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

LEUKEMIA & LYMPHOMA SOCIETY®

Welcome to the LLS Research Portal

Login Now:

Username

Password

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,
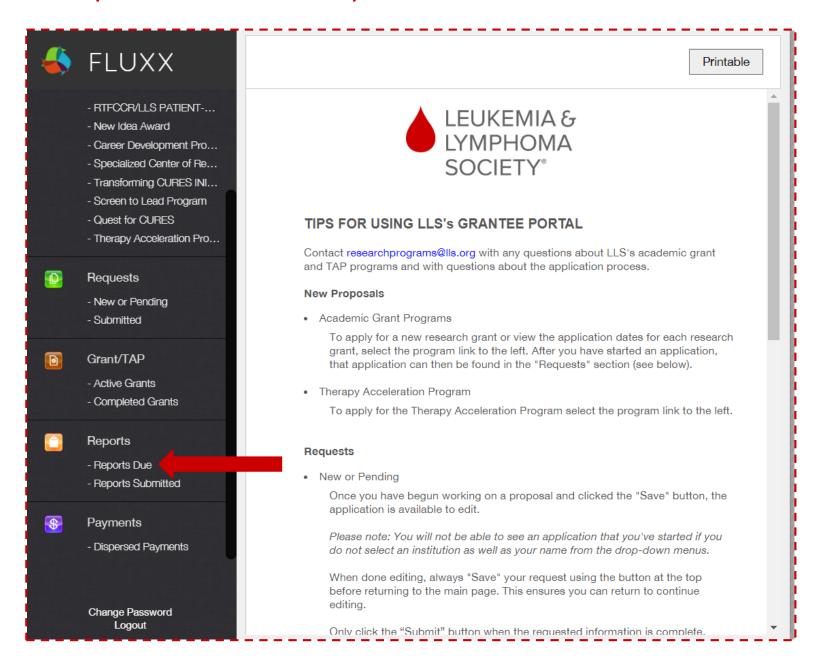
Contact ResearchPrograms@lls.org if:
- You forgot your username or password
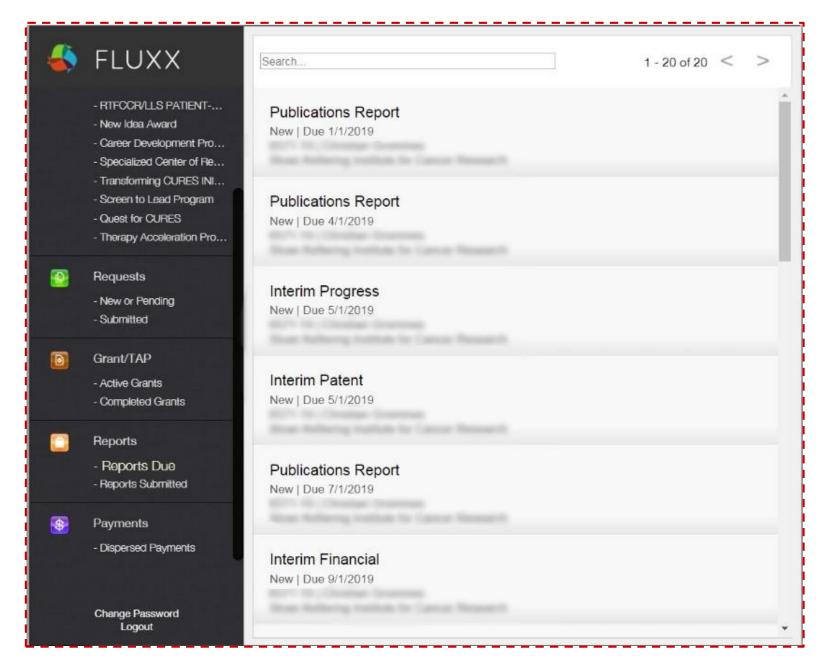- You are new to the portal and require an account

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

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Privacy Policy   Accessibility

