

Submitting a Proposal

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.

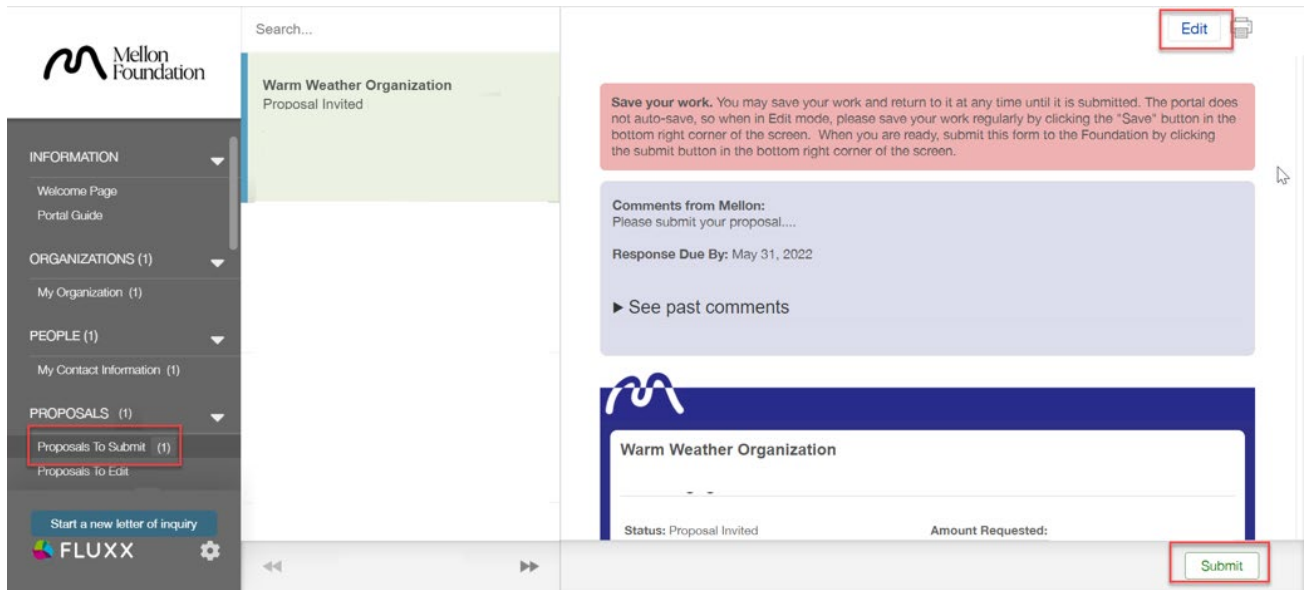
Prior to using the Grantee Portal, please note:

1. The Grantee Portal is optimized for Google Chrome; for ease of use, [install Google Chrome](#) on your computer.
2. There is no auto-save in the portal, so please remember to **save your work often** by clicking Save and Continue.
3. Throughout the portal, some text fields support **rich text formatting**. You can **copy/paste** into these fields from a Word or Google document. Bold, italics, underlining, bullets, and numbered lists are supported. However, tables, color, and more complex formatting styles are not currently supported.
4. For other tips on using and navigating the portal, please click on the **Portal Guide**, which can be found under Information at the top of the menu on the left-hand side of the portal.

Step 1

LOCATE PROPOSAL

1. In the menu on the left, under Proposals 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.



Step 2

COMPLETE PROPOSAL INFORMATION

4. a. Use the **Table of Contents** to navigate to different sections of the proposal. Clicking on the section name in the Table of Contents will take you directly to that section, or you can scroll between sections.
5. b. After reviewing the proposal guidelines, please **complete the following sections**. Additional instructions for completing each section can be found in the portal.
 - **Proposal Information**
 - **Organization and Project Contacts**

- **Proposal Information**
- **Grant Description**
- **Grant Budget**
- **Budget Description**
- **Documents**

Note that you may see a “Proposal Narrative” worksheet attached in the Documents section. If so, you may download and edit this worksheet, and then upload a new version to Fluxx. To add a new version, please select the “add a new version” icon next to the Document title in Fluxx.

6. Click **Save and Continue** (bottom right) to save your work as you go or click **Save and Close** to exit edit mode. (**Note:** Saving does not submit the proposal to the Foundation. See **Step 3** for how to submit your completed proposal.).

