

FLUXX USER GUIDE

As of November 2019, Morris Animal Foundation has begun using a new grant application and management software called Fluxx. All past, current and new grant applicants will need to create a new account to access past grant information and submit new applications. Please follow the instructions below to create and access your account, apply for a grant, submit reports and study change requests, and update your contact information.

CREATING YOUR ACCOUNT

ACCESSING YOUR ACCOUNT

APPLYING FOR A GRANT

SUBMITTING REPORTS

REQUESTING STUDY CHANGES

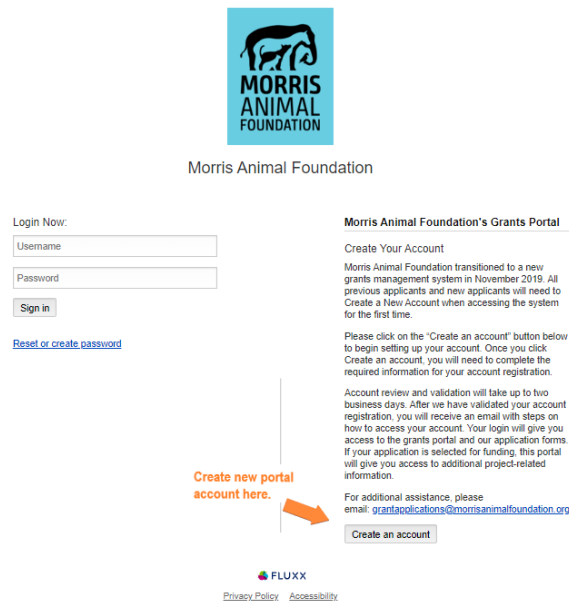
UPDATING CONTACT INFORMATION

UPDATING ORGANIZATIONAL INFORMATION

CREATING AN ACCOUNT

Important: Both the Principal Investigator and the person submitting the application (if different from the Principal Investigator) must create an account before applying for funding. Your account must be reviewed and validated by Morris Animal Foundation, which may take up to two business days, so please plan to create an account several days prior to the proposal deadline.

1. Visit <https://maf.fluxx.io>. We recommend using Google Chrome as your browser.
2. Follow the instructions on the right-hand side of the screen and click the “Create an account” button.



Morris Animal Foundation

Login Now:

Username

Password

[Reset or create password](#)

Morris Animal Foundation's Grants Portal

Create Your Account

Morris Animal Foundation transitioned to a new grants management system in November 2019. All previous applicants and new applicants will need to Create a New Account when accessing the system for the first time.

Please click on the "Create an account" button below to begin setting up your account. Once you click Create an account, you will need to complete the required information for your account registration.

Account review and validation will take up to two business days. After we have validated your account registration, you will receive an email with steps on how to access your account. Your login will give you access to the grants portal and our application forms. If your application is selected for funding, this portal will give you access to additional project-related information.

For additional assistance, please email: grantapplications@morrisinganimalfoundation.org

Create new portal account here.

FLUXX

[Privacy Policy](#) [Accessibility](#)

- a. Fill out your contact and organization information, then click “Submit Request”.



Morris Animal Foundation

Applicant Contact Info

Prefix

First Name*

Middle Initial

Last Name*

Suffix

Title

Work Phone*

Work Phone Extension

Mobile Phone

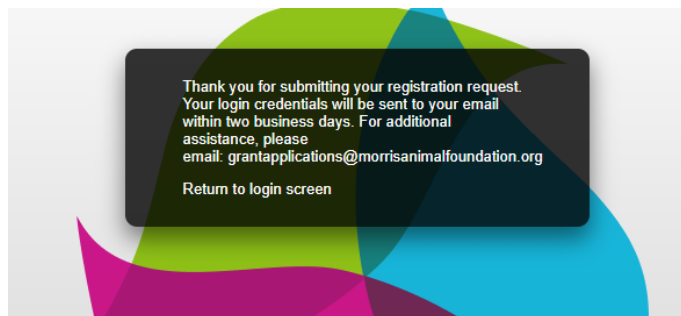
Email*

Organization Info

Organization Name*

Organization Legal Name

- b.** Once your information is submitted you will be redirected to this screen:

