

EWING MARION
KAUFFMAN
FOUNDATION



GRANTEE PORTAL User Guide

Kauffman Foundation Grantee Portal

This document outlines some information and tips to help you use the Grantee Portal.

It will guide you through the following operations:

- Install Google Chrome Browser
- Submit a New Idea
- Log into the Kauffman Foundation Grantee Portal
- Reset or Create Password
- Overview of the Kauffman Foundation Grantee Portal
- Navigate Through the Portal
- Helpful Tips

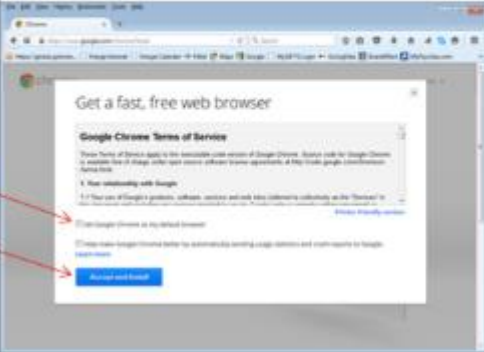



The Kauffman Foundation Grantee Portal is powered by an automated grants management software system called Fluxx, which was created specifically for the philanthropic foundations and the nonprofit organizations they fund.

Contact GranteeHelpDesk@kauffman.org for technical assistance.

Install Google Chrome Browser

Fluxx is configured to work best using the Google Chrome Browser, which should be installed before you access the Portal. Installation instructions are included below for your reference.

<p>1. Click on the following link:</p>	<p>https://www.google.com/chrome/#ula</p>
<p>2. The browser screen on the right will open.</p> <p>a. Uncheck "Set Google Chrome as my default browser"</p> <p>b. Click the "Accept and Install" button.</p>	
<p>3. Installation is complete when this screen appears. You may now close your browser window.</p>	

Create an account

If this is your organization's first time applying to the Kauffman Foundation, you will need to create an account.

Access the Kauffman Foundation Grantee Portal at: <https://kauffman.fluxx.io>



Welcome to the Kauffman Foundation grants portal

Login Now:

Sign in

[Reset or create password](#)

Current Grantees

Current grantees may log in anytime to review active grants, view past submissions, and submit progress, and final reports. If you have previously logged into this system, simply enter your username and password and click "Sign in."

Potential Grantees

If you think your organization or project might be a strong match with the Foundation's priorities, click the "Submit a New Idea" button (below) to proceed with the grant-application process. For more information, please review [our strategic direction](#) and [funding guidelines](#).

About the Kauffman Foundation

The Ewing Marion Kauffman Foundation is a private, nonpartisan foundation established by the late Ewing Marion Kauffman to support the causes he was passionate about - improving lives through education and entrepreneurship, and helping to make Kansas City a better place to live and work.

For help navigating the site, please review the [grantee user guide](#).

For help writing strong outputs and outcomes, please review the [grantee metrics guide](#).

Submit a New Idea

Learn more by reading the Kauffman Foundation's strategic direction and funding guidelines.

Click the "Submit a New Idea" button to proceed with the grant-application process. You will be directed to the eligibility quiz and registration form.

Log into the Grantee Portal

Access the Kauffman Foundation Grantee Portal at: <https://kauffman.fluxx.io>



Welcome to the Kauffman Foundation grants portal

Login Now:

[Reset or create password](#)

For your first time accessing the site, click “Reset or create password” and enter the email address provided to the Kauffman Foundation.

Additional instructions for resetting your password are on the next page.

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Current grantees may log in anytime to review active grants, view past submissions, and submit progress, and final reports. If you have previously logged into this system, simply enter your username and password and click “Sign in.”

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Reset or create password

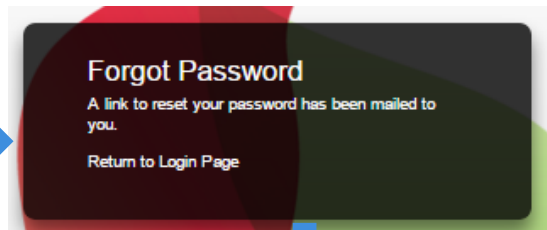
When prompted, enter your email address and you will receive an email from the Kauffman Foundation with a link to create or reset your password. Once you set your password, you will be able to log into the system.



CREATE OR FORGOT
PASSWORD/LOGIN

Email
Email

Cancel Submit



Forgot Password

A link to reset your password has been mailed to you.

[Return to Login Page](#)



SET YOUR PASSWORD

Password
.....

Password confirmation
.....

Set Password and Log In

Troubleshoot

- Check that you are using the Google Chrome browser.
- Ensure you are using the email provided to the Kauffman Foundation.
- Check your spam filter if you did not receive the email to create/reset your password.

Password Requirements

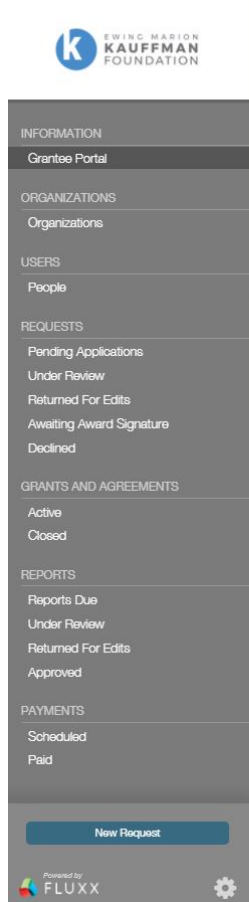
- Minimum Password Length: 8 characters
- Uppercase letter, lowercase letter, and a number are required
- Cannot contain more than 2 repeated characters

Overview of the grantee portal

The first page you will see is the portal instructions that will provide some information about the site.

