

# **FightMND's Grant Management System Manual: Submitting an IMPACT or Discovery grant**

## 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**

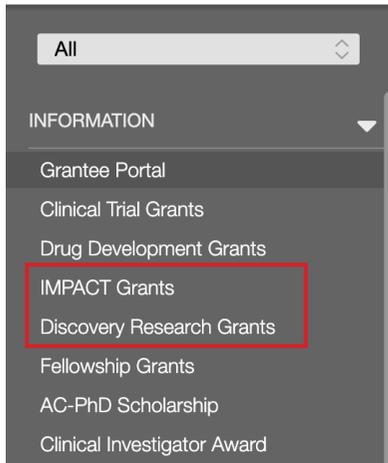
The icons on the left-hand side are called “cards”. When you click on the link beneath each card, you are access the following:

**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 action.

## 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 “IMPACT Grants” or “Discovery Research 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

### IMProving and ACcelerating Translation (IMPACT) Grants

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IMPACT grants support novel, innovative projects that tackle one or more of the following key issues contributing to the lack of translation of effective treatments for MND:

1. Disease heterogeneity;
2. A lack of relevant preclinical models;
3. A lack of reliable disease biomarkers;
4. The challenge of drug delivery into the brain and spinal cord;
5. A lack of effective targeted gene therapies; and
6. The untapped potential of stem cell therapy.

IMPACT Grants support 2-year projects up to the value of \$300,000 AUD. Proposals for both discovery and translational stage research will be considered. Support will not normally exceed 2 years and applicants should submit proposals that are focused and compatible with a 2-year time frame.

*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 Organisation, 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 displays the IMPACT application form interface. At the top, a dark blue header contains the ID: IM-202210-00507 and Program: IMPACT. Below this, the 'Request Status' section shows a progress bar with stages: Draft (highlighted in teal), With Applicant, Review, Active, and Closed. A red 'Please note' message states: 'The portal does not autosave; therefore, you must click the [Save] button to ensure your data will not be lost.' Below the status bar, a red warning box contains two 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 includes input fields for 'Prefix', 'First Name', and 'Middle Name'. At the bottom right, there are three buttons: 'Cancel' (with a red arrow pointing to it), 'Save', and 'Save and Close'.

## Step 7

Please upload your project proposal and timeline as separate PDF files (maximum file size 5MB) 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.

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 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 Proposal and Timeline separately.

Filename	Size	Status
Drag files here.		

## 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.

**Budget** +

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No Budget have been added

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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](#)

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	<input style="width: 100%;" type="text"/>
CRO	<input style="width: 100%;" type="text"/>
Data Management	<input style="width: 100%;" type="text"/>
Ethics, Governance and Admin	<input style="width: 100%;" type="text"/>
Central Costs	<input style="width: 100%;" type="text"/>
PK/PD and Biomarker analysis	<input style="width: 100%;" type="text"/>

Save

**Budget** 📄 +

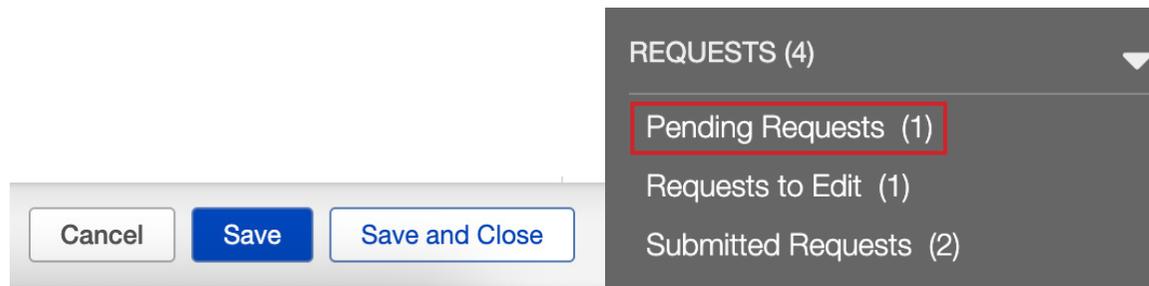
Budget Period	Budget	Actual	
1: 1/1/2023 to 31/12/2023	150,000	0	📄 ⊖
2: 1/1/2024 to 31/12/2023	150,000	0	📄 ⊖
<b>Total</b>	<b>300,000</b>	<b>0</b>	

