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.
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.

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.

To submit the form, select Save and then Submit.

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