

M GRANTEE PORTAL: Working with Proposals, to Submit

Applicants will receive an email notification inviting submission of a proposal. Please consult the Foundation's [proposal guidelines](#) and follow the directions below to submit a proposal through the grantee portal.

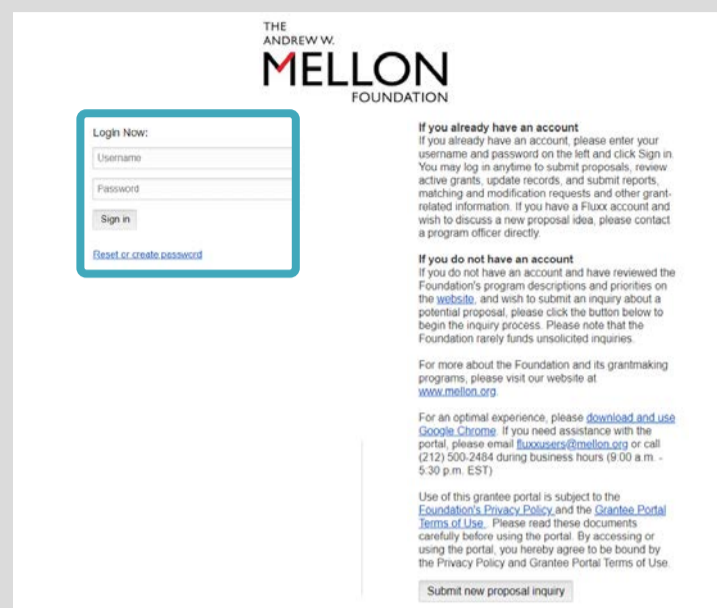
1 LOG IN TO THE GRANTEE PORTAL

Please note that the Foundation's grantee portal is optimized for Google Chrome. For ease of use, [install Google Chrome](#) on your computer.

1. Go to <https://mellon.fluxx.io>
2. Enter **Username** (email address) and **Password** in the fields provided.
3. Click the **Sign In** button.

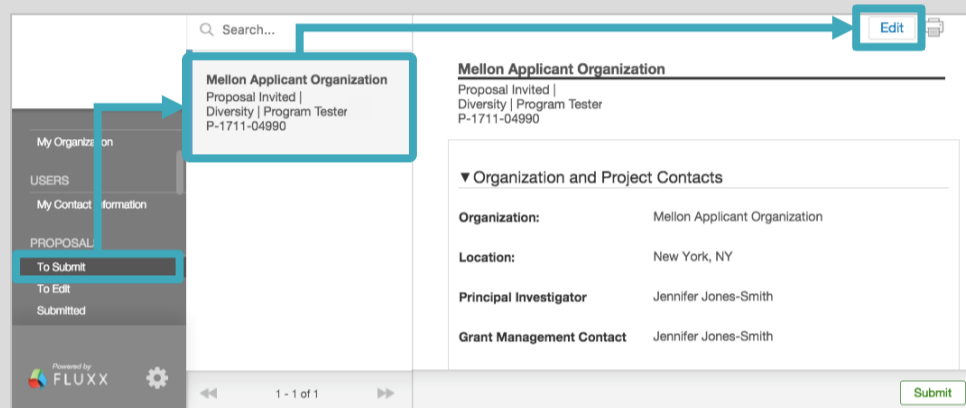
If you forget your password, click the **Reset or create password** link, and follow the instructions provided.

Assistance: For technical support, please contact Foundation staff at fluxxusers@mellon.org or call (212) 500-2484 during business hours (9:00 a.m. – 5:30 p.m. EST). You should expect a response to your email within three business days. For program-related questions, please contact program staff.



