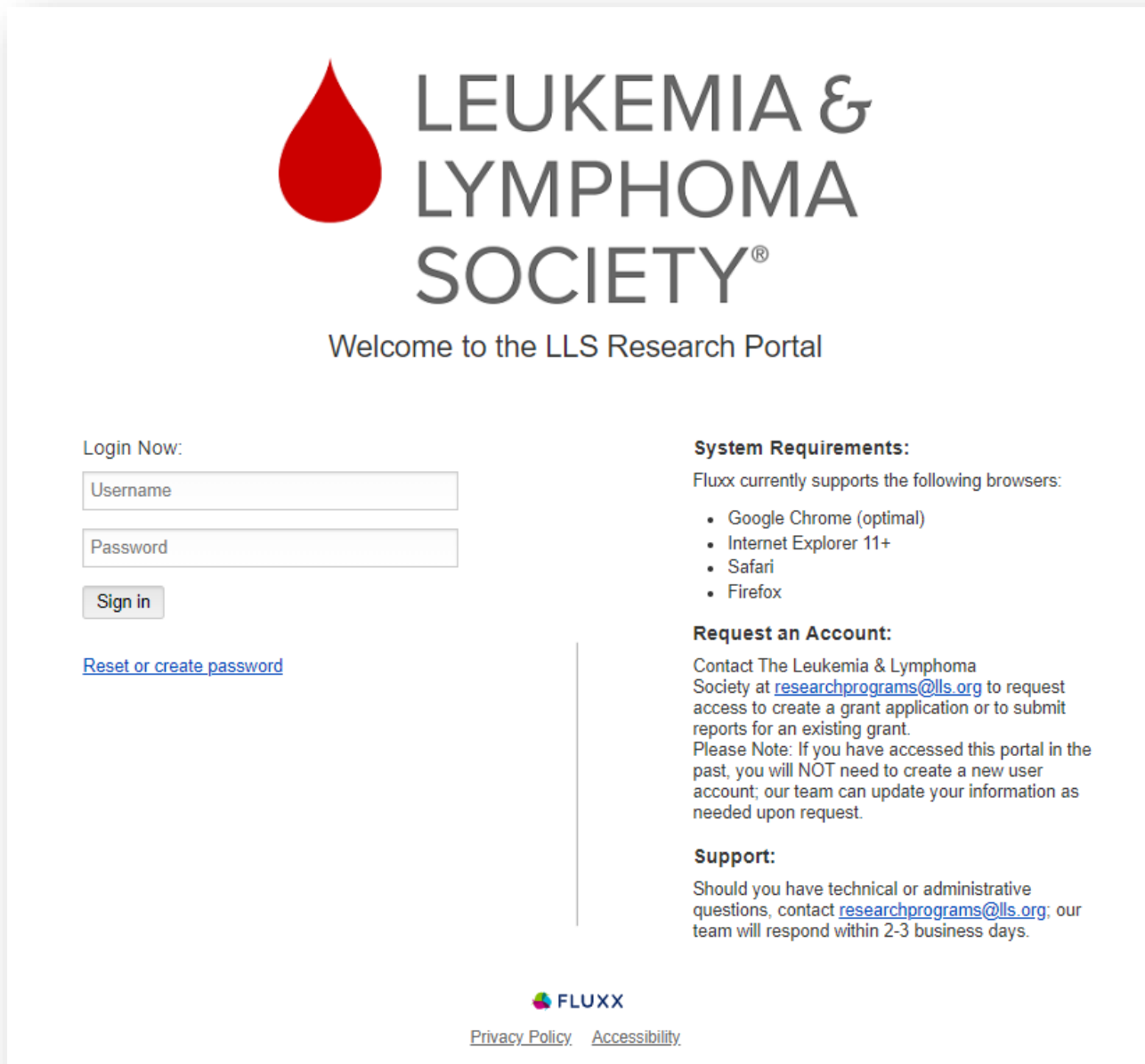


Step 1: Log in to the LLS Research Portal (<https://lls.fluxx.io/>)



The screenshot shows the login page for the LLS Research Portal. At the top left is a red blood drop icon. To its right is the text "LEUKEMIA & LYMPHOMA SOCIETY®". Below this is the text "Welcome to the LLS Research Portal". On the left side, there is a "Login Now:" section with two input fields: "Username" and "Password", followed by a "Sign in" button. Below the "Sign in" button is a link: "[Reset or create password](#)". On the right side, there are three sections: "System Requirements:" which lists supported browsers (Google Chrome, Internet Explorer 11+, Safari, Firefox); "Request an Account:" which provides contact information for account requests and a note about existing users; and "Support:" which provides contact information for technical or administrative questions. At the bottom center is the "FLUXX" logo, and at the bottom left are links for "Privacy Policy" and "Accessibility".

