
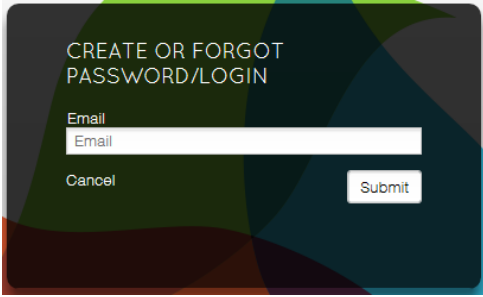



Fluxx Quick Reference Guide

HOW TO SUBMIT A PROPOSAL

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

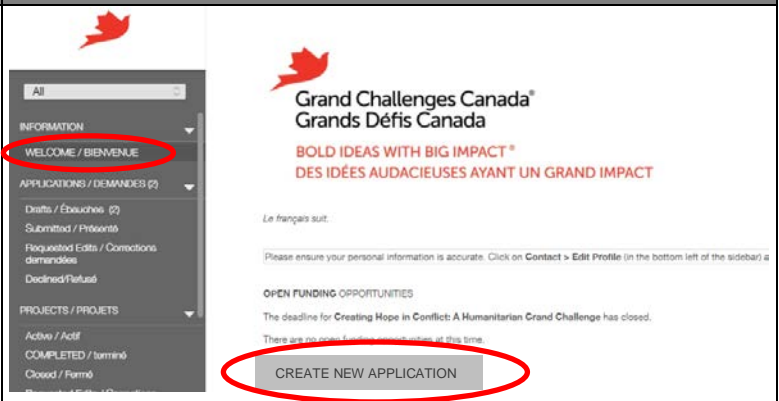
Login to Fluxx	
<p>Go to https://gcc.fluxx.io</p> <p>Existing users: enter your Username and Password and click Sign in</p> <p>If you have applied for funding in the past, you already have an account. If you do not remember your password, you can reset it and gain immediate access to the Portal, simply 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	
<p>Click on the Create an account now button on https://gcc.fluxx.io</p> <p>Fill out the online form and click Submit Request.</p> <p>It will take one (3) business days to process your request. After (3) business days you will receive your login credentials, and may take longer during peak periods. Therefore, we suggest requesting an account no later than May 20, 2021. If you do not receive an registration confirmation email with login credentials, please check your junk-mail folder.</p> <p>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.</p>	 <p>Grand Challenges Canada® Grands Défis Canada</p> <p>BOLD IDEAS WITH BIG IMPACT® DES IDÉES AUDACIEUSES AYANT UN GRAND IMPACT</p> <p>Welcome to the Fluxx Portal / Bienvenue au Portail Fluxx</p> <p>Create an account Créer un compte</p> <p>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.</p> <p>Already have an account? Login here: gcc.fluxx.io</p> <p>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.</p>
Setting up password	
<p>It will take one (3) business days to receive your login credentials, and may take longer during peak periods. Therefore, we suggest requesting an account no later than May 20, 2021.</p> <p>Once your information has been processed, you will be emailed a username and a URL to set up a password.</p> <p>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.</p>	<p>Password Setup</p> <p>Create a password for user abc</p> <p><input type="password" value="Password"/></p> <ul style="list-style-type: none"> • 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 home page. On the left, a sidebar menu has 'WELCOME / BIENVENUE' circled in red. The main content area features the 'Grand Challenges Canada / Grands Défis Canada' logo and the slogan 'BOLD IDEAS WITH BIG IMPACT® / DES IDÉES AUDACIEUSES AYANT UN GRAND IMPACT'. Below this, there is a 'CREATE NEW APPLICATION' button circled in red.