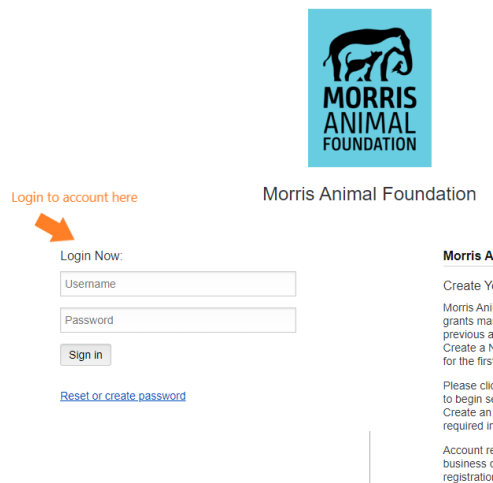


- c.** You will receive your login credentials via email within two business days of creating an account.
- i.** In this email you will be assigned a username provided with a link to create your password. Be sure to keep a record of your username and password for your reference.
- 3.** If you have any issues with creating an account or logging in please email: grantapplications@morrisinganimalfoundation.org.

ACCESSING YOUR ACCOUNT

Once you create an account, your login will give you access to the grant application portal and our application forms. If your application is selected for funding, this portal will give you access to additional project-related information.

1. Visit <https://maf.fluxx.io>. We recommend using Chrome as your browser.
2. Enter your username and password under “Login Now” on the left-hand side of the screen and click the “Sign In” button.



MORRIS ANIMAL FOUNDATION

Morris Animal Foundation

Login to account here

Login Now:

Username

Password

Sign in

[Reset or create password](#)

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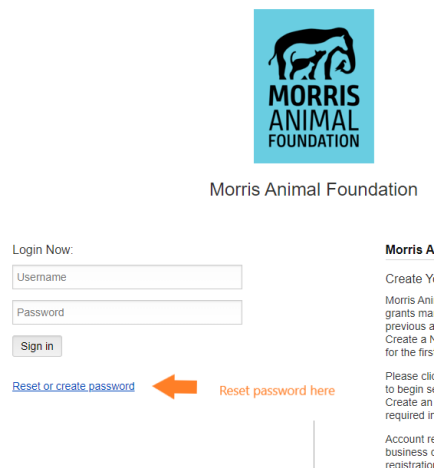
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Account re business c registration

3. If you need to reset your password, click on the “Reset or create password” link.



MORRIS ANIMAL FOUNDATION

Morris Animal Foundation

Login Now:

Username

Password

Sign in

[Reset or create password](#)

Reset password here

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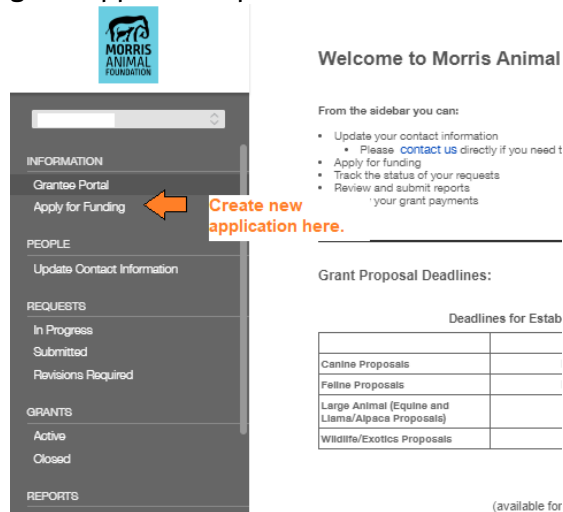
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Account re business c registration