LEUKEMIA & LYMPHOMA SOCIETY®

Welcome to the LLS Research Portal

Login Now:

Username

Password

[Reset or create password](#)

System Requirements:

Fluxx currently supports the following browsers:

- Google Chrome (optimal)
- Internet Explorer 11+
- Safari
- Firefox


Request an Account:

Contact The Leukemia & Lymphoma Society at researchprograms@lls.org to request access to create a grant application or to submit reports for an existing grant.

Please Note: If you have accessed this portal in the past, you will NOT need to create a new user account; our team can update your information as needed upon request.

Support:

Should you have technical or administrative questions, contact researchprograms@lls.org; our team will respond within 2-3 business days.

 FLUXX

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

Contact ResearchPrograms@lls.org if:

- You forgot your username or password
- You are new to the portal and require an account

Step 2: If given the option, select *Grantee* as the profile you would like to use.

Which Profile would you like to use?

Grantee

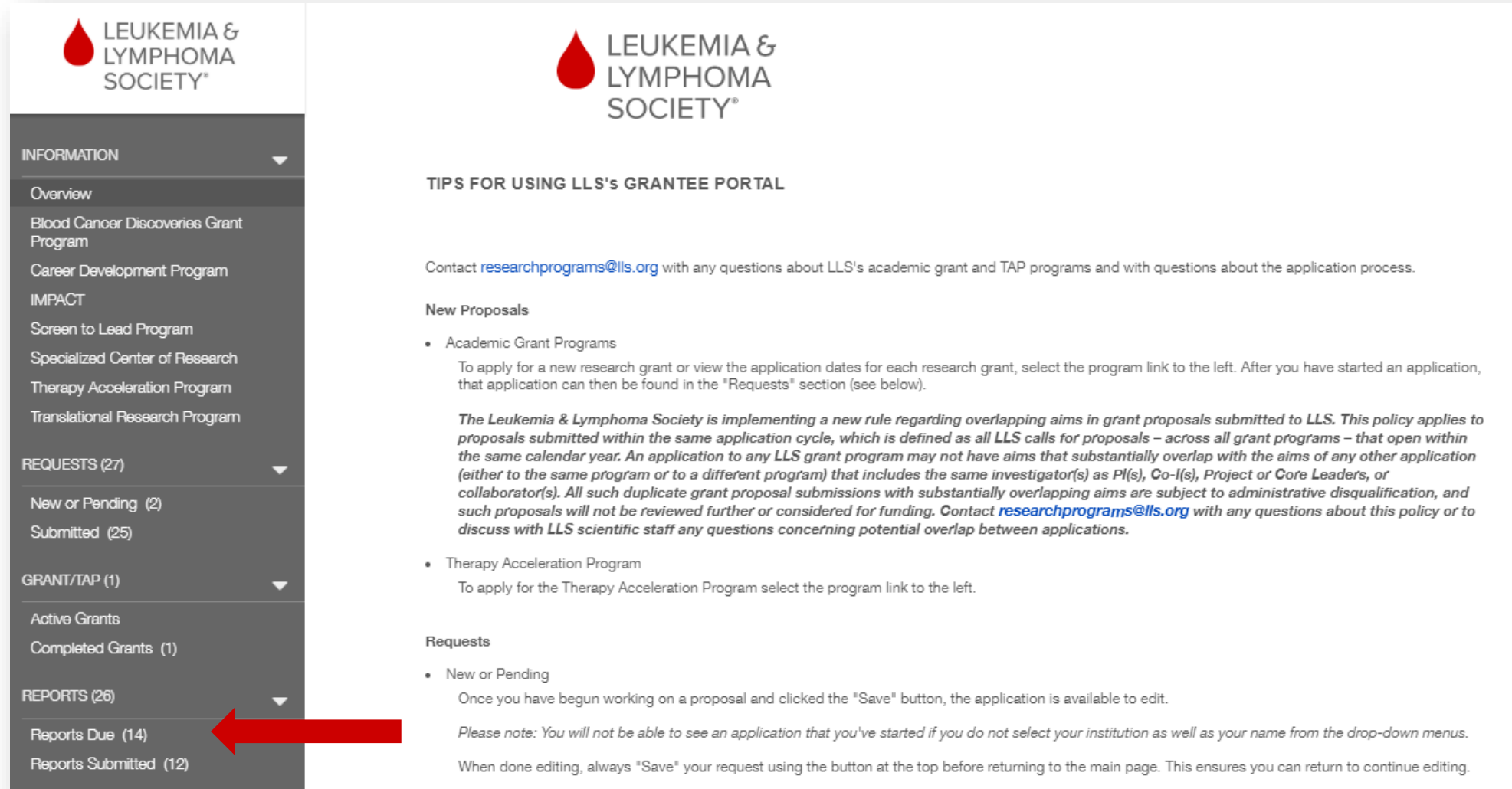
Reviewer

Continue

 FLUXX

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

Step 3: On the left panel, scroll to *Reports Due* and click this link.



LEUKEMIA & LYMPHOMA SOCIETY®

INFORMATION

- Overview
- Blood Cancer Discoveries Grant Program
- Career Development Program

IMPACT

- Screen to Lead Program
- Specialized Center of Research
- Therapy Acceleration Program
- Translational Research Program

REQUESTS (27)

- New or Pending (2)
- Submitted (25)

GRANT/TAP (1)

- Active Grants
- Completed Grants (1)

REPORTS (26)

- Reports Due (14)**
- Reports Submitted (12)

LEUKEMIA & LYMPHOMA SOCIETY®

TIPS FOR USING LLS's GRANTEE PORTAL

Contact researchprograms@lls.org with any questions about LLS's academic grant and TAP programs and with questions about the application process.