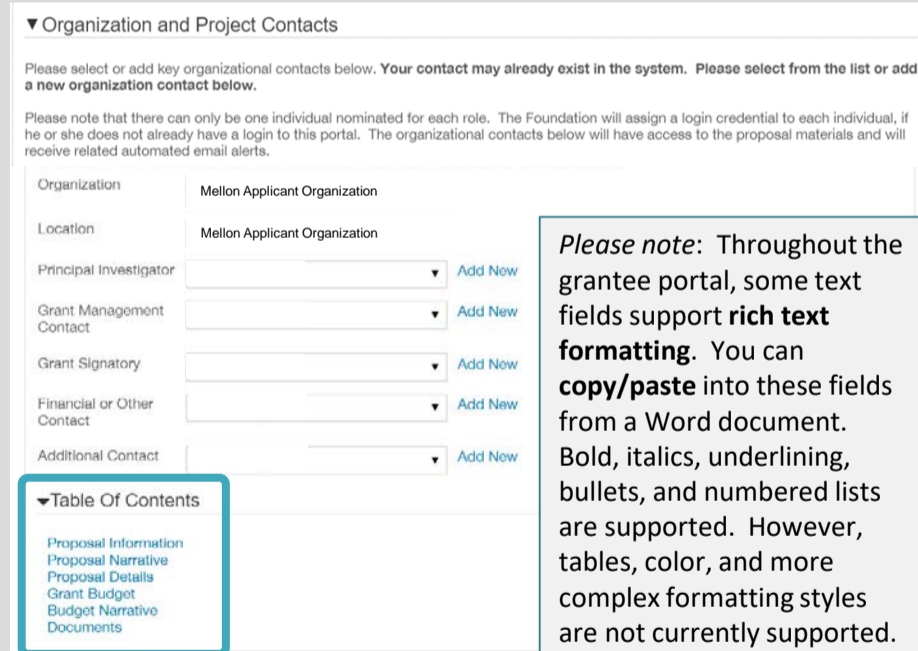
2 LOCATE PROPOSAL

1. In the menu on the left, select **Proposals → To Submit**.
2. The list displays invited proposals and inquiries. To view the proposal detail, select the relevant **proposal record** in the list. The full proposal detail will appear to the right.
3. On the proposal detail, click **Edit** in the upper right corner.



3 COMPLETE PROPOSAL INFORMATION

1. Use the **Table of Contents** to navigate to different sections of the proposal.
 2. Complete the following sections (*please review the [proposal guidelines](#) before completing the proposal*):
 - Proposal Information
 - Proposal Narrative
 - Proposal Details
 - Grant Budget
 - Budget Narrative
 - Documents
 3. Click **Save** (bottom right) to save your work as you go.
- Note:* Saving does not submit the proposal to the Foundation. See **Step 4** for how to submit.

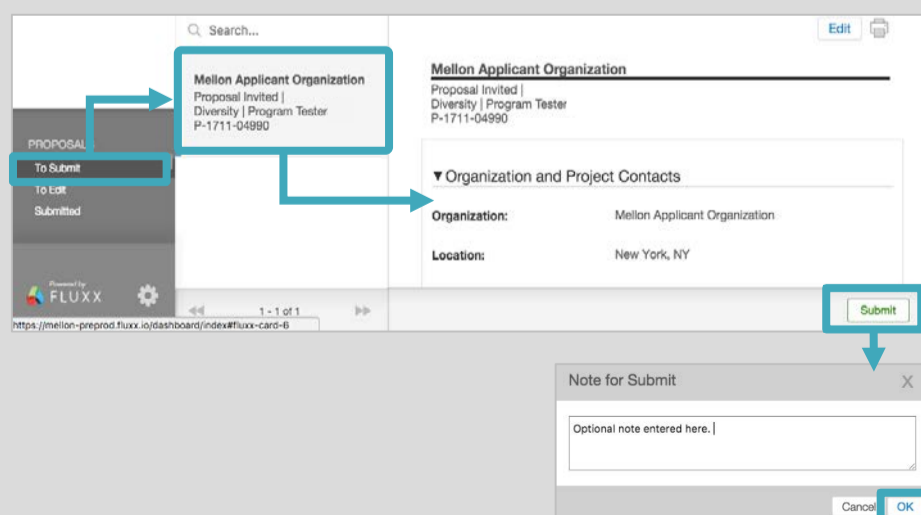


Please note: Throughout the grantee portal, some text fields support **rich text formatting**. You can **copy/paste** into these fields from a Word document. Bold, italics, underlining, bullets, and numbered lists are supported. However, tables, color, and more complex formatting styles are not currently supported.

4 SUBMIT PROPOSAL TO THE FOUNDATION

1. When the proposal record is complete and ready to submit to the Foundation, select **Proposals → To Submit**.
2. The list displays invited proposals. To view the proposal detail, select the relevant **proposal record** in the list. The full proposal detail will appear to the right.
3. Click **Submit**.
4. In the **Note for Submit** pop-up window, you may include an optional note for Foundation staff. Click **OK**.

