
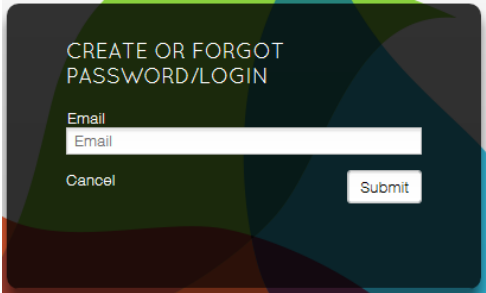



## Fluxx Quick Reference Guide

### HOW TO SUBMIT A PROPOSAL

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

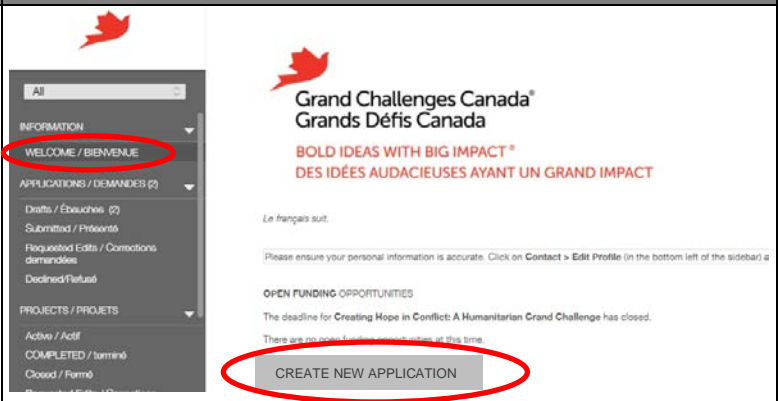
Login to Fluxx	
<p>Go to <a href="https://gcc.fluxx.io">https://gcc.fluxx.io</a></p> <p>Existing users: enter your Username and Password and click <b>Sign in</b></p> <p>If you have applied for funding in the past, you <b>already</b> have an account. If you do not remember your password, you can reset it and gain immediate access to the Portal, simply click on the <b>Create or reset password</b> link</p> <p>If you are a brand new user, you must click the <b>Create an account now</b> button.</p>	
Create or reset password	
<p>Click the <b>Reset or Create password</b> link or <a href="https://gcc.fluxx.io/forgot_password">https://gcc.fluxx.io/forgot_password</a></p> <p>Enter your email address and click <b>Submit</b>. 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 <a href="https://gcc.fluxx.io">gcc.fluxx.io</a> and click <b>Create an account now</b>.</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 <b>Create an account now</b> button on <a href="https://gcc.fluxx.io">https://gcc.fluxx.io</a></p> <p>Fill out the online form and click <b>Submit Request</b>.</p> <p>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 a week before the submission deadline. 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><b>Grand Challenges Canada®</b> <b>Grands Défis Canada</b></p> <p><b>BOLD IDEAS WITH BIG IMPACT®</b> <b>DES IDÉES AUDACIEUSES AYANT UN GRAND IMPACT</b></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: <a href="https://gcc.fluxx.io">gcc.fluxx.io</a></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 (1) business day to receive your login credentials, and may take longer during peak periods. Therefore, we suggest requesting an account no later than a week before the submission deadline.</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><b>Password Setup</b></p> <p>Create a password for user <b>abc</b></p> <p><input type="password" value="Password"/></p> <ul style="list-style-type: none"> <li>• Minimum 7 characters</li> <li>• At least 1 uppercase letter</li> <li>• At least 1 lowercase letter</li> <li>• At least 1 number</li> </ul>