Step 3

SUBMIT PROPOSAL TO THE FOUNDATION

1. When your proposal 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** (bottom right).
4. Click **OK**.
5. **Note:** submitting a record will disable further editing so please ensure that you have completed and saved your work before clicking submit. If a record is submitted prematurely, please contact Foundation staff at fluxxusers@mellon.org.

After submitting the proposal it will be reviewed by the Foundation and will appear in the portal under **Proposals > Submitted**.

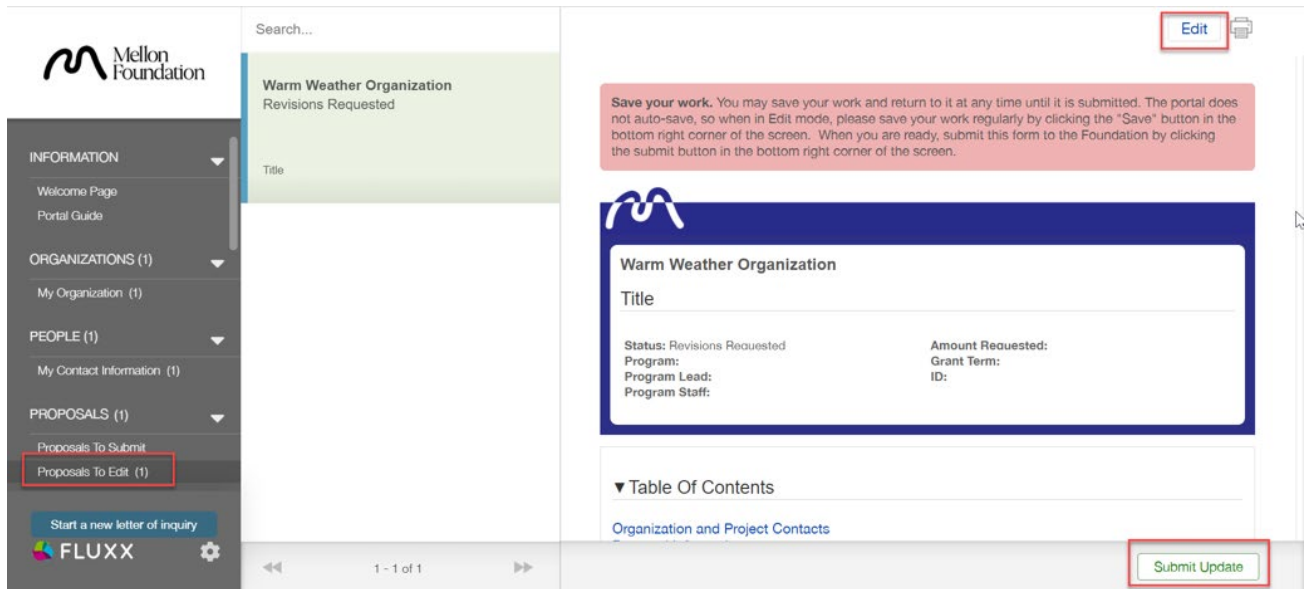
Submitting Additional Proposal Information

Foundation staff may request that grantees revise a submitted proposal or provide additional information. In this event, you will receive an email notification requesting additional information via the Grantee Portal. Details about the requested revisions will be available on the proposal record.

Step 1

LOCATE PROPOSAL

1. In the menu on the left, under Proposals select **Proposals > To Edit**.
2. The list displays proposals and inquiries requiring additional information. 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.



Step 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 relevant sections of the proposal as requested, reviewing the [proposal guidelines](#) as needed.
4. Click **Save and Continue** (bottom right) to save your work as you go or click **Save and Close** to exit edit mode. (**Note:** Saving does not submit the proposal to the Foundation. See **Step 3** for how to submit your completed revisions.)

Step 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** (bottom right).
4. Click **OK**.
5. **Note:** submitting a record will disable further editing so please ensure that you have completed and saved your work before clicking submit. If a record is submitted prematurely, please contact Foundation staff at fluxxusers@mellon.org.

After submitting the proposal it will be reviewed by the Foundation and will appear in the portal under **Proposals > Submitted**.

Submitting Final Proposals

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.

Step 1

LOCATE FINAL PROPOSAL

1. 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. On the proposal detail, click **Edit** in the upper right corner.
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Step 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

Step 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**.

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