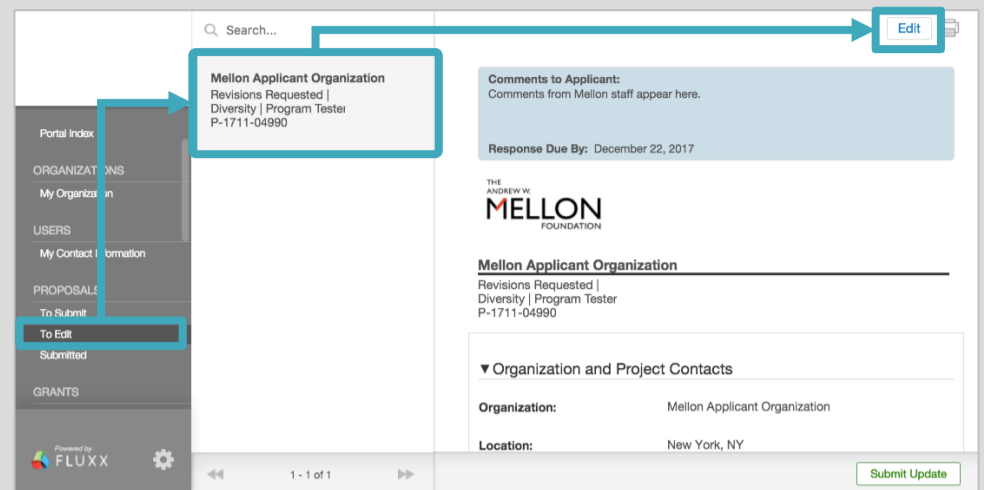
The proposal is now with the Foundation for review and will appear under **Proposals → Submitted**.



Foundation staff may request that grantees revise a proposal. In this event, you will receive an email notification that a revision is sought, and the proposal will be available for revision in the grantee portal. Details about the revisions requested are displayed on the proposal.