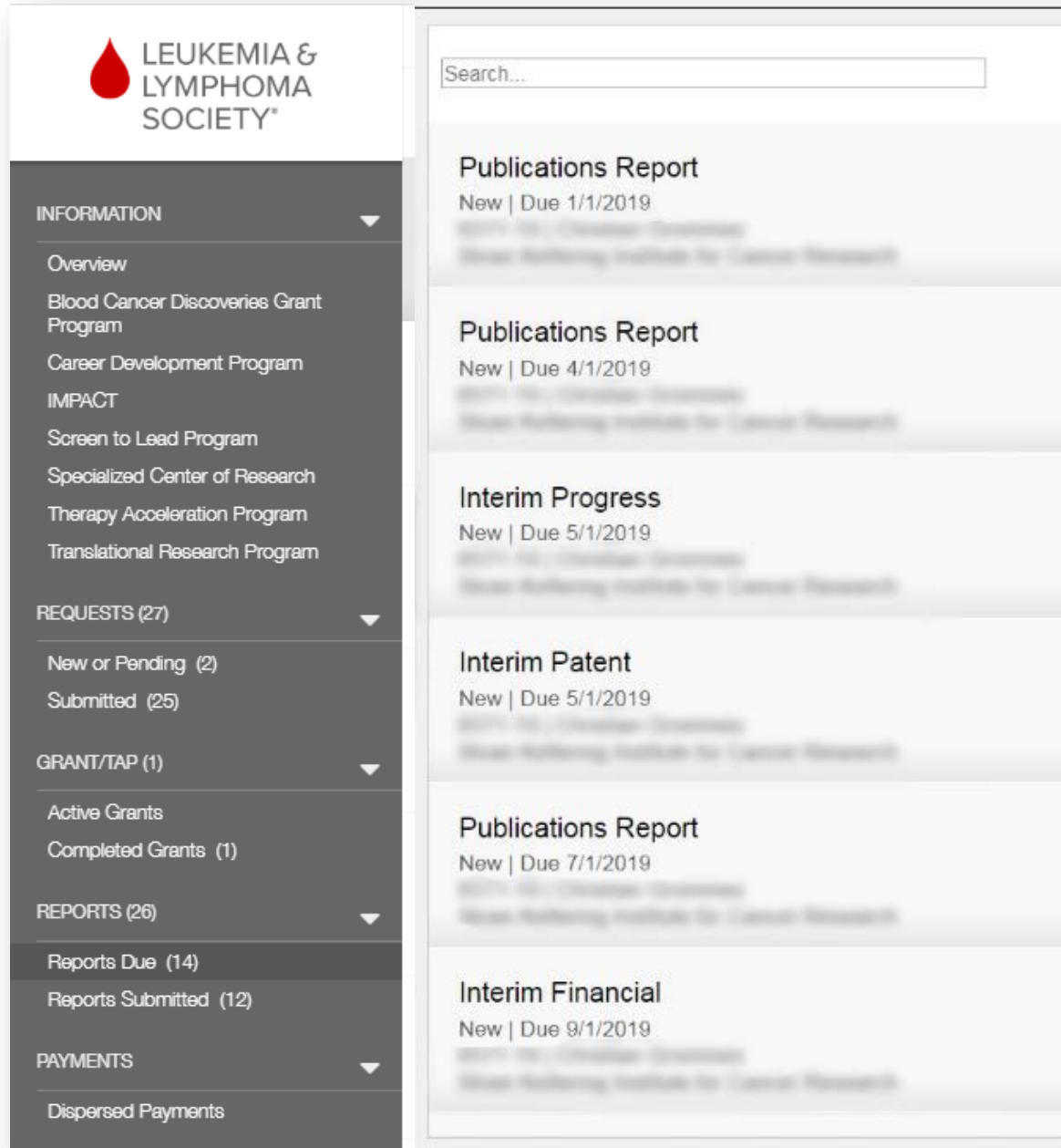
New Proposals

- Academic Grant Programs
 - To apply for a new research grant or view the application dates for each research grant, select the program link to the left. After you have started an application, that application can then be found in the "Requests" section (see below).
 - The Leukemia & Lymphoma Society is implementing a new rule regarding overlapping aims in grant proposals submitted to LLS. This policy applies to proposals submitted within the same application cycle, which is defined as all LLS calls for proposals – across all grant programs – that open within the same calendar year. An application to any LLS grant program may not have aims that substantially overlap with the aims of any other application (either to the same program or to a different program) that includes the same investigator(s) as PI(s), Co-I(s), Project or Core Leaders, or collaborator(s). All such duplicate grant proposal submissions with substantially overlapping aims are subject to administrative disqualification, and such proposals will not be reviewed further or considered for funding. Contact researchprograms@lls.org with any questions about this policy or to discuss with LLS scientific staff any questions concerning potential overlap between applications.*
- Therapy Acceleration Program
 - To apply for the Therapy Acceleration Program select the program link to the left.

Requests

- New or Pending
 - Once you have begun working on a proposal and clicked the "Save" button, the application is available to edit.
 - Please note: You will not be able to see an application that you've started if you do not select your institution as well as your name from the drop-down menus.*
 - When done editing, always "Save" your request using the button at the top before returning to the main page. This ensures you can return to continue editing.

Step 4: Select the report from the list.