Step 3: On the left panel, scroll to *Reports Due* and click this link.
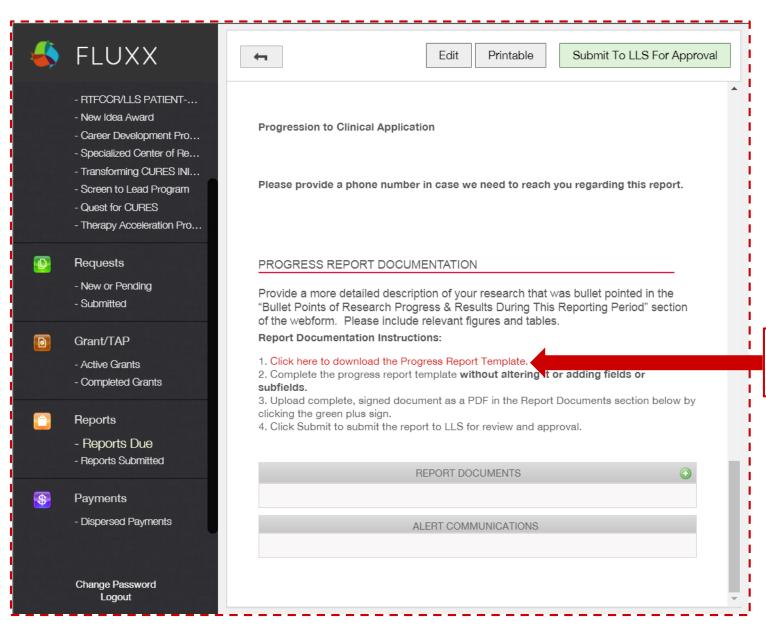
Step 4: Select the report from the list.

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.

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.

box

This shared file or folder link has been removed.

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.

Share your files
Sign up for a free Box account.

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

	Current Period	Cumulative To Date
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.
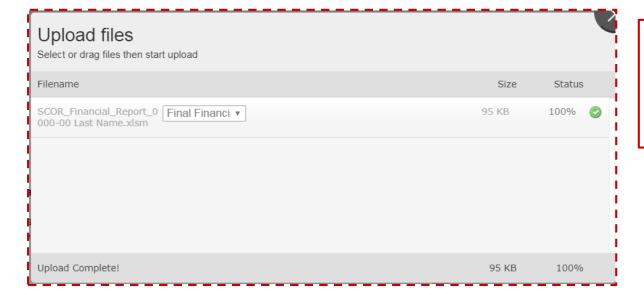
PROGRESS REPORT DOCUMENTATION

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_0 Final Financi ▼ 000-00 Last Name.xlsm	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:
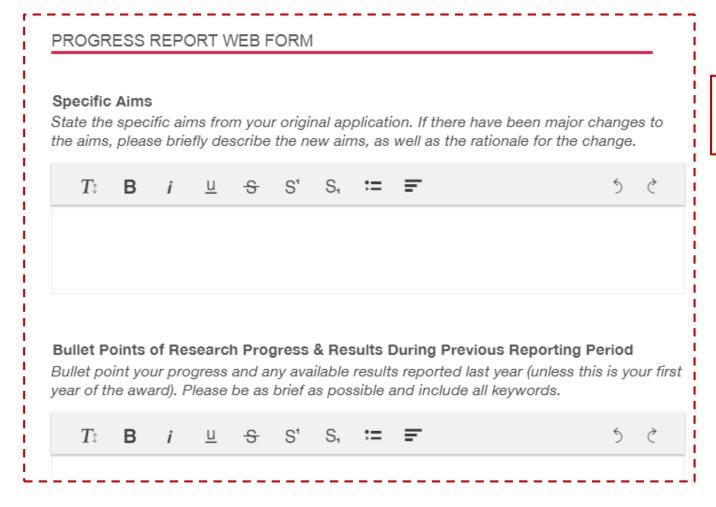From Date: [previous year's report due date *or* grant start date]
To Date: [the day before the current report's due date]

REPORTING PERIOD

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

Due At   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*   U̲   S̶   S'   S₁   :=   ≡   ↺   ↻

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.

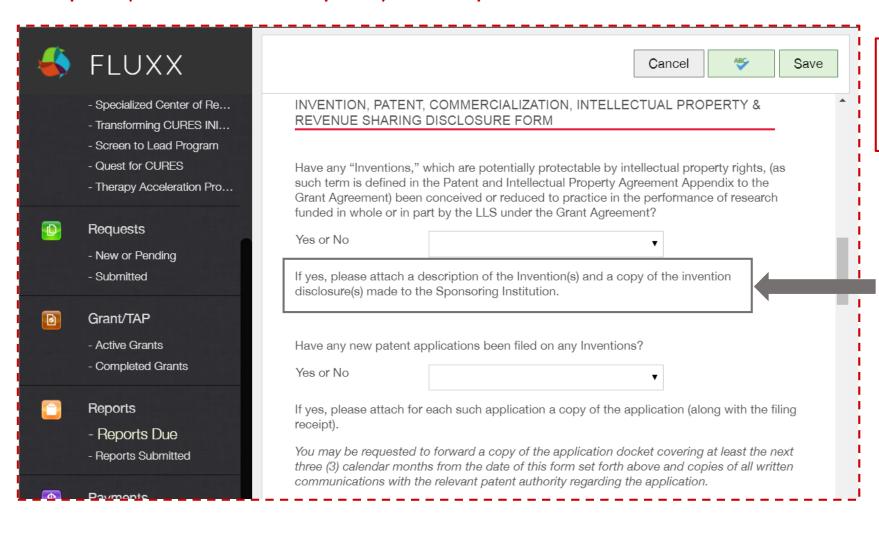T↕   B   *i*   U̲   S̶   S'   S₁   :=   ≡   ↺   ↻