**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				

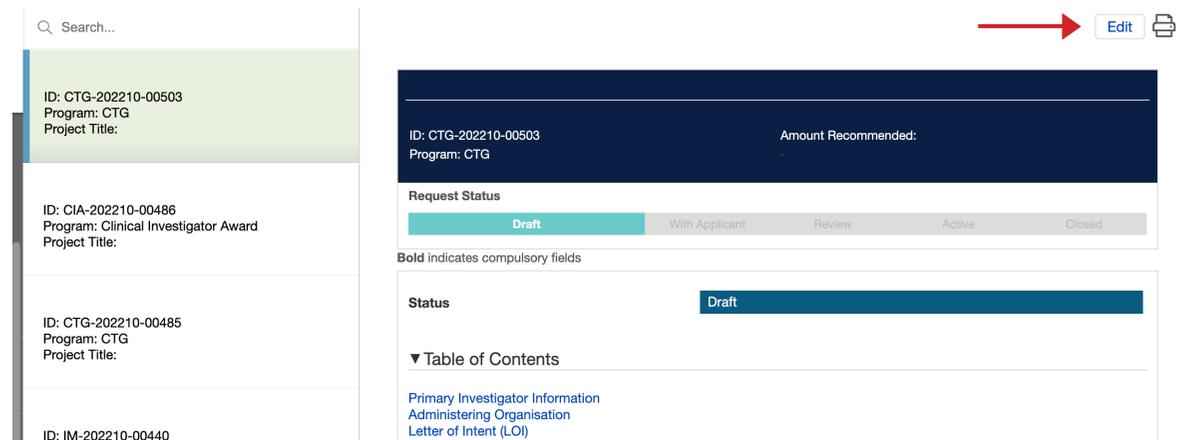
## Step 9

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



## Step 11

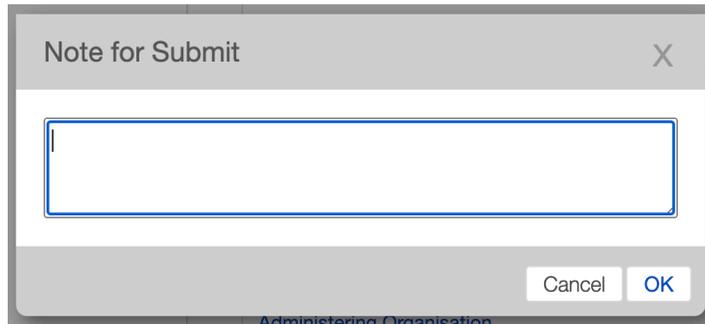
When you have completed all fields, uploaded your proposal and timeline, and are ready to submit your application, click on “Save and Close”.

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 FightMND logo and navigation menu. The main content area features a search bar and a notification for updates. The application details include the ID (CTG-202210-00504), program (CTG), and project title (Test 1). A status bar shows 'New' as the current status. A red banner indicates a missing budget. A table of contents lists sections like Primary Investigator Information, Administering Organisation, Full Application, Documents, Budget, and Grant Terms Information. The Primary Investigator Information section shows a prefix of 'Ms' and a first name of 'Sarah'. In the top right corner, there is an 'Edit' button with a red arrow pointing to it. In the bottom right corner, there is a 'Submit' button with a red arrow pointing to it.

## 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.



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 of the dialog, there are two buttons: "Cancel" and "OK". Below the dialog box, the text "Administering Organisation" is partially visible.

## Step 13

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