The screenshot displays the Leukemia & Lymphoma Society's reporting interface. On the left is a dark sidebar with navigation options: INFORMATION (Overview, Blood Cancer Discoveries Grant Program, Career Development Program), IMPACT (Screen to Lead Program, Specialized Center of Research, Therapy Acceleration Program, Translational Research Program), REQUESTS (27) (New or Pending (2), Submitted (25)), GRANT/TAP (1) (Active Grants, Completed Grants (1)), REPORTS (26) (Reports Due (14), Reports Submitted (12)), and PAYMENTS (Dispersed Payments). The main content area features a search bar and a list of reports sorted by due date. The reports are: Publications Report (Due 1/1/2019), Publications Report (Due 4/1/2019), Interim Progress (Due 5/1/2019), Interim Patent (Due 5/1/2019), Publications Report (Due 7/1/2019), and Interim Financial (Due 9/1/2019). Each report entry includes the title, status (New), due date, and a link to the report.

Reports are listed in order of Due Date, with the earliest-due report listed first.

Contact ResearchPrograms@lls.org if the report you need to submit is not listed.

Step 5: Download the Report Document.

For Publications Reports, skip to Step 9.

PROGRESS REPORT DOCUMENTATION

This document may change, so it is imperative to download the latest template from Fluxx each year. Provide a more detailed description of your research that was bullet pointed in the "Bullet Points of Research Progress & Results During This Reporting Period" section of the webform. Please include relevant figures and tables.

Report Documentation Instructions:

1. [Click here to download the Progress Report Template.](#)
2. Complete the progress report template **without altering it or adding fields or subfields.**
3. Upload complete, signed document as a PDF in the Report Documents section below by clicking the green plus sign.
4. Click Submit to submit the report to LLS for review and approval.
5. If you'd like to request a No-Cost Extension, complete [this form](#) and email it to researchprograms@lls.org for processing

Scroll to the bottom of the page and click this link to download the current report template.

