
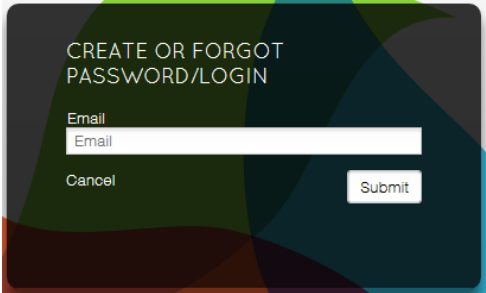


Fluxx Quick Reference Guide

HOW TO SUBMIT A PROPOSAL

This guide walks new and returning Fluxx users through the steps of submitting a grant proposal in Fluxx.

Login to Fluxx	
<p>Go to https://gcc.fluxx.io</p> <p>Existing users: enter your Username and Password and click Sign in</p> <p>If you have applied for funding in the past, you already have an account. If you do not remember your password, you can reset it and gain immediate access to the Portal, simply click on the Create or reset password link</p> <p>If you are a brand new user, you must click the Create an account now button.</p>	
Create or reset password	
<p>Click the Reset or Create password link or https://gcc.fluxx.io/forgot_password</p> <p>Enter your email address and click Submit. Your username and link to set a password will be sent to you. If you do not receive this email, please check your junk mail folder.</p> <p>If your email is not accepted, you no longer have an active account and will need to go back to gcc.fluxx.io and click Create an account now.</p> <p>Once you receive your login information, return to Fluxx log in page to sign in.</p>	

Registering for an Account

Click on the **Create an account now** button on <https://gcc.fluxx.io>

Fill out the online form and click **Submit Request**.

It will take one (1) business day to process your request. After (1) business day you will receive your login credentials, and may take longer during peak periods. Therefore, we suggest requesting an account no later than February 5, 2019. If you do not receive an registration confirmation email with login credentials, please check your junk-mail folder.

Note: While anyone can register for an account and start an application to view the application questions, please be advised that the person and organization that registers is who the application is set up for. You will not be able to edit this information on the application. If you intend on submitting an application, please ensure the Project Lead's information and the information for the applying institution are provided during registration.



Grand Challenges Canada® Grands Défis Canada

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Welcome to the Fluxx Portal / Bienvenue au Portail Fluxx

Create an account | Créer un compte

To access the Grand Challenges Canada Fluxx Portal, you must first create an account to identify yourself and the organization that will be applying for a grant. A response will be provided within one business day.

Already have an account? Login here: gcc.fluxx.io

Please note that the person and organization information entered below will appear on the application (Project Lead and applying Organization). You will not be able to edit this on the application.

Setting up password

It will take one (1) business day to receive your login credentials, and may take longer during peak periods. Therefore, we suggest requesting an account no later than February 5, 2019.

Once your information has been processed, you will be emailed a username and a URL to set up a password.

Click on the URL (or copy and paste it into your browser) and you will be directed to a page to enter a password of your choice.

Password Setup

Create a password for user abc

Password

- Minimum 7 characters
- At least 1 uppercase letter
- At least 1 lowercase letter
- At least 1 number

Starting an application

Log into the Fluxx Portal

Ensure you are on the **Welcome / Bienvenue** page, click on **CREATE NEW APPLICATION** button.

The screenshot shows the FLUXX portal interface. On the left is a navigation menu with categories: Applications / Demandes, Projects / Projets, and Reports / Rapports. The main content area is titled 'OPEN FUNDING OPPORTUNITIES' and features a section for 'STARS IN SEXUAL AND REPRODUCTIVE HEALTH AND RIGHTS'. At the bottom of this section, a button labeled 'CREATE NEW APPLICATION' is circled in red.

Editing your Application

To begin, click “Edit” on your application and fill in the requested fields.

Where applicable, click the green “+” symbol (to the right). You must highlight your selections and click the arrow to move them to the screen on the right. Then click the “Add +” button in the bottom right.

You can Save your work at any time and return to it later. We encourage you to save often.

When finished, click “Submit.” Once you submit, you will no longer be able to edit, so please take care when completing the form.

The screenshot shows the application editing interface. At the top, there are buttons for 'Edit', 'Printable', and 'Submit | Soumettre'. Below this is a section for 'Implementation Country/Countries' with a list of countries and a green '+' button circled in red. At the bottom, there is an 'Add' dialog box with a search bar and a list of countries. The right arrow button and the 'ADD +' button are circled in red.

Retrieving your Application

You can Save your work at any time and return to it later.

Log into your account, click on **Drafts / Ébauches** (in the left menu), then clicking on the Application to open it. You must then click on **Edit** to continue working on your application.

The screenshot displays the FLUXX application interface. On the left, a dark sidebar menu contains the following items: 'Information - WELCOME / BIENVENUE', 'Applications / Demandes' (with a sub-item '- Drafts / Ébauches' circled in red), and 'Projects / Projets' (with sub-items '- Active / Actif', '- Closed / Fermé', and '- Requested Edits / Corre...'). The main content area features a search bar at the top. Below it, a dropdown menu is open, showing 'Sample Organization R-POC-OPT-1910-30975 | POC' and the date '11/1/2018', both of which are circled in red.