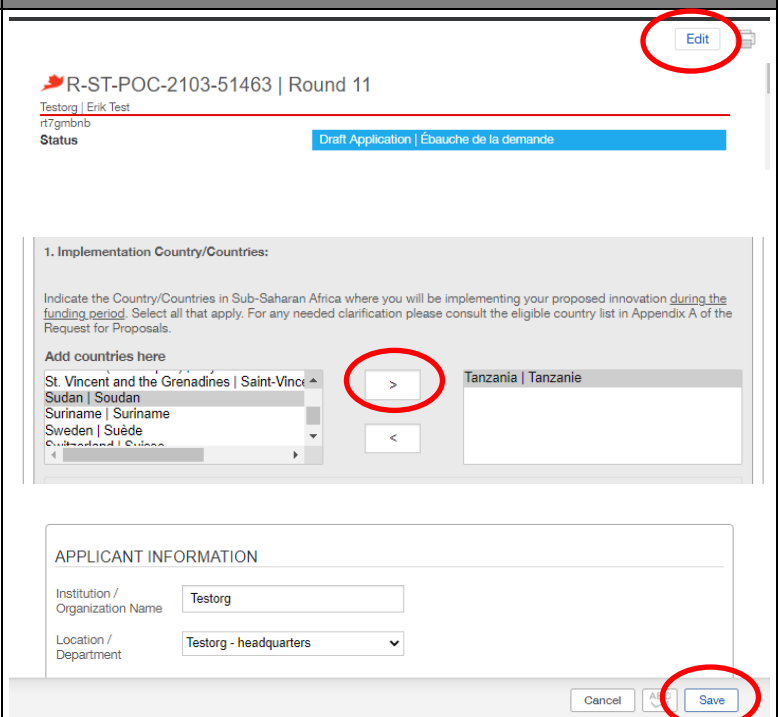
Editing your Application

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

For questions that can have multiple responses, you must highlight your selections and click the arrow to move them to the screen on the 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.

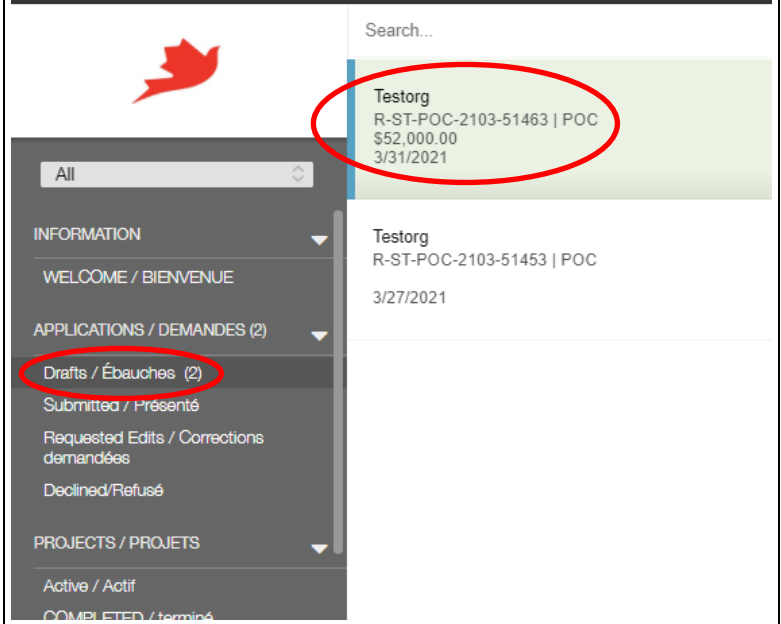


The screenshot shows the application editing interface. At the top right, an 'Edit' button is circled in red. Below it, the application title 'R-ST-POC-2103-51463 | Round 11' and user information 'Testorg | Erik Test' are visible. A blue status bar indicates 'Draft Application | Ébauche de la demande'. The main section is titled '1. Implementation Country/Countries:' and contains instructions to select countries in Sub-Saharan Africa. A list of countries is shown with a right arrow button circled in red. Below this is the 'APPLICANT INFORMATION' section with input fields for 'Institution / Organization Name' (Testorg) and 'Location / Department' (Testorg - headquarters). At the bottom right, a 'Save' button is 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 a web application interface. On the left is a dark sidebar menu with a red maple leaf logo at the top. The menu items are: 'All' (dropdown), 'INFORMATION', 'WELCOME / BIENVENUE', 'APPLICATIONS / DEMANDES (2)', 'Drafts / Ébauches (2)' (circled in red), 'Submitted / Présenté', 'Requested Edits / Corrections demandées', 'Declined/Refusé', 'PROJECTS / PROJETS', and 'Active / Actif'. The main content area on the right has a search bar and a list of applications. The first application is highlighted in green and circled in red; it is 'Testorg' with ID 'R-ST-POC-2103-51463', a value of '\$52,000.00', and a date of '3/31/2021'. Below it is another application 'Testorg' with ID 'R-ST-POC-2103-51453' and a date of '3/27/2021'.