4. If you have any issues with logging in please email: grantapplications@morrisanimalfoundation.org.

APPLYING FOR A GRANT

1. Visit <https://maf.fluxx.io> and login using your username and password.
2. Review the grant proposal deadlines on the grant application portal landing page.
3. Review your contact information to ensure it is correct.
 - a. Select “Update Contact Information” on the left-hand side of the grant application portal.
 - b. If there are any changes to your contact information, click “Edit” in the upper right corner, edit your information and click “Save” at the bottom of the page.
 - c. If you have changed organizations, please contact us at grantapplications@morrisinganimalfoundation.org so we can make this change in the system.
4. To create a new application, select “Apply for Funding” on the left-hand side of the grant application portal.



Apply for Funding ← Create new application here.

From the sidebar you can:

- Update your contact information
 - Please [contact us](#) directly if you need t
- Apply for funding
- Track the status of your requests
- Review and submit reports
 - your grant payments

Grant Proposal Deadlines:

Deadlines for Estab	
Canine Proposals	
Feline Proposals	
Large Animal (Equine and Llama/Alpaca Proposals)	
Wildlife/Exotics Proposals	

(available for

5. Review the “Before you Apply” Check-list.

APPLY FOR A GRANT

Morris Animal Foundation works tirelessly to accelerate promising research focused on improving the lives of animals around the world. We fund the best researchers, conducting the best science, whether in a clinical trial, in the lab, or out in the field. We welcome applications from dedicated scientists who seek not only to discover but to turn discoveries into action for animals.

“Before You Apply” Check-List:

- Review our [currently open call for proposals and deadlines](#)
- Review our [Award Types and Descriptions](#)
- Review our [Grant Guidelines](#):
 - Established Investigator
 - Pilot Study
 - First Award
 - Fellowship Training
 - Veterinary Student Scholar
 - Golden Retriever Lifetime Study
- Review our [Health Study Policy](#)
- Review our [Sample Grant Proposals](#)
- Review our [Grant Scoring Rubrics](#):
 - Morris Animal Foundation Abstract Scoring Rubric
 - Morris Animal Foundation Scoring Rubric
 - Morris Animal Foundation Fellowship Training Scoring Rubric
 - Golden Retriever Lifetime Study Scoring Rubric
- Review our [Grants and Scientific Programs FAQs](#)

6. Select the grant type for which you are applying.

Click on a button below to select which grant type you are applying for.

[Apply for an Established Investigator Grant](#)

[Apply for a Pilot Study Grant](#)

[Apply for a First Award Grant](#)

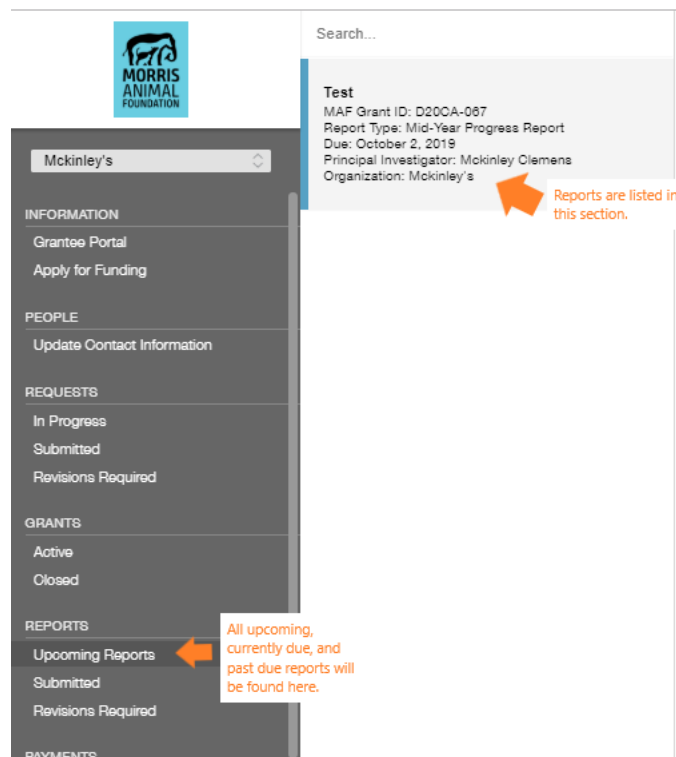
[Apply for a Fellowship Training Grant](#)