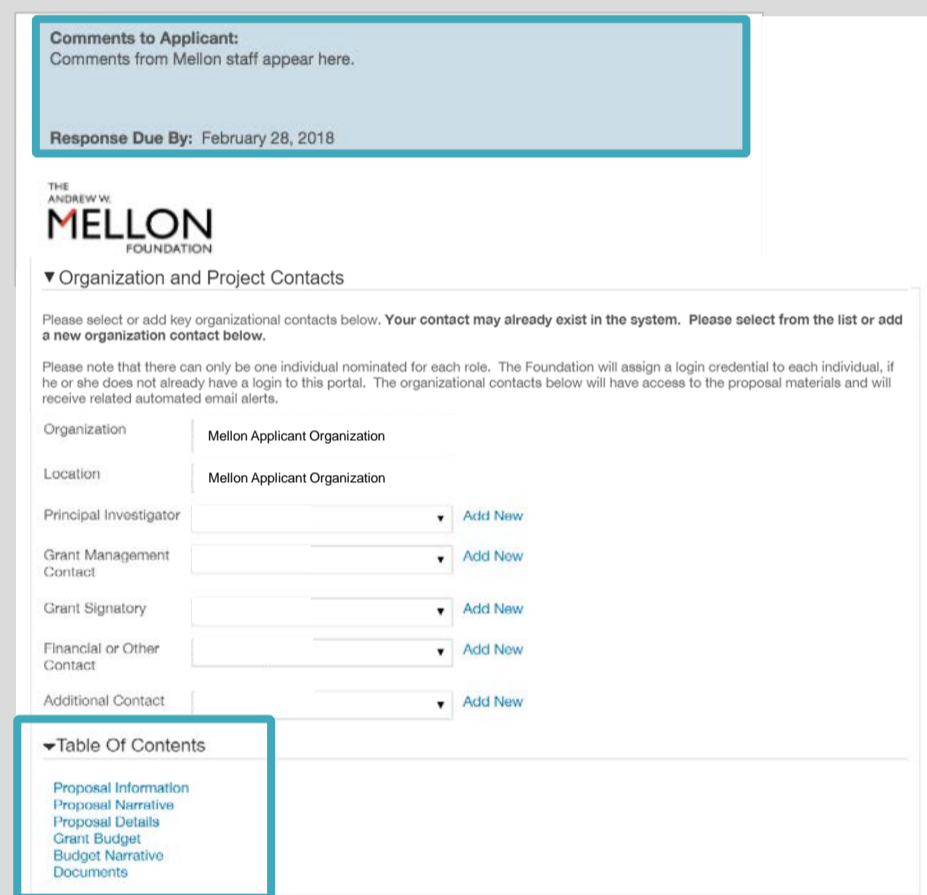
1 LOCATE PROPOSAL REVISIONS REQUESTED

1. In the menu on the left, click **Proposals** → **To Edit**.
2. Proposals will display in a list. To view the proposal detail, select the relevant **proposal record** in the list. The full proposal detail will appear to the right.
3. On the proposal detail, click **Edit** in the upper right corner.



2 COMPLETE PROPOSAL REVISIONS REQUESTED

1. In the blue box at the top, Foundation staff may have provided **Comments to Applicant** detailing proposal revisions they are requesting and a **Response Due By** date.
2. Use the **Table of Contents** to navigate to different sections of the proposal.
3. Update the following sections of the proposal, if requested (*please review the Foundation's [proposal guidelines](#) when responding to revision requests*):
 - **Proposal Information**
 - **Proposal Narrative**
 - **Proposal Details**
 - **Grant Budget**
 - **Budget Narrative**
 - **Documents**
4. Click **Save** in the bottom right.



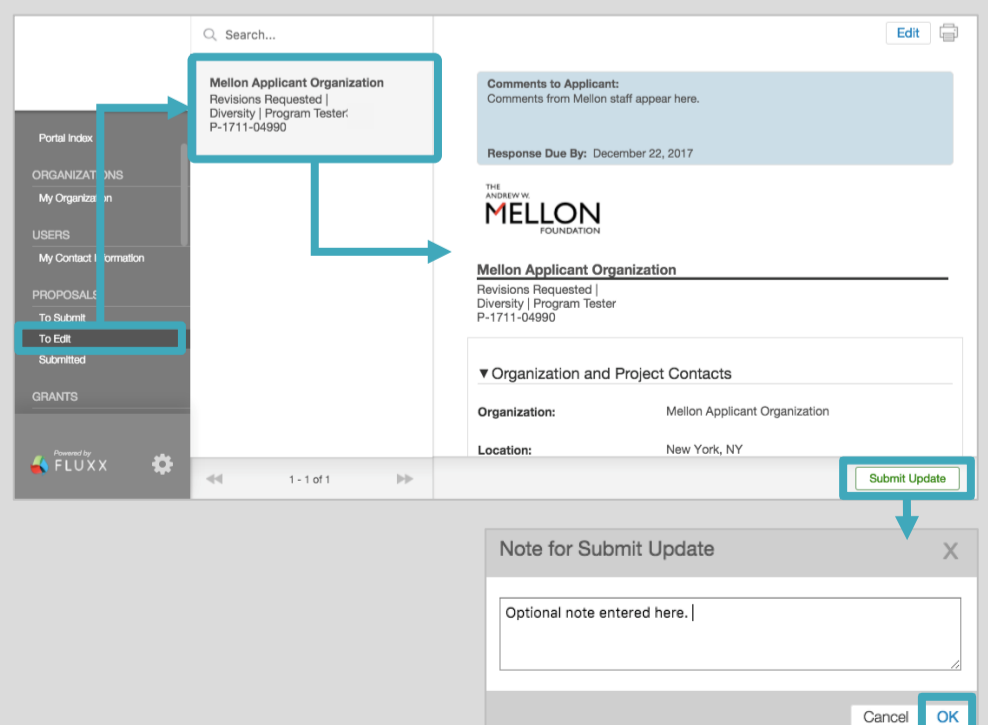
Saving does not submit the proposal to the Foundation. See **Step 3** for how to submit your revisions for further review.

Please note: There is no auto-save in the portal, so please remember to save your work often by clicking Save.

3 SUBMIT PROPOSAL REVISIONS TO THE FOUNDATION

1. When the proposal revisions are complete and ready to submit to the Foundation, select **Proposals** → **To Edit**.
2. Proposals will display in a list. To view the proposal detail, select the relevant **proposal record** in the list. The full proposal detail will appear to the right.
3. Click **Submit Update**.
4. In the **Note for Submit** pop-up window, you may include an optional note for Foundation staff.
5. Click **OK**.

