

Getting Started: a step by step guide to submitting a project idea

1. Follow the link on our website, or go to <https://grantstfkunion.fluxx.io>
2. Click on 'Create an account now'



International Union Against
Tuberculosis and Lung Disease
Health solutions for the poor

Grants Portal

Login Now:

Sign in

[Reset or create password](#)

New to our Grants Portal?

Create Your Organizational Profile. In order to be considered for funding, the first step is for you to enter your personal details and tell us about your organization. Please click on the "**Create an account Now**" button below to start. You will not be able to edit your profile after submission, so please ensure you have entered accurate information (including email address) when completing the registration form.

You will then receive an email notification from the Grants Program Team with login information, which will give you access to the portal and our application forms. Should your funding application be successful, this portal will give you access to submit documents related to your grant.

Create an account now



[Privacy Policy](#) [Accessibility](#)

3. Complete the eligibility quiz by selecting 'yes' or 'no' in the menu under each question, and then press 'submit'.

Eligibility Quiz

Is your organization registered in your country? You will be asked to provide the certificate at a later time

Are you from a high-income country?

Are you legally allowed to accept foreign funding?

Do you have any ties to the tobacco industry, e-cigarette industry, or the Foundation for a Smoke Free World within the last five years?

Are you seeking funding for basic research and/or academic studies?

Cancel

Submit

4. If you are successful, you will be taken to this form to complete information on yourself and your organization. Please take care to fill this out as we will use this information to contact you.

Organization Info

Organization Type

Organization Name

Address 1

Address 2

City

Country

State/Province

Postal Code (Zip)

Organization E-mail

Website

5. After submission we will process your registration details. This can take up to 2 working days so please allow plenty of time before you submit your application. You will receive an email when it is complete

- When you have received your email, return to the Grants Portal website (<https://grantstfunion.fluxx.io>) and select 'Reset or create password'

CAMPAIGN For TOBACCO-FREE Kids

The Union
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Username

Password

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[Privacy Policy](#) [Accessibility](#)

- Type your email address into the following screen and click 'Submit'

Create or Forgot Password/Login

Email

- An email will be sent to you with instructions on setting up a password and accessing your account

9. Once in your account you will see the following page. This is your account page and will be used for all your applications going forward, as well as for managing any successful grants you receive.

Welcome to the Applicant Portal

From this webpage, you can . . .

- Submit a proposal for funding
- Track the status of your pending proposal
- Review your current grants and report due dates
- Submit reports
- Monitor grant payments

HOW TO USE THE PORTAL

The icons on the left-hand side are called "cards". When you click on the link beneath each card, you are access the following:

REQUESTS

- Pending Requests
Once you have submitted a proposal, you can find a read-only version here.
- Request to Edit
Once you have been invited to submit a proposal, the application is available via this link. If the staff have any questions about your proposal or would like a revision, you will receive an email alert to login. You can find the proposal here, available for editing.
- Submitted
Once you have submitted your proposal, the proposal appears in the Submitted Requests link.

GRANTS

- Active
After the staff has received the countersigned agreement, you can find a read-only version here via this link.
- Closed
When the grant is complete and all payment made and report approve, you can find the closed grants here.

GRANTEE REPORTS

- Reports Due
Reports (to be submitted) for all active grants appear here until you have submitted them. You will receive reminders as the due date approaches.
- Submitted Reports
Once you have submitted a report, you can find a read-only version here.

PAYMENTS

- Scheduled
Scheduled payments for all of your active grants appear here until they are paid.
- Paid

10. You can review your organization information and contact information here.

Example Organization

INFORMATION

Applicant Portal

Apply for Funding

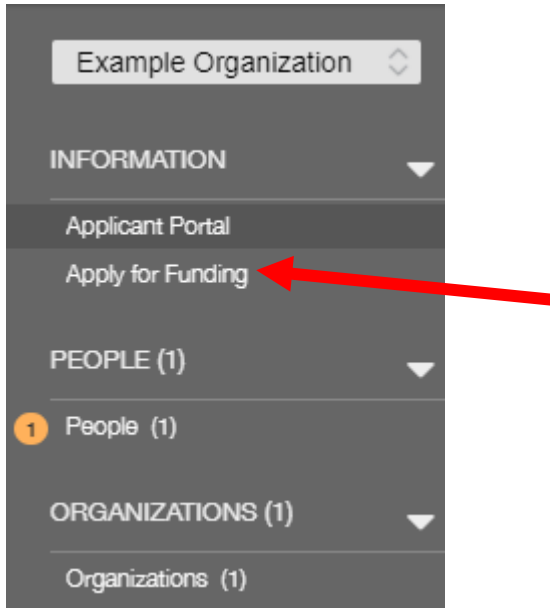
PEOPLE (1)