[Apply for a Veterinary Student Scholar Grant](#)

- 7.** The first step of our application process is an eligibility quiz. Complete the eligibility quiz questions and click “Save” to have your answers evaluated.
- 8.** If you meet the eligibility requirements, you will be granted immediate access to the full application for the grant type you are applying for.
- To complete the application, click the “Edit” button located in the top right section of the application page.
 - The portal does not autosave so please be sure to click the “Save” button frequently to ensure your data is not lost.
 - Complete all the required fields and upload your full proposal document, then click “Submit”.
 - Check the “Submitted” tab on the left side of the screen to confirm your application was submitted successfully.

SUBMITTING REPORTS

1. Visit <https://maf.fluxx.io> and login using your username and password.
2. Once you are logged into your account you will see the reports tab on the left-hand side of your portal account.
3. To view upcoming, currently due or past due reports, click into the “Upcoming Reports” tab.
 - a. In this tab, “Reports” will be listed on the left section of the screen in order of due date.



- b. Click into an individual report. You will see a screen (see below) that has a link to the report form. Please download the report form, and complete and upload the report to the blue “Documents” section that notes the specific report type (see below).

[Edit](#)

Test

MAF Grant ID: D200A-067
 Report Type: Mid-Year Progress Report
 Due: October 2, 2019

Principal Investigator: McKinley Clemens
 Organization: McKinley's
 Report ID: 98494

Submitted On: _____

Due On: **This section will tell you the correct report form to complete and upload** 10/2/2019

▼ Documents

Attach report here.

Please complete and upload the [Mid-Year Progress Report Form](#). Please also upload any publications, presentations and photos, if applicable.

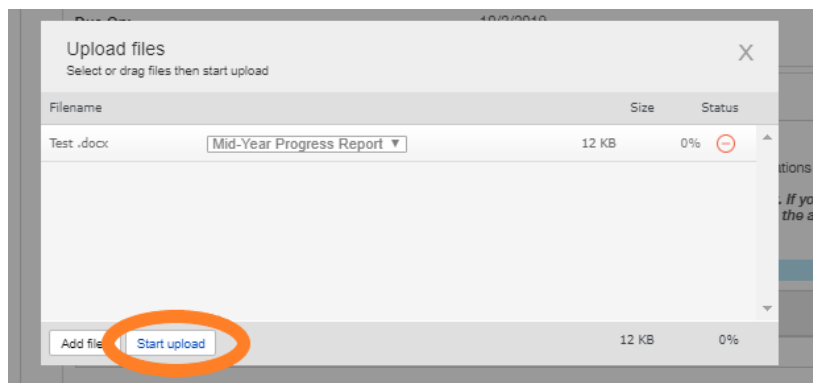
Note: Please click on the blue plus icon to the right of 'Mid-Year Progress Report' to upload your document. If you are uploading any publications, presentations or photos, please click on the blue plus icon to the right of 'Report Attachments' and choose the appropriate document type when conducting the upload.