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._

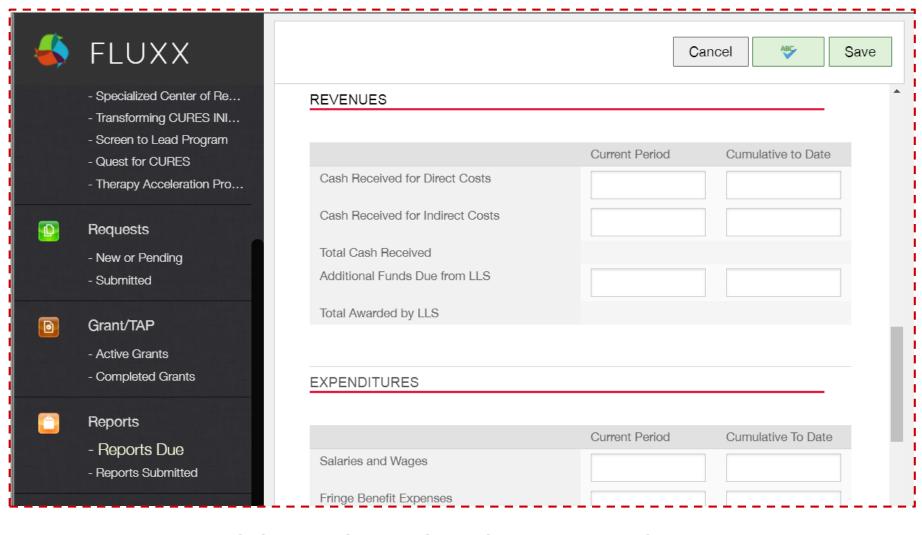# Step 9 (for Patent Report): Complete the Web Form.

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.*

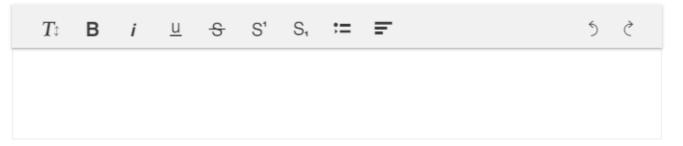# Step 9 (for Financial Report): Complete the Web Form.

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.*

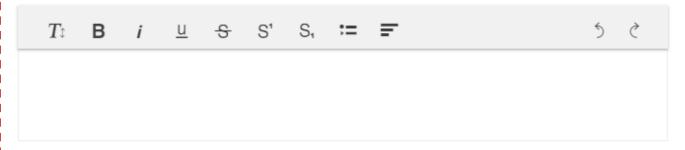# Step 9 (for Publications Report): Complete the Web Form.

Publications

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

| T↕ | **B** | *i* | U | S̶ | S' | S, | ≔ | ☰ | | ↺ | ↻ |

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

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 | S̶ | S' | S, | ≔ | ☰ | | ↺ | ↻ |

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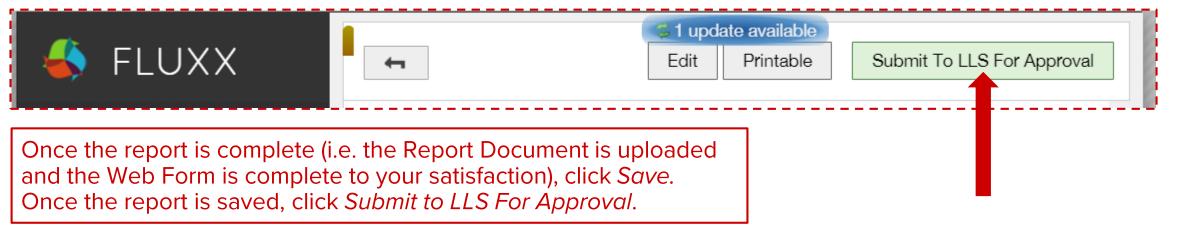
Please note: In accordance with the Grant Agreement Terms and Conditions, grantees must notify LLS seven (7) days prior to any advertising, promotion, publications, presentation or exhibition relating to the results of the Sponsored Research. Notification should include a copy of the materials intended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

Step 10: Check and Submit Your Report.

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⟳1 update available

Edit   Printable   Submit To LLS For Approval

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.

Note for Submit to LLS for Approval

Cancel   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.

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- RTFCCR/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
① - Reports Submitted