

Fluxx - PI Instructions

Submitting a report:

1. Log into the Funding Portal <https://ncbiotech.fluxx.io> with your account
2. Click on the “Reports” folder at the left of the screen. There you will see a list of required reports for your active awards. The award is identified by your NCBiotech reference number.
3. The first section will be pre-populated with your information and that of your organization. Follow the instructions provided on the report form.
4. When you have completed the application form, click [SUBMIT]. If you have any questions, please contact contracts_grants@ncbiotech.org.

Submitting an amendment:

1. Once logged into the Fluxx portal and you have navigated to the Active award and are viewing it on the right-hand side of the window, click the “Edit” button at the top right hand corner of the screen.
2. You can select the amendment type from the Amendment Type box and click the “>” to move it to the right box. After this, you should see more instructions on how to fill out the amendment.
3. You can add text in the description/comments and attach files to the supporting documentation section.
4. When finished, click the “Save” button and then “Request Amendment” button on the next screen and the amendment request will come through to us here at NCBiotech.