Mid-Year Progress Report +
Report Attachments +

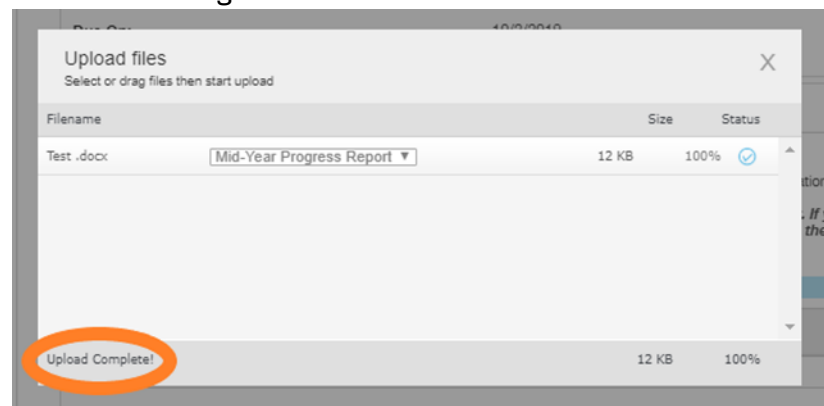
▼ Comments

Additional Comments:

- c. You will then be prompted by an upload box (pictured below). Click “Add files” to upload your completed report, then click “Start upload”.



- d. When your document has attached successfully your screen will look like the image below.



- e. If there are additional documents, such as photos or publications, to be included with your report, there is a section to do that once your full report has been uploaded. (screen shot below). Please select the dropdown that indicates the type of document you are uploading

Test

MAF Grant ID: D200A-067 Principal Investigator: McKinley Clemens
 Report Type: Mid-Year Progress Report Organization: McKinley's
 Due: October 2, 2019 Report ID: 98464

Submitted On:

Due On: 10/2/2019

▼ Documents

Please complete and upload the [Mid-Year Progress Report Form](#). Please also upload any publications, presentations and photos, if applicable. Attach additional documents here.

Note: Please click on the blue plus icon to the right of 'Mid-Year Progress Report' to upload your document. If you are uploading any publications, presentations or photos, please click on the blue plus icon to the right of 'Report Attachments' and choose the appropriate document type when conducting the upload.

Report Attachments +

Test .docx

Mid-Year Progress Report
 Added by McKinley Clemens at 10:04 AM on November 6, 2019

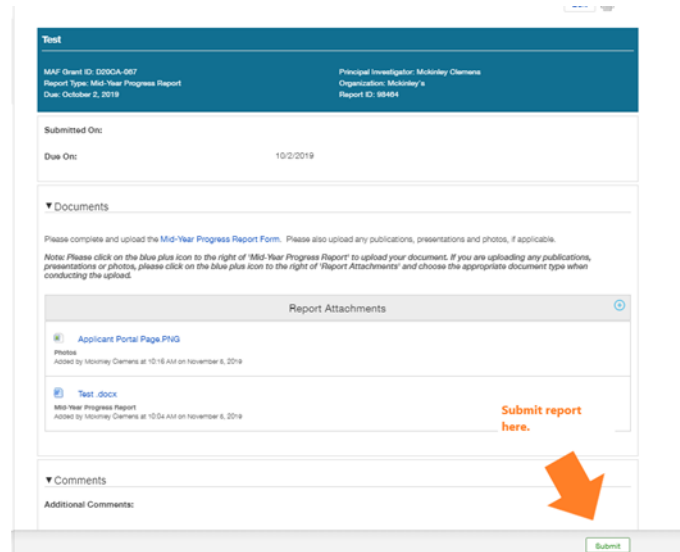
Upload files
 Select or drag files then start upload

Filename

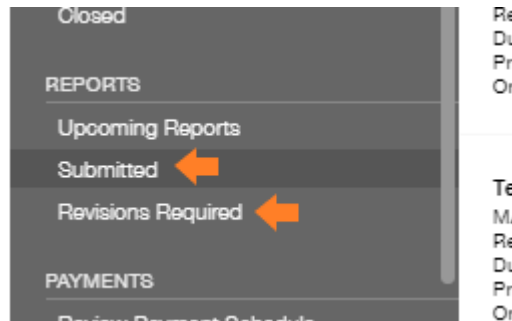
Test .docx Photos ▼

This dropdown box is where you will select the additional document type you are uploading.

- f. When you are finished uploading your full report and any additional documents click the “submit” button at the bottom right hand side of the page.



