



For technical support, please contact [fluxxusers@mellon.org](mailto:fluxxusers@mellon.org) or (212) 500-2484, Mon-Fri, 9:00am-5:30pm ET

## ORGANIZATION AND PROJECT CONTACTS

The **Organization and Project Contacts** section contains the applicant information and contacts for the request. To assign a project contact role, e.g., Principal Investigator, select the name if it appears in the dropdown. Contacts already associated with your organization will appear in the dropdowns. You may add a new contact by clicking, **Add New**. Please include an email address for the contact.

*Please note:* Only one individual can be nominated for each role. The contacts designated in this section also determine who at the institution has access to this proposal in the system.

## ADDITIONAL INFORMATION FROM APPLICANT

In the **Brief Description of Request** field, please provide one to two sentences to describe the proposed project.

In the **Narrative Overview** field, please provide further detail about your plans (including rationale, activities, outcomes, key goals, and collaborators) as well as the duration of the project and need for external funding. The length of this section should be approximately 1,500-2,000 words.

▼ Organization and Project Contacts

Please select or add key organizational contacts below. **Your contact may already exist in the system. Please select from the list or add a new organization contact below.**

Please note that there can only be one individual nominated for each role. The Foundation will assign a login credential to each individual, if he or she does not already have a login to this portal. The organizational contacts below will have access to the proposal materials and will receive related automated email alerts.

Organization

Location

Principal Investigator  [Add New](#)

Grant Management Contact  [Add New](#)

Grant Signatory  [Add New](#)

Financial or Other Contact  [Add New](#)

Additional Contact  [Add New](#)

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▼ Additional Information from Applicant

Brief Description of Request  
*Enter a brief description of your request in one to two sentences. 50 words (approximately 400 characters)*

**Characters left for field: 400**

Narrative Overview  
*Provide a concise description of your plans, including rationale, key goals, activities, expected outcomes, duration, need for external funding, and, if applicable, partner organizations and/or other funding sources. 1,500-2,000 words (approximately 10,000-12,500 characters)*

**Characters left for field: 12500**



## BUDGET SUMMARY

The **Budget Summary** section includes a field for a narrative description of the expense categories and approximate amount of funds allocated to each category (300 words maximum), as well as a field for the total amount of funds requested.

Budget Summary  
Briefly list basic categories of expenditure with approximate allocation of funds. 300 words (approximately 2000 characters)

Characters left for field: 2000

Amount Requested

▼ Program

Program

- Arts and Cultural Heritage
- Diversity
- Higher Education and Scholarship in the Humanities
- International Higher Education and Strategic Projects
- Public Affairs
- Scholarly Communications

## PROGRAM

From the dropdown menu, please select the Foundation **Program** to which you are applying for funding.

## DOCUMENTS

The **Documents** section provides a space to upload supplemental request documents, which may be added to each section by clicking the “+” sign.

In most cases, additional documents are not required at the request stage, unless instructed otherwise by Foundation program staff.

For more instruction on how to upload documents, please refer to the [Working with Documents Guide](#).

▼ Documents

When uploading documents, please select the Document Type that you feel is the most appropriate. Instructions for working with Documents can be found on the [Foundation's website](#).

Proposal Documents	<span style="border: 1px solid #00a0e3; border-radius: 50%; padding: 2px 5px;">+</span>
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Upload files X

Select or drag files then start upload

Filename	Size	Status
Drag files here.		

To submit the form, select **Save** and then **Submit**.

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