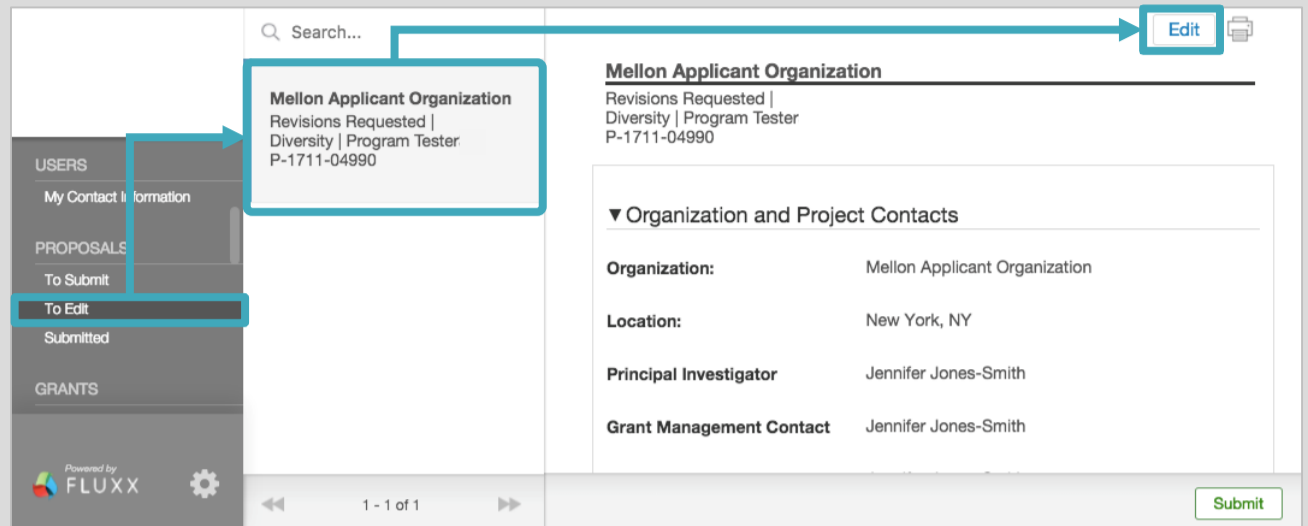
The proposal is now with the Foundation for review and will appear under **Proposals** → **Submitted**.



Once the proposal has been reviewed, Foundation staff may invite you to submit a final proposal. You will receive an email invitation to submit the final proposal, and the proposal record will again be available for final completion and submission in the grantee portal.

1 LOCATE FINAL PROPOSAL

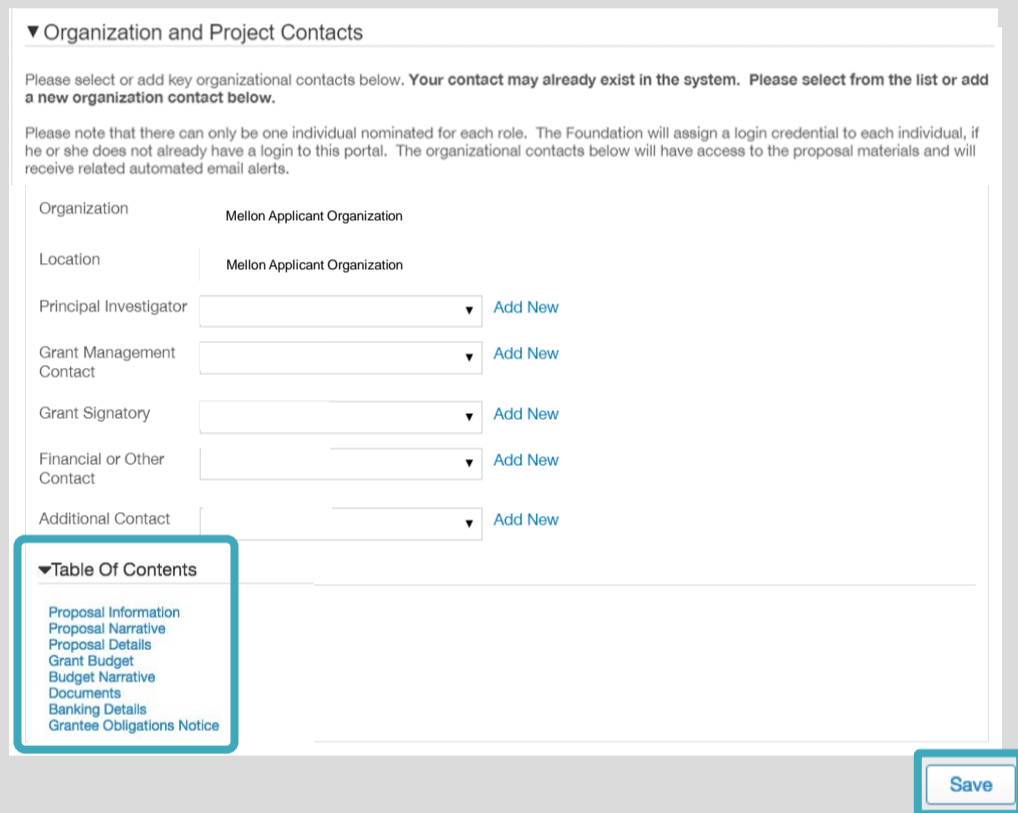
1. In the menu on the left, click **Proposals → To Edit**.
2. Proposals will display in a list. To view the proposal detail, select the relevant **proposal record** in the list. The full proposal detail will appear to the right.
3. On the proposal detail, click **Edit** in the upper right corner.