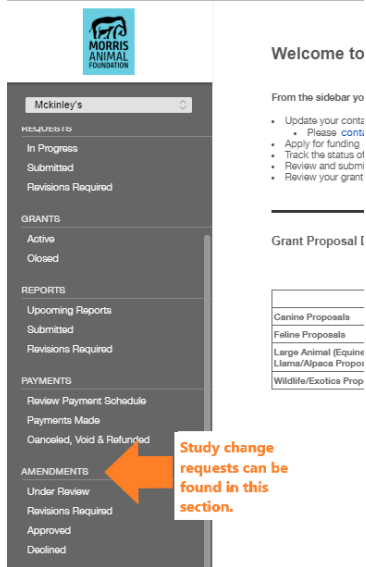
- g.** Once your report has been submitted it will move into the “Submitted” section under the “Reports” tab.



- h.** If upon review, Morris Animal Foundation determines your report needs to be edited or updated, your report will move into the “Revisions Required” section under the “Reports” tab.

REQUESTING STUDY CHANGES

1. To request a study change you will need to download the “Request for Study Change” form. Please complete the form and submit via email to grantapplications@morrisanimalfoundation.org.
2. Once the study change form is received by Morris Animal Foundation, you will be able to access the status of your requested study change in your grants portal. This information will be located in the “Amendments” tab on the left-hand side of your grant’s portal.
3. The status of your requested study change will fall in one of the following categories – “Under Review”, “Revisions Required”, “Approved”, or “Declined”.



Morris Animal Foundation logo

Mckinley's

REQUESTS

- In Progress
- Submitted
- Revisions Required

GRANTS

- Active
- Closed

REPORTS

- Upcoming Reports
- Submitted
- Revisions Required

PAYMENTS

- Review Payment Schedule
- Payments Made
- Cancelled, Void & Refunded

AMENDMENTS

- Under Review
- Revisions Required
- Approved
- Declined

Welcome to

From the sidebar yo

- Update your conri
- Please conti
- Apply for funding
- Track the status of
- Review and submi
- Review your grant

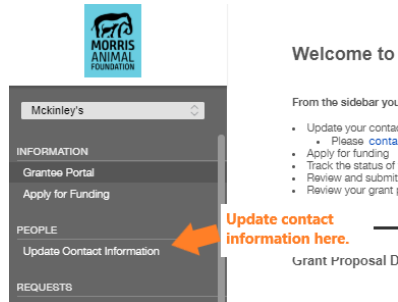
Grant Proposal I

Canine Proposals
Feline Proposals
Large Animal (Equine)
Llama/Alpaca Propo
Wildlife/Exotica Prop

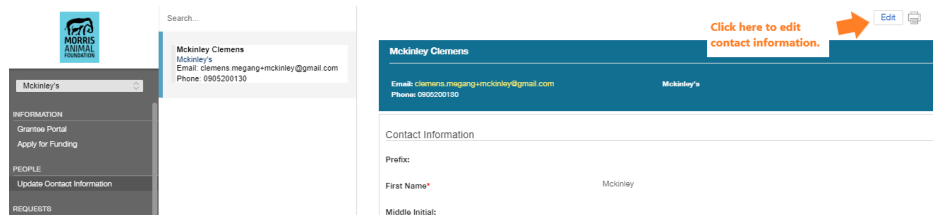
Study change requests can be found in this section.

UPDATING CONTACT INFORMATION

- To update personal contact information, you can do so in the “Update Contact Information” under the “People” tab on the left-hand side of your grant’s portal.



- Once you click into the “Update Contact Information” section, click the “Edit” button in the top right corner of the portal. The portal does not auto-save, so click “Save” to update your information.



UPDATING ORGANIZATIONAL INFORMATION

- If you are changing institutions or organizations please send updated contact information for both yourself and your new organization/institution to grantapplications@morrisanimalfoundation.org. Morris Animal Foundation staff will then link your account to your new organization.