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 AN ACCOUNT

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

Sign in

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@morrisanimalfoundation.org

Create new portal account here.

Create an account

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*
Jane

Middle Initial

Last Name*
Smith

Suffix

Title

Work Phone*
303-790-2345

Work Phone Extension

Mobile Phone

Email*
grantapplications@morrisanimalfoundation.org
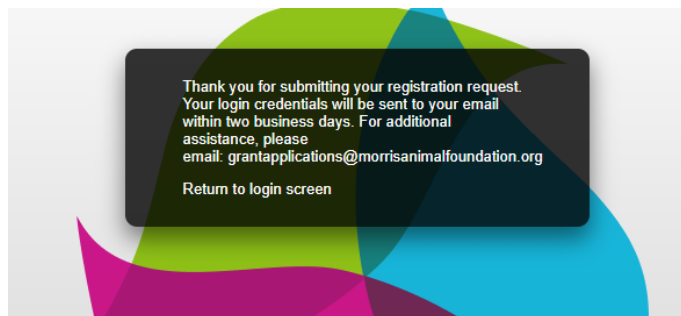
Organization Info

Organization Name*
Morris Animal Foundation

Organization Legal Name

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

Thank you for submitting your registration request. Your login credentials will be sent to your email within two business days. For additional assistance, please email: grantapplications@morrisanimalfoundation.org
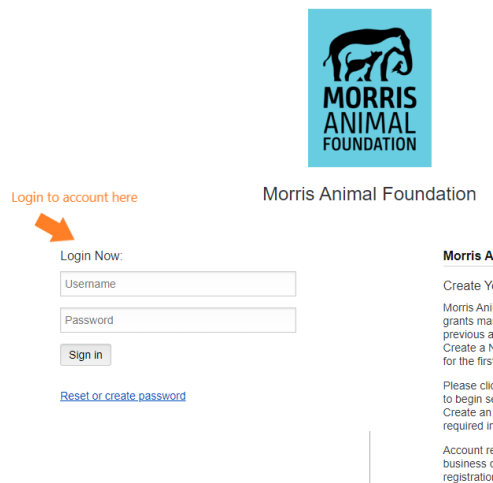
Return to login screen

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@morrisanimalfoundation.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.

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

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@morrisanimalfoundation.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.

5. Review the "Before you Apply" Check-list.

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.
   a. To complete the application, click the "Edit" button located in the top right section of the application page.
   b. The portal does not autosave so please be sure to click the "Save" button frequently to ensure your data is not lost.
   c. Complete all the required fields and upload your full proposal document, then click "Submit".
   d. 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.
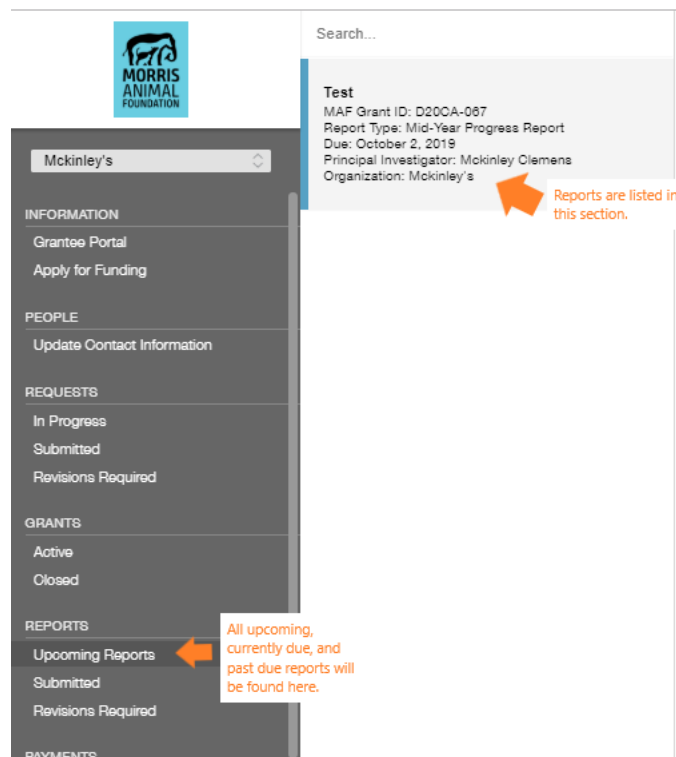
   b. Click into an individual report. You will see a screen (see below) that has a link to the report form. Please download the report form, and complete and upload the report to the blue "Documents" section that notes the specific report type (see below).