(Do not reuse templates from previous years, as they are subject to change).

Contact ResearchPrograms@lls.org if this page appears.



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Explore Box

Get to know our cool features, benefits and solutions.



Help With Shared Links

Find out more today.

Step 6 (for Progress Report): Complete the Report Document

THE LEUKEMIA & LYMPHOMA SOCIETY

GRANTEE NAME (LAST, FIRST)

Summary of Research Progress. Please provide a detailed description of this year's progress using a maximum of 2.5 pages, including figures. Figures, pictures, tables, etc. must be included here as the Fluxx web form is not compatible.

Follow the instructions on the Report Document (**example** of instructions shown above).

Progress Reports documents should include a detailed description of the research progress and results of the current reporting period, with figures, pictures, tables, etc.

The web form is separate – **do not add fields from the web form to the report document.**

Be sure to obtain all requested signatures, if applicable.

Step 6 (for Patent Report): Complete the Report Document

THE LEUKEMIA & LYMPHOMA SOCIETY

ALL PROGRAMS

INVENTION, PATENT, COMMERCIALIZATION, INTELLECTUAL PROPERTY AND REVENUE SHARING DISCLOSURE FORM

Grantee Name: _____ Grant Number: _____ Date: _____

Grant Agreement Title and Effective Date: _____

Sponsoring Institution: _____

Participating Institution (SCOR/MCL-RI Grants only) : _____

Project Title: _____

The following questions cover the period since the Grant Agreement effective date set forth above, or the date of the last Invention, Patent & Commercialization Disclosure Form that Grantee submitted to LLS, whichever occurred most recently:

Follow the instructions on the report template. Do not skip any fields.

Make sure the heading of your template matches that in the above image. If not, download the current template from Fluxx (see Step 5). Outdated templates will not be accepted.

This report must be routed through your institution's Technology Transfer office and signed by an official in that office. *Reports missing an official signature will not be accepted.*

Step 6 (for Financial Report): Complete the Report Document

THE LEUKEMIA & LYMPHOMA SOCIETY *CAREER DEVELOPMENT PROGRAM*

REVENUE AND EXPENDITURE REPORT

Grant Recipient _____ Grant Number _____

Institution _____

Interim Financial Report _____ Final Financial Report _____

Reporting Period _____ To _____ Grant Life _____ to _____

| REVENUES | | |
|--|----------------|--------------------|
| | Current Period | Cumulative To Date |
| 1. Cash Received for Direct Costs | _____ | _____ |
| 2. Cash Received for Indirect Costs | _____ | _____ |
| 3. Total Cash Received (Line 1 + 2) | _____ | _____ |
| 4. Additional Funds Due from LLS | _____ | _____ |
| 5. Total Awarded by LLS (line 3 + 4) | _____ | _____ |
| EXPENDITURES | | |
| 6. Direct Costs | | |
| A. Salaries and Wages | _____ | _____ |
| B. Fringe Benefit Expenses | _____ | _____ |
| C. Total Direct Costs (Line 6A + 6B) | _____ | _____ |
| 7. Indirect Costs | _____ | _____ |
| 8. Total Direct and Indirect Costs (Line 6C + 7) | _____ | _____ |
| 9. Total Due to LLS (Line 5 - Line 8) | _____ | _____ |

A positive balance on line 9 indicates that expenses incurred are less than the awarded amount and these funds must be returned to The Leukemia & Lymphoma Society upon annual completion or termination of the grant. A negative balance on line 9 indicates that expenses incurred exceed the awarded amount. Expenses in excess of the awarded amounts are not reimbursed by the Society.

Signature and date _____ Typed Name and Title of Certifying official _____

Address _____

Telephone Number _____ Fax Number _____

Email Address _____

Be sure to use a new template file downloaded from this report's page (see Step 5). Templates vary from program to program and are subject to change periodically.

This report must be routed through your institution's Finance office and signed by an official in that office.

Reports missing an official signature will not be accepted.

Complete the template, filling in each field in both the "Current Period" and "Cumulative to Date" columns. For the Year 1 report, these columns should match.