The links along the left side will help you navigate through the portal.

After clicking the link, a list of the records will appear. Click on the appropriate record to open the detailed form.



WELCOME TO THE KAUFFMAN FOUNDATION'S GRANT PORTAL, WHERE YOU CAN...

- Submit a proposal for funding
- Track the status of pending proposals
- Review current grants including the signed grant agreement
- Submit reports
- Monitor payments
- Review contact information

HOW TO USE THE PORTAL

For optimal performance, use Chrome as your browser.

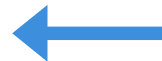
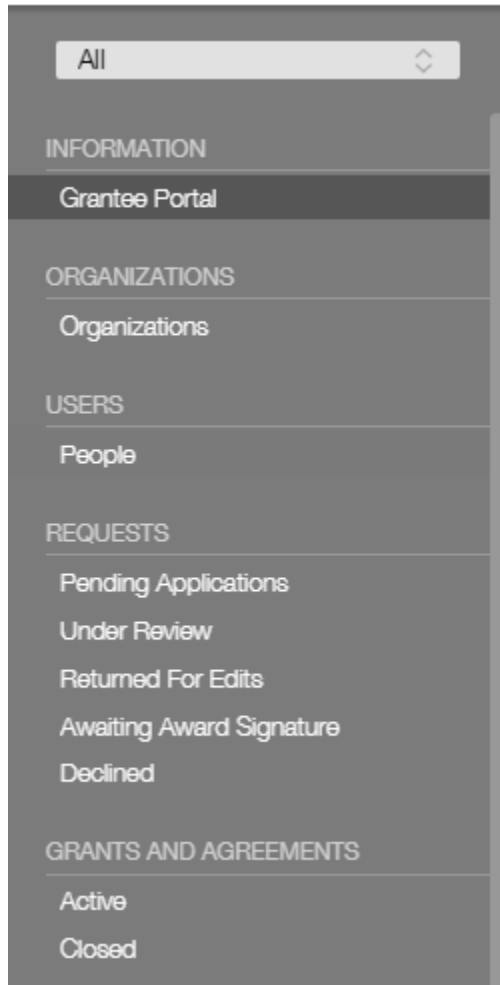
When you click on the links to the left, you can access the following:

ORGANIZATIONS

This is where you review your organization's contact information. This information can not be edited. To request a change to the contact information, please email granteehelpdesk@kauffman.org

Navigate through the grantee portal

Below are some tips on how to navigate through the grantee portal.



Click here for portal Instructions



Click here to view your organization details



Click here to view your contact details



Click here to view pending grant requests

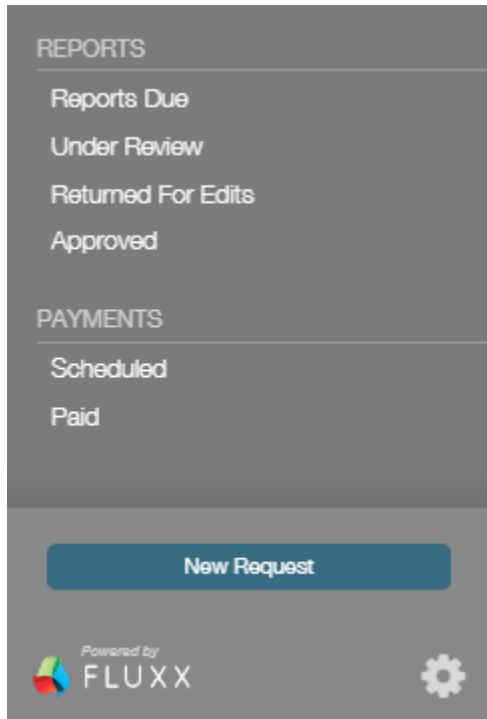
- Pending Application: Applications not yet submitted to the Kauffman Foundation
- Under Review: Kauffman Foundation is reviewing these applications
- Returned for Edits: Request has been returned to you for changes
- Awaiting Award Signature: Award letter is ready to be signed



Click here to view grants approved by the Kauffman Foundation

Navigate through the grantee portal

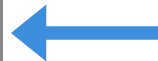
Below are some tips on how to navigate through the grantee portal.



- Click here to view upcoming report deadlines and submit reports
- Reports Due: Reports that are not yet submitted to the Kauffman Foundation
 - Under Review: Kauffman Foundation is reviewing these reports
 - Returned for Edits: Report has been returned to you for changes



Click here to view payments (paid) and upcoming payments (scheduled)



- Click the New Request button to start a new application.
- Prior to creating a new request confirm an application is not already created under Pending Applications above.

Helpful tips

Below are some tips for working in the grantee portal.



Save

- **Save**: Click “Save” to record any changes you have made.



Edit

- **Edit**: Click “Edit” to make changes to a request or report.



Submit Application

- **Submit**: Click “Submit Application” to send your applications and reports for review.



Delete

- **Delete**: Click “Delete” to cancel any changes you have made and exit edit mode.



- **Print**: Click to print a copy of your LOI, proposal or report.

NOTE: There is no auto-save, so please remember to save often.