Edit 🖨

Test

MAF Grant ID: D20OA-067
Report Type: Mid-Year Progress Report
Due: October 2, 2019

Principal Investigator: Mckinley Clemens
Organization: Mckinley's
Report ID: 98464

Submitted On:

This section will tell you the correct report form to compelte and upload

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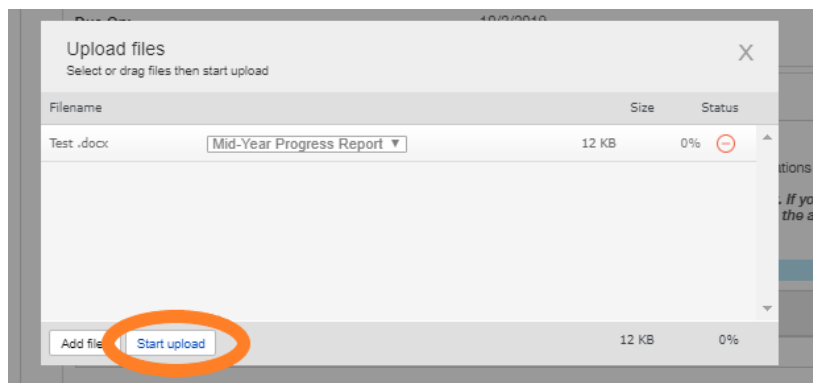
Note: Please click on the blue plus icon to the right of 'Mid-Year Progress Report' to upload your document. If you are uploading any publications, presentations or photos, please click on the blue plus icon to the right of 'Report Attachments' and choose the appropriate document type when conducting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

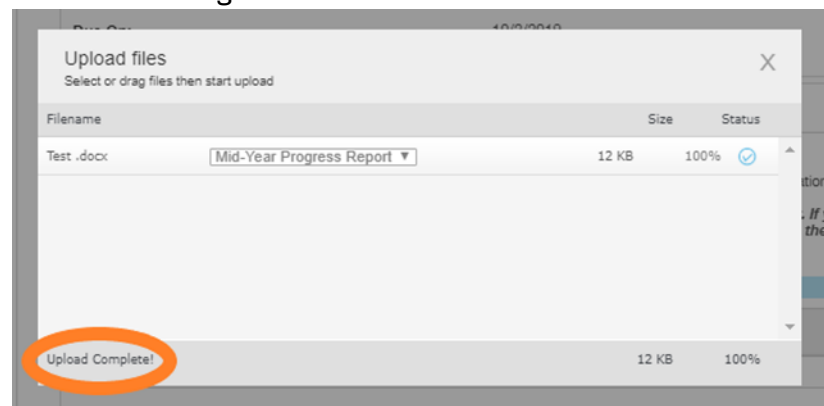Mid-Year Progress Report   ⊕

Report Attachments   ⊕

▼ Comments

Additional Comments:

Submit

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

Upload files
Select or drag files then start upload

Filename		Size	Status
Test .docx	Mid-Year Progress Report ▼	12 KB	0% ⊖

Add files   Start upload   12 KB   0%

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

Upload files
Select or drag files then start upload

Filename		Size	Status
Test .docx	Mid-Year Progress Report ▼	12 KB	100% ✓

Upload Complete!   12 KB   100%
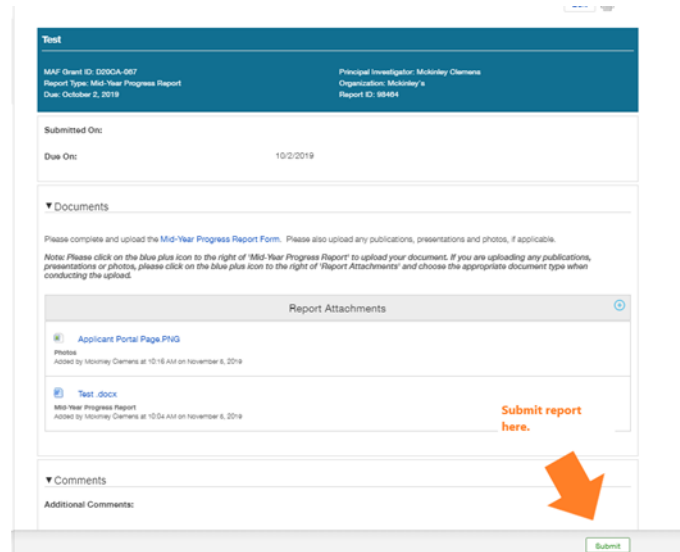
e. If there are additional documents, such as photos or publications, to be included with your report, there is a section to do that once your full report has been uploaded. (screen shot below). Please select the dropdown that indicates the type of document you are uploading

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.
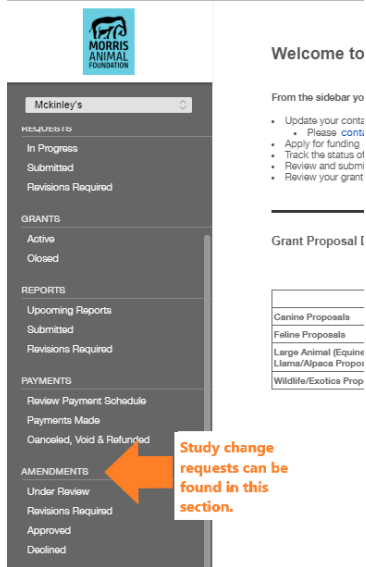
g. Once your report has been submitted it will move into the "Submitted" section under the "Reports" tab.
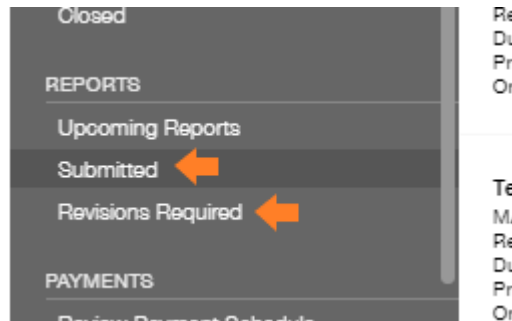
h. If upon review, Morris Animal Foundation determines your report needs to be edited or updated, your report will move into the "Revisions Required" section under the "Reports" tab.

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".

UPDATING CONTACT INFORMATION

1. 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.
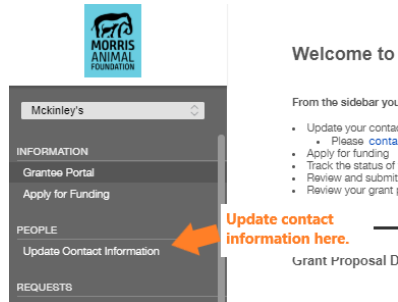
2. Once you click into the "Update Contact Information" section, click the "Edit" button in the top right corner of the portal. The portal does not auto-save, so click "Save" to update your information.
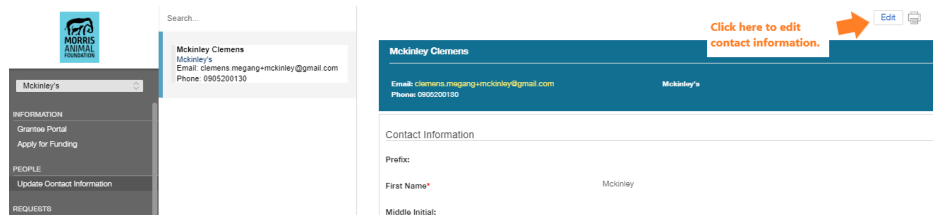
UPDATING ORGANIZATIONAL INFORMATION

1. 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.