

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



LEUKEMIA & LYMPHOMA SOCIETY®

Welcome to the LLS Research Portal

Login Now:

Sign in

[Reset or create password](#)

Forgot your Password:

Contact researchprograms@lls.org to have your password reset. **The automated password reset feature through Fluxx is temporarily unavailable.**

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.

Please Note: If you have applied to LLS in the past,

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

 FLUX

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

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

FLUXX

- RTFCOR/LLS PATIENT-...
- New Idea Award
- Career Development Pro...
- Specialized Center of Re...
- Transforming CURES INI...
- Screen to Lead Program
- Quest for CURES
- Therapy Acceleration Pro...

Requests

- New or Pending
- Submitted

Grant/TAP

- Active Grants
- Completed Grants

Reports

- Reports Due
- Reports Submitted

Payments

- Dispersed Payments

Change Password
Logout

Printable

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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.

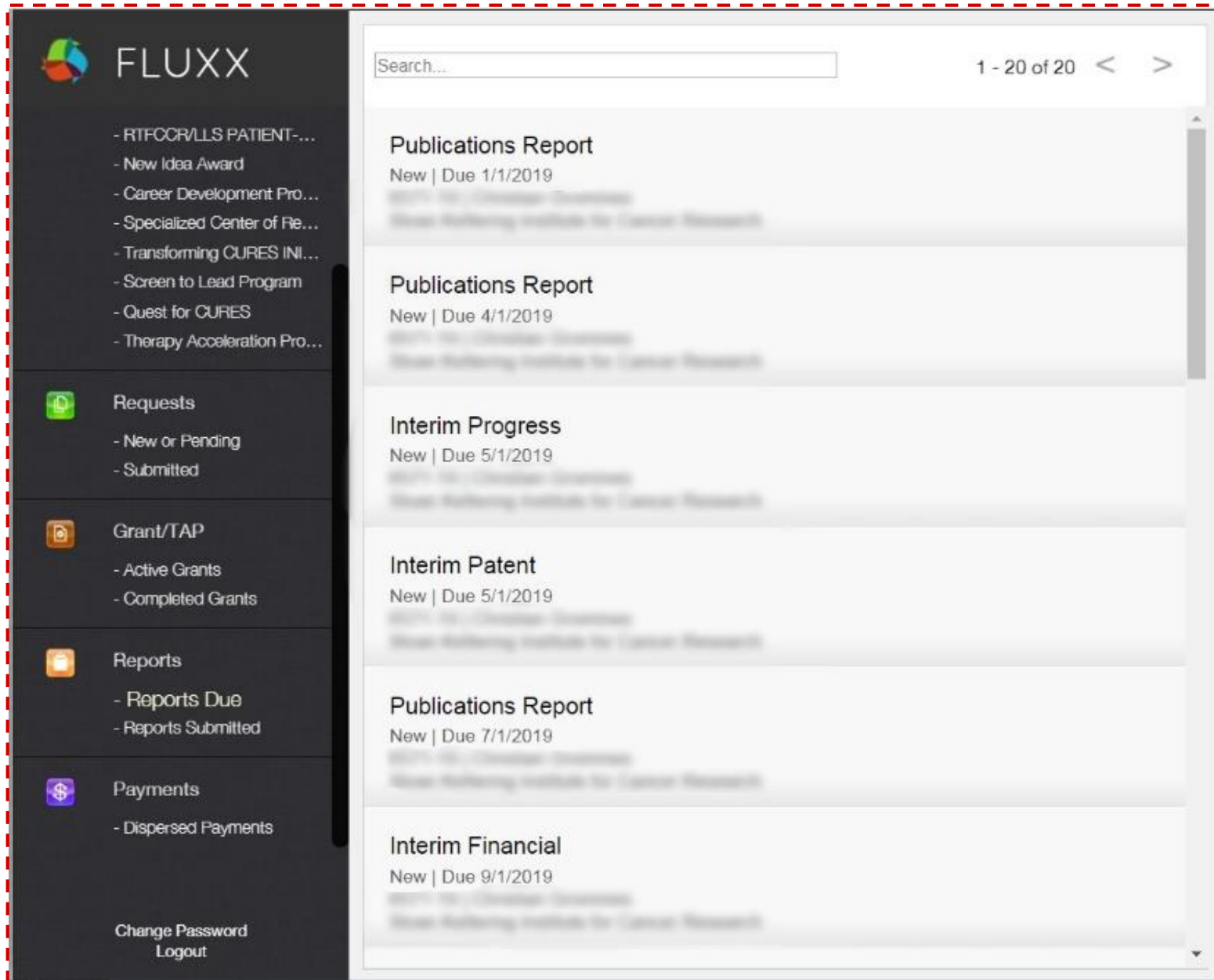
New Proposals

- 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).
- 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 an 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.
Only click the "Submit" button when the requested information is complete.

Step 4: Select the report from the list.



The screenshot displays the FLUXX web application interface. On the left is a dark sidebar with the FLUXX logo and a list of navigation items: RTFCORVLLS PATIENT..., New Idea Award, Career Development Pro..., Specialized Center of Re..., Transforming CURES INI..., Screen to Lead Program, Quest for CURES, and Therapy Acceleration Pro... Below these are five main categories: Requests (New or Pending, Submitted), Grant/TAP (Active Grants, Completed Grants), Reports (Reports Due, Reports Submitted), Payments (Dispersed Payments), and Change Password/Logout. The main content area features a search bar, a pagination indicator '1 - 20 of 20', 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 details.

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 8.

The screenshot shows the FLUXX web application interface. On the left is a dark sidebar with navigation options: RTFCOR/LLS PATIENT-..., New Idea Award, Career Development Pro..., Specialized Center of Re..., Transforming CURES INI..., Screen to Lead Program, Quest for CURES, Therapy Acceleration Pro..., Requests (New or Pending, Submitted), Grant/TAP (Active Grants, Completed Grants), Reports (Reports Due, Reports Submitted), Payments (Dispersed Payments), Change Password, and Logout. The main content area has a top navigation bar with 'Edit', 'Printable', and 'Submit To LLS For Approval' buttons. Below this is the 'Progression to Clinical Application' section with a text prompt: 'Please provide a phone number in case we need to reach you regarding this report.' The 'PROGRESS REPORT DOCUMENTATION' section follows, with instructions to provide a detailed description of research. A red arrow points from a text box on the right to the first instruction: 'Click here to download the Progress Report Template.' Below the instructions are two sections: 'REPORT DOCUMENTS' with a green plus icon and 'ALERT COMMUNICATIONS'.