2 COMPLETE FINAL PROPOSAL

1. Use the **Table of Contents** to navigate to different sections of the proposal.
2. In addition to the sections previously completed, applicants may be requested to submit changes or to provide the following additional information (*please review the Foundation's [proposal guidelines](#) before completing the proposal*):
 - In the **Proposal Narrative** section, upload **Endorsement Letter** and **Cover letter**
 - Confirm **Banking Details** (last four digits of the bank account are required prior to submitting final proposal)
 - Complete **Proposal Budget Authorization** fields.
 - Sign **Grantee Obligations Notice**
3. Click **Save**.

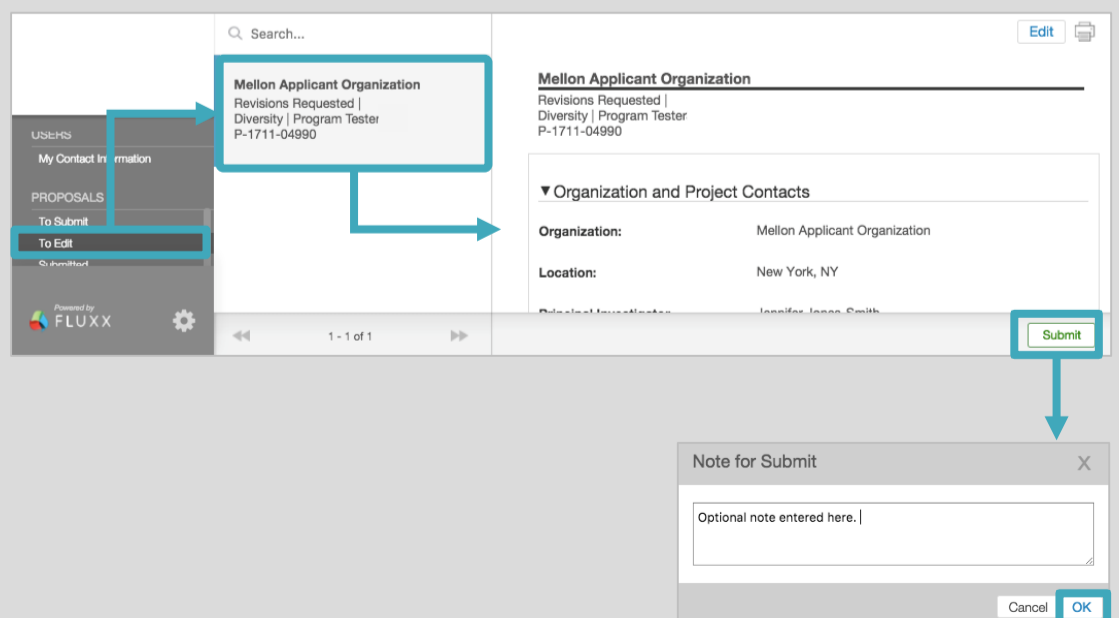
Please note: Saving does not submit the proposal to the Foundation. See **Step 3** for how to submit.