If there is a positive balance for line 9, further action is required. Some grants have the option to carry forward unspent funds into the next active grant year. This request can be submitted with the Financial Report. Check the LLS Policies & Procedures (available at LLS.org) to see if this grant qualifies.

If carry forward is not permitted, or if this is the last year of the grant and a no-cost extension is not permitted or approved, a refund check must be sent to LLS.


Step 7: Upload the completed Report Document as a PDF file.

PROGRESS REPORT DOCUMENTATION

Provide a more detailed description of your research that was bullet pointed in the "Bullet Points of Research Progress & Results During This Reporting Period" section of the webform. Please include relevant figures and tables.


Report Documentation Instructions:

1. [Click here to download the Progress Report Template.](#)
2. Complete the progress report template **without altering it or adding fields or subfields.**
3. Upload complete, signed document as a PDF in the Report Documents section below by clicking the green plus sign.
4. Click Submit to submit the report to LLS for review and approval.

Report Documents 

Click this symbol to open the uploader.

Upload files
Select or drag files then start upload

| Filename | Size | Status |
|--|-------|--|
| SCOR_Financial_Report_000-00_Last Name.xlsx <input type="text" value="Final Financi"/> | 95 KB | 100%  |

Upload Complete! 95 KB 100%

Drag files into the uploader window or click "Add Files." Then, click "Start Upload." Once the Status shows 100%, the upload is complete. Close the window, and you should see the file in the gray Report Documents box.

Step 8: Begin the Web Form.

Start by clicking *Edit* at the top right of the page.

Edit



(Contact Researchprograms@lls.org if you do not see an *Edit* button).

Once in edit mode, complete the Reporting Period section of the web form. Ordinarily, the reporting period is:
From Date: [previous year's report due date *or* grant start date]
To Date: [the day before the current report's due date *or* grant end date]

REPORTING PERIOD

Please define the reporting period for this report:

Due Date: May 1, 2019

Due At

5/1/2019



From Date

05/01/2018



To Date

04/30/2019



Reporting Periods will vary in special situations, such as transfers or recent leaves of absence.

Step 9 (for Progress Report): Complete the Web Form.

PROGRESS REPORT WEB FORM

Specific Aims

State the specific aims from your original application. If there have been major changes to the aims, please briefly describe the new aims, as well as the rationale for the change.

T B i u S S := = ↶ ↷

Bullet Points of Research Progress & Results During Previous Reporting Period

Bullet point your progress and any available results reported last year (unless this is your first year of the award). Please be as brief as possible and include all keywords.

T B i u S S := = ↶ ↷

Follow the instructions that appear for each field when in edit mode.

Fields that request bullet points **must** be completed using **brief** bullet points. Use as few words as possible, leaving in the key components of the research. These fields are informal and should provide LLS staff with a quick snapshot of your progress.

Do not use full paragraphs.


REMEMBER TO SAVE YOUR WORK! Changes are NOT automatically saved, and you may be automatically logged off due to inactivity. To prevent any loss of progress, we highly recommend saving frequently or typing responses on a separate document to paste into the form for submission.

Step 9 (for Patent Report): Complete the Web Form.

INVENTION, PATENT, COMMERCIALIZATION, INTELLECTUAL PROPERTY & REVENUE SHARING DISCLOSURE FORM

Have any "Inventions," which are potentially protectable by intellectual property rights, (as such term is defined in the Patent and Intellectual Property Agreement Appendix to the Grant Agreement) been conceived or reduced to practice in the performance of research funded in whole or in part by the LLS under the Grant Agreement?

Yes or No:

If yes, please attach a description of the Invention(s) and a copy of the invention disclosure(s) made to the Sponsoring Institution. 

Complete the web form so that the answers match those given in the uploaded document.
Do not skip fields.

Note that a response of "Yes" to certain questions requires additional documentation. This documentation, when required, should be uploaded to the *Report Documents* section.

REMEMBER TO SAVE YOUR WORK! Changes are NOT automatically saved, and you may be automatically logged off due to inactivity. To prevent any loss of progress, we highly recommend saving frequently.

Step 9 (for Financial Report): Complete the Web Form.

