

# **Fluxx Reference Guide**

This is a step-by-step guide for creating an account, resetting a password, and creating, editing and submitting an application on the Fluxx Portal.

Please note ONLY applications submitted through Fluxx will be considered for funding. Applications submitted via email are not eligible.

Google Chrome is the recommended browser.

**Create an Account** 

- 1. Go to https://gcc.fluxx.io
- 2. Click Create an account now.
- 3. Fill out the online form with your information. To ensure your account is set up correctly, please enter the name and information of the Project Lead (applicant) and applying organization. Please note, the information you register with will automatically appear on the application and you will <u>not</u> be able to edit it.
- 4. Click Submit Request.
- 5. Please note it will take at least one (1) business day but could take up to three (3) business days to process your request.
- 6. Once your information has been processed, we will email you with your username and link to set up a password. If you do not receive your login email, check your junk/spam folder.
- 7. Click the link in the email to create your own password.



Note: If you have applied for Grand Challenges Canada funding in the past, and all your details are the same (organization, email, etc..), you already have a Fluxx account and do not need to register for a new one. If you do not remember your password, you can reset your password by referring below (Reset or Create a Password). If your email address or organization affiliation has changed, you will need to create a new account.

## Log in to your account

- 1. Go to https://gcc.fluxx.io
- 2. Enter your username and password
- 3. Click Sign in

If your login details do not work, please refer to the Reset of Create a Password section.



#### BOLD IDEAS WITH BIG IMPACT® DES IDÉES AUDACIEUSES AYANT UN GRAND IMPACT

Welcome to the Fluxx Portal / Bienvenue au Portail Fluxx

Jsername	
Password	
Sign in	

#### The Fluxx Portal is for prospective and current innovators / Ce portail s'adresse aux innovateurs actuels et potentiels

Important: If you have previously applied for funding from Grand Challenges Canada, you already have an account. If you don't remember your Username and Password, simply use the Reset Password link on the left for immediate access to the Portal.

Technical support / Support technique Create an account now

## Reset or Create Password

- 1. Go to https://gcc.fluxx.io
- 2. Click Reset or create password
- 3. Enter for email address in the window that appears.
- 4. Click Submit

If your email is not accepted, you do not have an active account. Please refer to the Create an Account section.



## **Start an Application**

- 1. Go to https://gcc.fluxx.io
- 2. Log into Fluxx with your username and password
- 3. Make sure you are on the WELCOME / BIENVENEU page on the left menu
- 4. Click **START NEW APPLICATION**, it may take a moment to process please be patient
- 5. The system will assign you a unique application number and your application will appear on screen.
- 6. You can now begin filling out your application. To avoid losing your work, we recommend saving your application as soon as possible and saving frequently throughout.
- 7. Once you save your application, it will be accessible in **Drafts / Ébauches** in the left menu.

If you accidently create more than one application, that is ok. Please select one to complete and submit.

#### INFORMATION WELCOME / BIENVENUE APPLICATIONS / DEMANDES Drafts / Ébauches Submitted / Présenté Roquested Edits / Corrections domandées Declined/Riefusé PROJECTS / PROJETS

Active / Actif



OPEN FUNDING OPPORTUNITIES

START NEW APPLICATION

The deadline for the "next generation methods" funding stream is December 31, 2 will be accepted on a rolling basis from June 16, 2021, Early submissions are adva

## **Edit an Application**

- 1. Click Drafts / Ébauches and select the application
- 2. Click Edit in the top right corner
- 3. You may save your application at any time by clicking **Save** in the bottom right and return to it at a later time.

There may be a delay while your application is saving/submitting. Please DO NOT refresh the page while saving or submitting.

itus	Draft Application   Ébauche de la demande
. Implementation Co	puntry/Countries:
Indicate the Country/C funding period. Select Request for Proposals.	countries in Sub-Saharan Africa where you will be implementing your proposed innovation <u>during the</u> all that apply. For any needed clarification please consult the eligible country list in Appendix A of the
Add countries here	$\sim$
St. Vincent and the G Sudan   Soudan	Grenadines   Saint-Vince > Tanzania   Tanzania
Suriname   Suriname Sweden   Suède	
Cultured and I Culese	* <
APPLICANT INF	ORMATION
	Testorg
Institution /	
Institution / Organization Name	Testorg - headquarters

#### **Submit an Application**

- 1. Once you have completed your entire application, click **Save** in the bottom right
- 2. Click **Submit** in the bottom right, this may take a moment to process please be patient
- 3. If an error message occurs, review for incomplete fields, complete, and try to submit again
- 4. Once successfully submitted, you will receive a submission confirmation email

Once you submit, you will no longer be able to edit, so please take care when completing the form.

#### **Application Status and Decision**

- 1. Click Submitted / Présenté in left menu
- 2. Select the application
- 3. The application status will be displayed at the top right side of the application
- 4. Once a decision on your application has been made, you will be sent an email

Please note the timeline of the review and notification process is outlined in the Request for Proposal, please refer back to the document for the specific timeline.

### **Technical Assistance**

If you require technical assistance with registration or the online application, please contact Grand Challenges Canada's Fluxx Technical Support Team at <a href="http://www.grandchallenges.ca/fluxxsupport/">www.grandchallenges.ca/fluxxsupport/</a>