1 People (1)

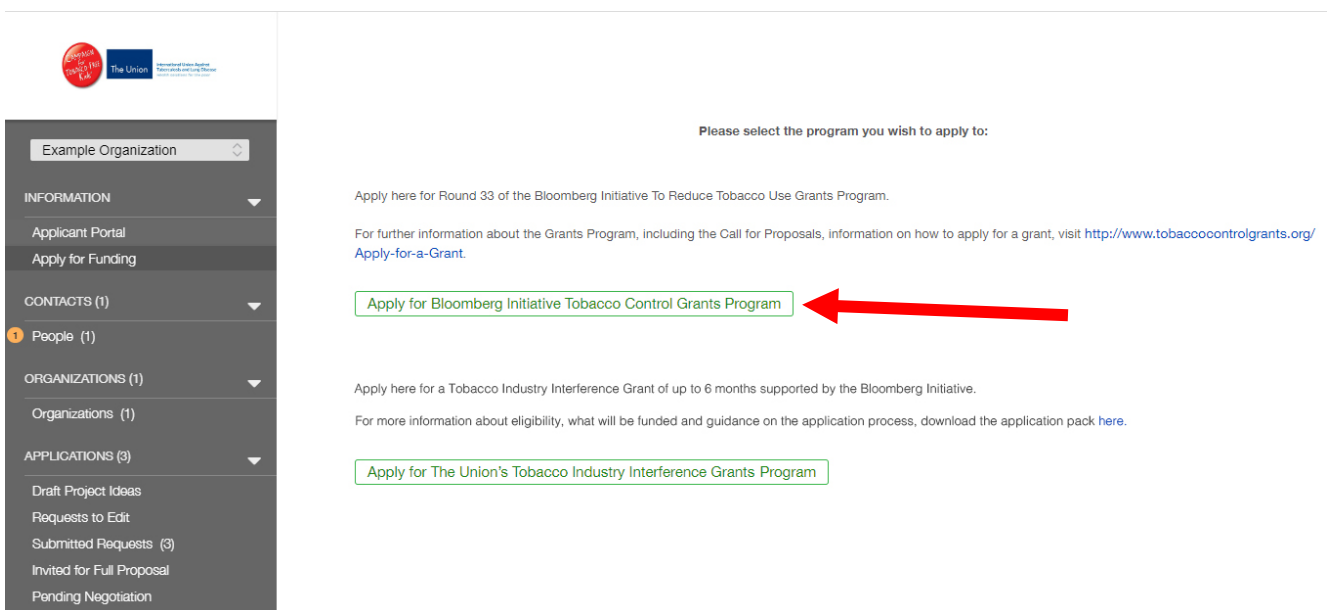
ORGANIZATIONS (1)

Organizations (1)

11. When you are ready, click on 'Apply for Funding'



12. The page will change to show available grant applications. Click 'Apply for Bloomberg Initiative Tobacco Control Grants Program'



13. A form will open with all information required for this stage of the application. Please be careful in filling this out as once submitted you will be unable to edit.

The screenshot shows a web application interface for 'Example Organization'. On the left is a dark sidebar with a navigation menu containing: 'Example Organizati', 'INFORMATION' (with sub-items 'Grantee Portal' and 'Apply for Funding'), 'ORGANIZATIONS (1)' (with sub-item 'Organizations (1)'), 'PEOPLE (1)' (with sub-item 'People (1)'), and 'REQUESTS (1)' (with sub-item 'Draft Project Ideas (1)'). The main content area has a dark blue header 'Example Organization'. Below it are fields for 'Reference Number:', 'Program Type: BI Tobacco Control', 'Program Staff:', 'Secondary Staff:', 'to', 'Amount Requested:', and 'Primary Contact:'. A 'Request Status' section shows a progress bar with 'Draft' selected and 'With Applicant', 'Review', 'Active', and 'Closed' as options. A 'Table of Contents' section lists 'Organization Information', 'Project Idea', 'Required Document and Instructions', and 'Documents'. At the bottom, a 'Portal Instructions' section is partially visible. At the very bottom of the page are three buttons: 'Cancel', 'Save and Continue', and 'Save and Close'.

14. We recommend you click 'Save and Continue' at regular intervals in case of any internet problems you may have. This will save your application and allow you to continue filling it out.

This image is a close-up of the bottom of the form from the previous screenshot. It shows a text input field labeled 'Proposed Duration in Months'. Below the input field is a horizontal bar containing three buttons: 'Cancel', 'Save and Continue', and 'Save and Close'. A red arrow points directly to the 'Save and Continue' button.

15. When completed, press 'Save and Close'. This will save all the information you have entered **but will not submit your application.**

This image is another close-up of the bottom of the form, similar to the previous one. It shows the 'Proposed Duration in Months' input field and the 'Cancel', 'Save and Continue', and 'Save and Close' buttons. A red arrow points directly to the 'Save and Close' button.

16. You can then review your application. If you need to make any changes, click on the button at the top that says 'Edit'.

The screenshot shows a web interface for reviewing an application. On the left is a sidebar with a search bar and categories: INFORMATION (Grantee Portal, Apply for Funding), ORGANIZATIONS (1) (Organizations (1)), and PEOPLE (1). The main content area is titled 'Example Organization' and contains fields for 'Reference Number', 'Program Type: BI Tobacco Control', 'Program Staff', 'Secondary Staff', 'Amount Requested', and 'Primary Contact'. Below this is a 'Request Status' section with a progress bar showing 'Draft' as the current status, followed by 'With Applicant', 'Review', 'Active', and 'Closed'. A 'Table of Contents' section is visible at the bottom, with a link for 'Organization Information'. A red arrow points to an 'Edit' button in the top right corner.

17. When you are ready, click 'Submit Project Idea' at the bottom of the page.

The screenshot shows a form with two fields: 'Amount Requested: \$75,000.00' and 'Proposed Duration in Months: 12'. A red arrow points to a green 'Submit Project Idea' button located at the bottom right of the form.

18. A window will appear asking you to confirm your submission. Simply click on 'OK' to complete your application.

The screenshot shows a modal dialog box titled 'Submit Project Idea'. The text inside reads: 'You are about to Submit Project Idea this application. Please confirm that you would like to proceed.' At the bottom right, there are two buttons: 'Cancel' and 'OK'. A red arrow points to the 'OK' button.

19. You will be notified of the outcome of your application by email once it has been reviewed by our panel of international experts.