Complete the web form so that the answers match those given in the uploaded document. Do not skip fields.

| | | | |
|---------------|----------------------------------|----------------|--------------------|
| INFORMATION | REVENUES | | |
| | | Current Period | Cumulative to Date |
| | Cash Received for Direct Costs | | |
| | Cash Received for Indirect Costs | | |
| | Total Cash Received | | |
| | Additional Funds Due from LLS | | |
| | Total Awarded by LLS | | |
| REQUESTS (27) | EXPENDITURES | | |
| | | Current Period | Cumulative to Date |
| | Salaries and Wages | | |
| | Fringe Benefit Expenses | | |
| | Supplies and Materials | | |
| | Equipment | | |
| | Travel | | |
| | Other Direct Costs | | |
| | Total Direct Costs | | |
| | Indirect Costs | | |

REMEMBER TO SAVE YOUR WORK! Changes are NOT automatically saved, and you may be automatically logged off due to inactivity. To prevent any loss of progress, we highly recommend saving frequently.

Step 9 (for Publications Report): Complete the Web Form.

Publications

Please list all publications relevant to your grant since your last report. Type N/A if not applicable.

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Manuscripts Accepted or in Press

OPTIONAL-- Please provide manuscripts accepted or in press. LLS respects embargo dates and will keep information confidential as per your instructions. If your Institution will be publicizing your research, LLS would like the opportunity to coordinate with your Communications department. Type N/A if not applicable.

T B i u S S, := ≡ ↶ ↷

Please note: In accordance with the Grant Agreement Terms and Conditions, grantees must notify LLS seven (7) days prior to any advertising, promotion, publications, presentation or exhibition relating to the results of the Sponsored Research. Notification should include a copy of the materials intended for release, as well as the time, place and manner of disclosure.

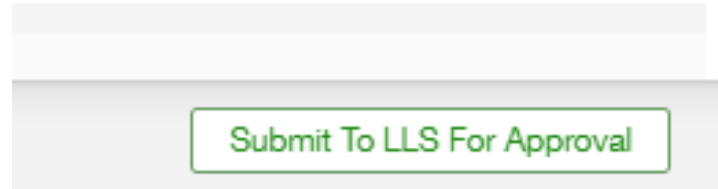
Complete the *Publications* field. The *Manuscripts Accepted or in Press* field is optional.

REMEMBER TO SAVE YOUR WORK!

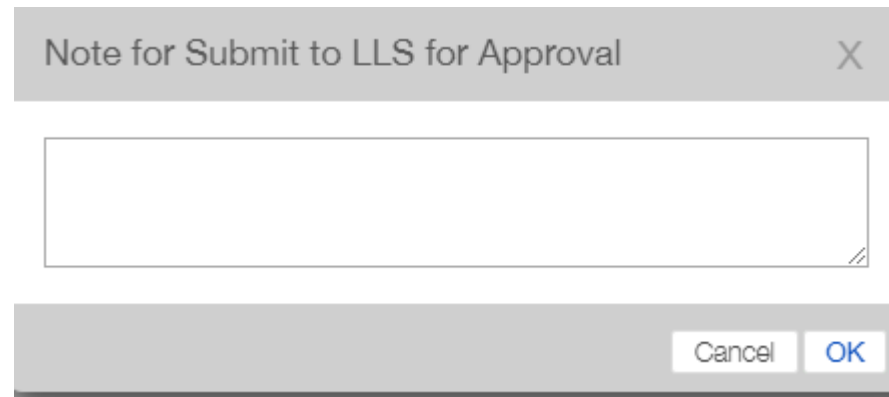
Changes are NOT automatically saved, and you may be automatically logged off due to inactivity. To prevent any loss of progress, we highly recommend saving frequently or typing responses on a separate document to paste into the form for submission.

Step 10: Check and Submit Your Report.

Once the report is complete (i.e. the Report Document is uploaded and the Web Form is complete to your satisfaction), click *Save*. Once the report is saved, click *Submit to LLS For Approval* located on the bottom right of the screen.



You will be prompted to provide a Note, but this is not necessary. Click *OK* to proceed.

A screenshot of a dialog box titled "Note for Submit to LLS for Approval". The dialog box has a gray header bar with the title and a close button (X). Below the header is a large, empty text input field. At the bottom right of the dialog box are two buttons: "Cancel" and "OK".



Step 11: Confirm Submission Success.

Successful submission will result in a new entry to your list of *Reports Submitted*.

Contact ResearchPrograms@lls.org if:

- You need to edit the report after submission.
- You are not able to see confirmation of submission after refreshing your browser.

You will be contacted and your report will be returned to you if LLS requires revision of your report. Follow directions carefully in order to avoid this.

Email ResearchPrograms@lls.org for clarification of any instructions.