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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Think it's a mistake? No worries: Just email the owner or get in touch with [Box support](#). We're here to help. Meantime, learn more about sharing files on Box – and other features, benefits and solutions – below.



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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 can be requested via the *Special Requests* report in Fluxx. 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 no-cost extension is not permitted or selected, 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 box.

Step 8: Begin the Web Form.



Contact Researchprograms@lls.org if you do not have an *Edit* button.

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

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]

REPORTING PERIOD

Please define the reporting period for this report:
Due Date: May 1, 2019

Due At	<input type="text" value="5/1/2019"/>	
From Date	<input type="text" value="05/01/2018"/>	
To Date	<input type="text" value="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.

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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.

The screenshot shows the FLUXX web interface. On the left is a dark sidebar with the FLUXX logo and navigation links: Specialized Center of Re..., Transforming CURES INI..., Screen to Lead Program, Quest for CURES, and Therapy Acceleration Pro... Below these are sections for Requests (New or Pending, Submitted), Grant/TAP (Active Grants, Completed Grants), Reports (Reports Due, Reports Submitted), and Payments. The main content area is titled 'INVENTION, PATENT, COMMERCIALIZATION, INTELLECTUAL PROPERTY & REVENUE SHARING DISCLOSURE FORM'. It contains two questions, each with a 'Yes or No' dropdown menu. The first question asks if any inventions have been conceived or reduced to practice. A callout box points to the text 'If yes, please attach a description of the Invention(s) and a copy of the invention disclosure(s) made to the Sponsoring Institution.' The second question asks if any new patent applications have been filed. Below it, text states: 'If yes, please attach for each such application a copy of the application (along with the filing receipt). You may be requested to forward a copy of the application docket covering at least the next three (3) calendar months from the date of this form set forth above and copies of all written communications with the relevant patent authority regarding the application.' At the top right of the form are 'Cancel', 'Save', and a green 'ABC' button.

