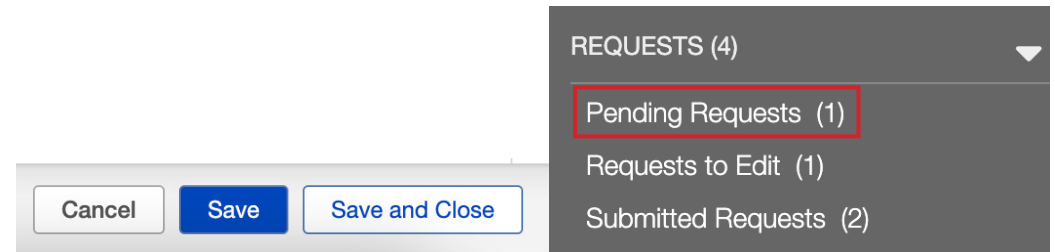
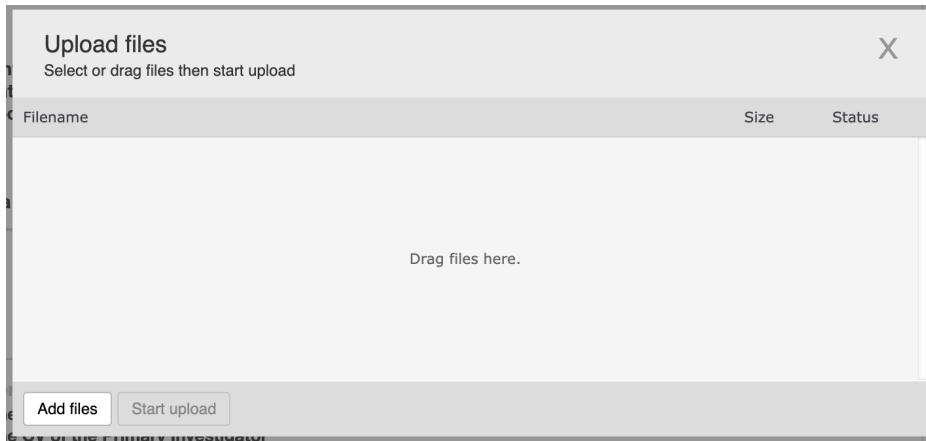


The upload box will appear. Click on add files, and locate your completed budget on your computer. Open the file, then click “Start upload” to upload it to the Fluxx System.

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.

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).



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.

The screenshot illustrates the process of selecting and editing an application. On the left, a search bar is visible above a list of applications. The first application, with ID: CTG-202210-00503, is highlighted in green. A red arrow labeled "1. Select the correct application" points to this highlighted entry. On the right, the detailed view of this application is shown. A red arrow labeled "2. Click the 'Edit' button" points to the "Edit" button located in the top right corner of the application details panel. The application details include fields for ID, Program, and Project Title, a "Request Status" bar with "Draft" selected, and a "Table of Contents" section with links for "Primary Investigator Information", "Administering Organisation", and "Letter of Intent (LOI)".

Step 11

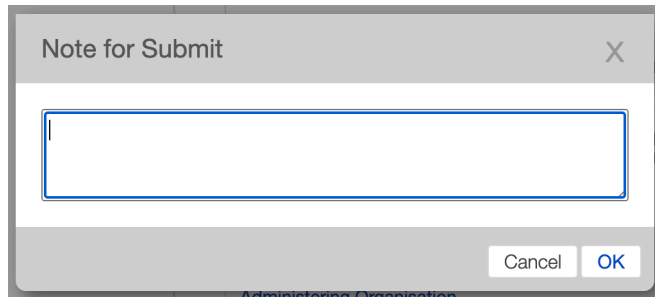
When you have completed all fields, uploaded your proposal and timeline, and are ready to submit your application, click on “Save and Close”.

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 interface. On the left is a dark sidebar with the 'FIGHT MND. IT TAKES PEOPLE' logo at the top and the 'FLUXX' logo at the bottom. The sidebar contains a search bar and several menu items: 'FightMND', 'ORGANIZATIONS (1)', 'PEOPLE (1)', 'REQUESTS (4)', 'GRANTS', and 'REPORTS'. The 'REQUESTS (4)' menu is expanded, showing 'Pending Requests (1)', 'Requests to Edit (1)', and 'Submitted Requests (2)'. The 'Requests to Edit (1)' item has a red notification icon. The main content area features a search bar at the top with a '1 Update Available' notification. Below the search bar, the application details are shown: 'FightMND ID: CTG-202210-00504', 'Program: CTG', and 'Project Title: Test 1'. A red arrow points to an 'Edit' button in the top right corner. The main content area also displays the 'Request Status' as 'New' and a warning message: 'No Budget Attached. Attach budget before submitting'. Below this 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'. A red arrow points to a green 'Submit' button in the bottom right corner.

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.