## Starting an application

Log into the Fluxx Portal

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



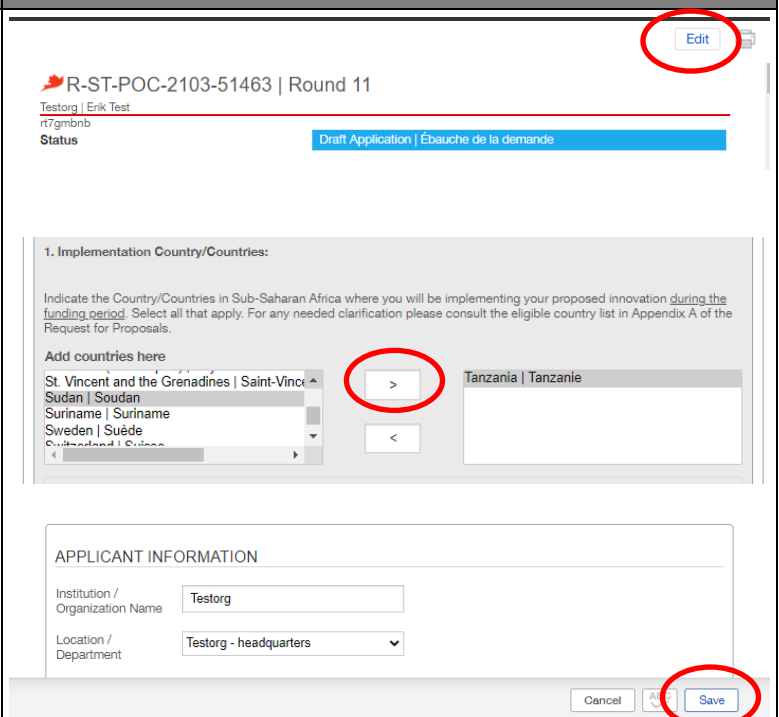
## Editing your Application

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.

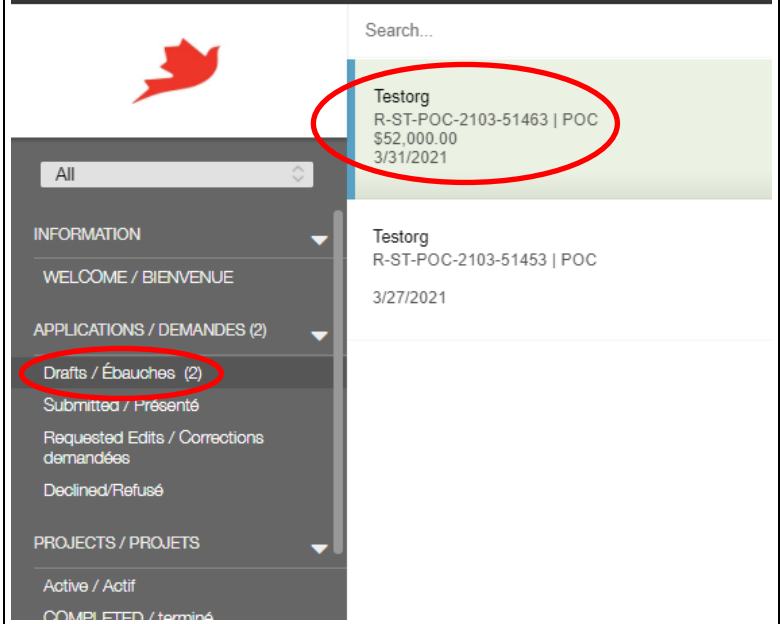
When finished, click “Submit.” Once you submit, you will no longer be able to edit, so please take care when completing the form.



## 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', 'INFORMATION', 'WELCOME / BIENVENUE', 'APPLICATIONS / DEMANDES (2)', 'Drafts / Ébauches (2)', 'Submitted / Présenté', 'Requested Edits / Corrections demandées', 'Declined/Refusé', 'PROJECTS / PROJETS', and 'Active / Actif'. The 'Drafts / Ébauches (2)' item is circled in red. On the right, there is a search bar and a list of applications. The first application is highlighted in light green and circled in red; it reads: 'Testorg', 'R-ST-POC-2103-51463 | POC', '\$52,000.00', and '3/31/2021'. Below it is another application: 'Testorg', 'R-ST-POC-2103-51453 | POC', and '3/27/2021'.