3 SUBMIT FINAL PROPOSAL TO THE FOUNDATION

1. When the final proposal is complete and ready to submit, in the menu on the left, select **Proposals → To Edit**.
2. Proposals will display in a list. To view the proposal detail, select the relevant **proposal record** in the list. The full proposal detail will appear to the right.
3. Click **Submit**.
4. In the **Note for Submit** pop-up window, you may include an optional note for Foundation staff.
5. Click **OK**.

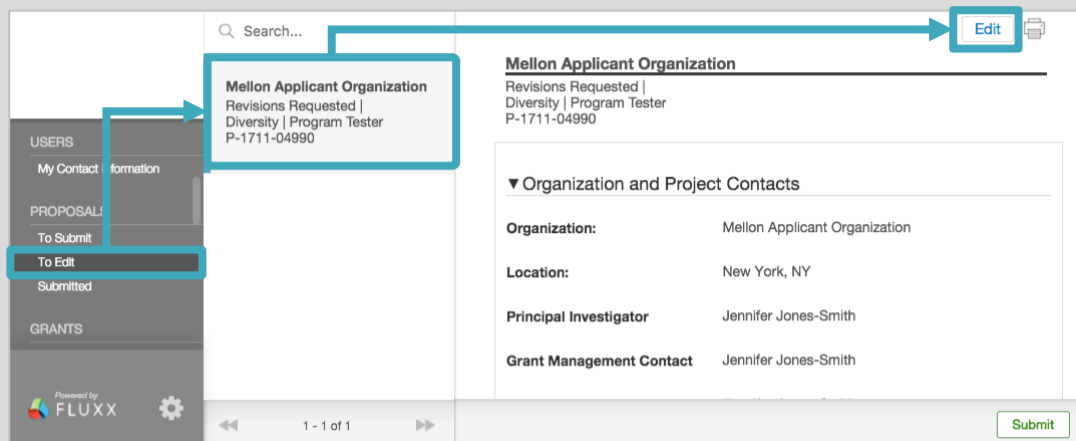
The final proposal is now with the Foundation for review and will appear under **Proposals → Submitted**.



Foundation staff may request additional revisions to your final proposal. You will receive an email notification, and your final proposal will be available for further revisions in the portal. Details about the revisions are displayed on the final proposal.

1 LOCATE FINAL PROPOSAL REVISIONS REQUESTED

1. In the menu on the left, click **Proposals** → **To Edit**.
2. Proposals requiring revisions display in a list. To view the proposal detail, select the relevant **proposal record** in the list. The full proposal detail will appear to the right.
3. On the proposal detail, click **Edit** in the upper right corner.



2 COMPLETE FINAL PROPOSAL REVISIONS REQUESTED

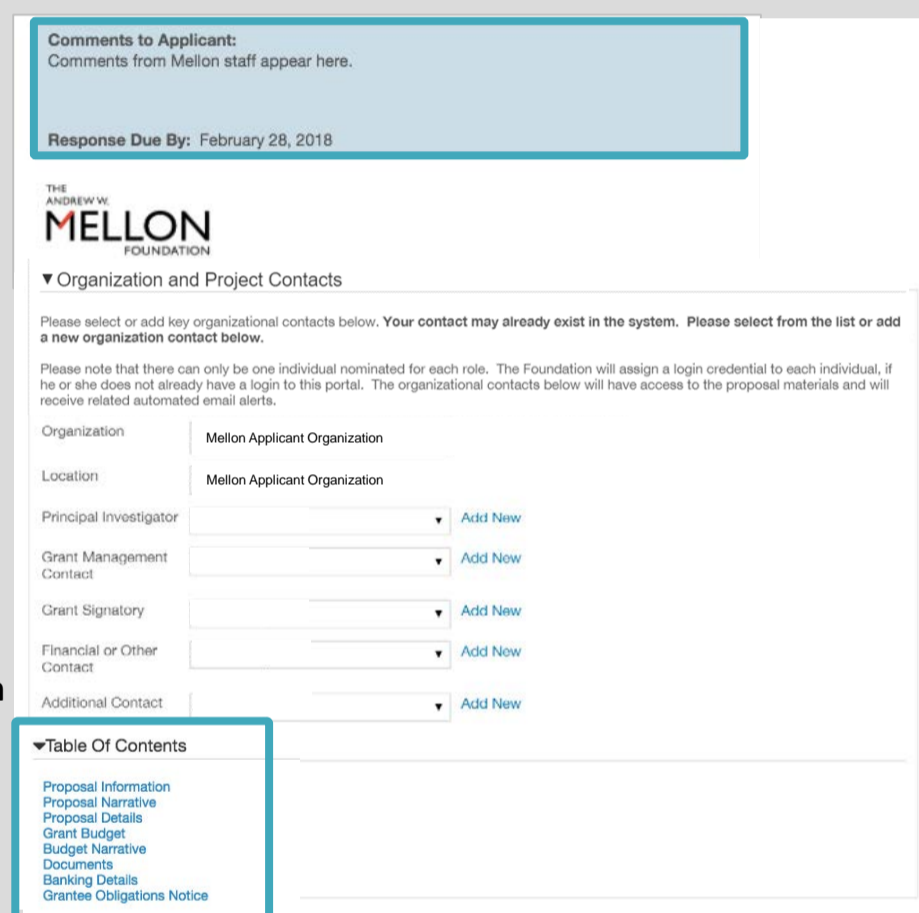
1. In the blue box at the top, Mellon staff may have provided **Comments to Applicant** detailing proposal revisions they are further requesting and a **Response Due By** date
2. Use the **Table of Contents** to navigate to different sections of the proposal.
3. Update the following sections as requested (*please review the Foundation's [proposal guidelines](#) when responding to revision requests*):