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 prompts 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.

FLUXX

- Specialized Center of Re...
- Transforming CURES INI...
- Screen to Lead Program
- Quest for CURES
- Therapy Acceleration Pro...

Requests

- New or Pending
- Submitted

Grant/TAP

- Active Grants
- Completed Grants

Reports

- Reports Due
- Reports Submitted

Cancel Save ABC

REVENUES

	Current Period	Cumulative to Date
Cash Received for Direct Costs	<input type="text"/>	<input type="text"/>
Cash Received for Indirect Costs	<input type="text"/>	<input type="text"/>
Total Cash Received		
Additional Funds Due from LLS	<input type="text"/>	<input type="text"/>
Total Awarded by LLS		

EXPENDITURES

	Current Period	Cumulative To Date
Salaries and Wages	<input type="text"/>	<input type="text"/>
Fringe Benefit Expenses	<input type="text"/>	<input type="text"/>

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

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.

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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!

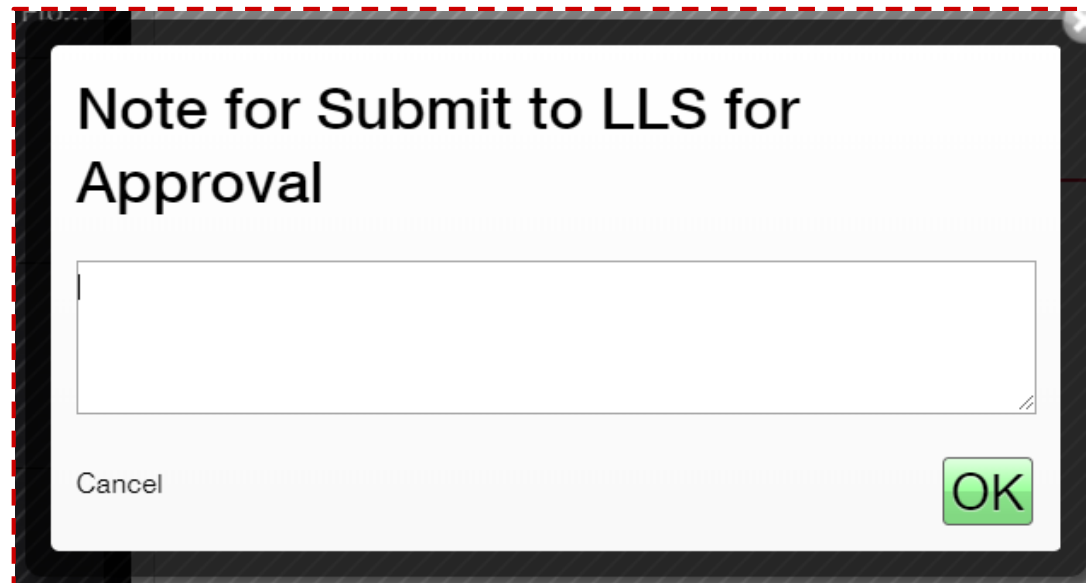
Changes are NOT automatically saved, and you may be automatically logged off due to inactivity. To prevent any loss of progress, we highly recommend saving frequently or typing responses on a separate document to paste into the form for submission.

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*.

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





FLUXX

- RTFCCR/LLS PATIENT-...
- New Idea Award
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- Therapy Acceleration Pro...



Requests

- New or Pending
- Submitted



Grant/TAP

- Active Grants
- Completed Grants



Reports

- Reports Due
- Reports Submitted

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.