- **Proposal Information**
- **Proposal Narrative**
- **Proposal Details**
- **Grant Budget**
- **Budget Narrative**
- **Documents**
- **Banking Details** (the last four digits of the bank account are required prior to submitting a final proposal)
- **Grantee Obligations Notice**
- **Proposal Budget Authorization**

4. Click **Save**.

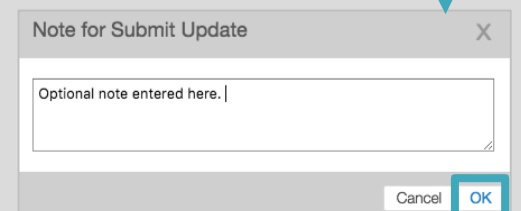
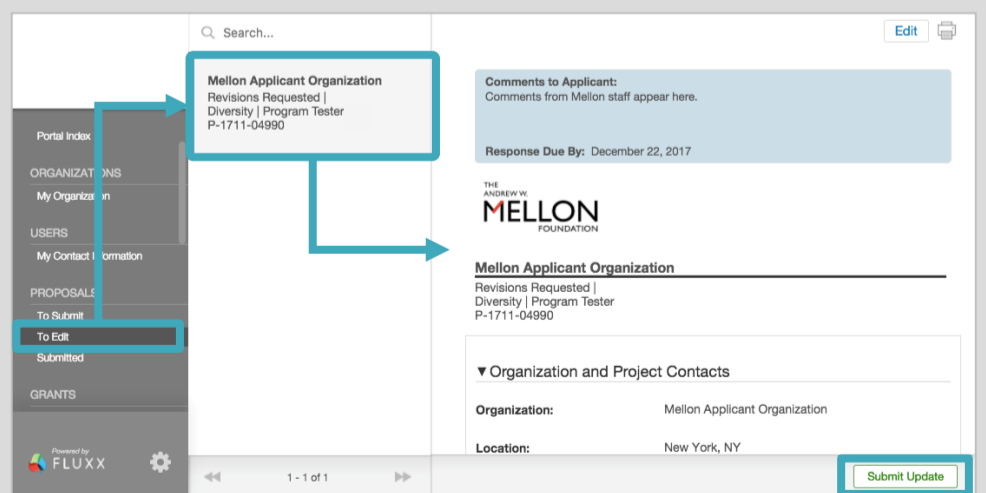


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3 SUBMIT FINAL PROPOSAL REVISIONS TO THE FOUNDATION

1. When the proposal revisions are complete and ready to submit, in the menu on the left, select **Proposals** → **To Edit**.
2. Proposals will display in a list. To view the proposal detail, select the relevant **proposal record** in the list. The full proposal detail will appear to the right.
3. Click **Submit Update**.
4. In the **Note for Submit** pop-up window, you may include an optional note for Foundation staff.
5. Click **OK**.



The final proposal is now with the Foundation and will appear under **Proposals** → **Submitted**.