



Hogg Foundation  
*for* Mental Health

Applying for Funding  
in Fluxx

Quick Start Instructions

# GETTING STARTED

- The [Hogg Foundation Fluxx Grant Portal](#) is optimized for use with Chrome or Safari browsers and using another browser may cause technical issues. We recommend contacting your IT department to install one of the recommended browsers if it is not currently available to you.
- **Please be aware that there is a 30-minute inactivity time-out when using the site. Save often!**

# SIGN-IN PAGE

- New users should visit the [Hogg Foundation Fluxx Grant Portal](#) to create an account.
- Click the “Create an account now” button on the right side of the login screen to register. Within five days, you will receive a username and password to login to the Grantee Portal.
- If you believe you have registered and cannot remember your password or receive an “Invalid Login” message, please click the “Reset or create password” on the left side of the login screen to receive your new password.



Welcome to the Hogg Foundation Grant Portal

Login Now:

Username

Password

Sign in

[Reset or create password](#)

If you do not remember or do not know your password, you may reset it.

**Technical Note:** This portal is optimized for use with Chrome or Safari browsers.

If you are using another browser, you may experience technical issues. If so, we recommend you contact your IT department to install one of the recommended browsers.

If you are a new user, please register by clicking on the “Create an Account Now” button.

If you are a reviewer or have applied to Hogg Foundation in the past, you do not need to create a new user account. Please log in with the credentials you were provided during initial registration. If you cannot remember your password, please click the “Reset or create password” link to the left to receive your new password. Note: passwords must contain uppercase, lowercase, and numerals, as well as be a minimum of 12 characters.

**Learning the Fluxx System as a Grantee user?**

Click the Create an account now button to register. You will receive a username and password to login to the Grantee Portal within five days.

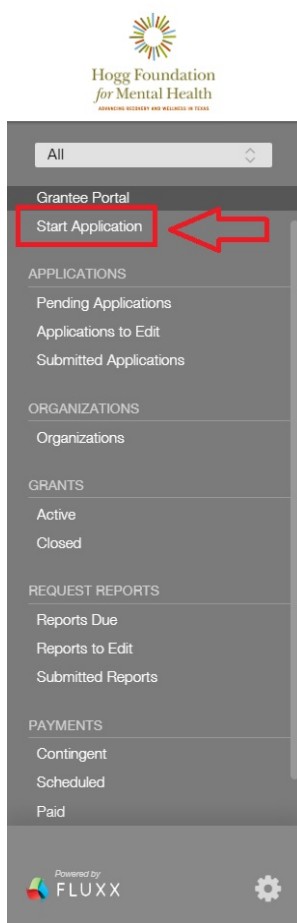
Create an account now

If you do not have an account, you may create one by clicking here and completing the form.



# HOME PAGE

- When you log in to the Fluxx portal, the grantee home screen will open. The home screen contains an overview of each section listed in the left-hand navigation section.
- Select “Start Application” from the left-hand menu to begin your application.



Welcome to the Hogg Foundation for Mental Health Grantee Portal!

From this webpage, you can . . .

- Submit a proposal for funding
- Check your organization's information for accuracy
- Track the status of your pending application
- Upload your signed grant agreement
- Review your current grants and report due dates
- Submit reports
- Monitor grant payments

**Please note: There is a 30 minute time-out for inactivity on this portal.**

## HOW TO USE THE PORTAL

The icons in various color on the left-hand side are called "cards". When you click on the link beneath each card, you are accessing the following:

### APPLICATIONS

- Pending Applications

Once you have saved an application, you may return here to continue editing it.

- Applications to Edit

If you receive a request to edit a proposal, the application is available via this link.

If the staff have any questions about your proposal or would like a revision, you will receive an email alert to login. You can find the proposal here, available for editing. Once you have re-submitted your proposal, the proposal appears in the Submitted Applications link.

- Submitted Applications

Once you have submitted an application, you can find a read-only version here.

### ORGANIZATION

- My Organization

This is where you may view organization data, including contact information. If any changes in this information need to be made, please contact us through [hogg-grants@austin.utexas.edu](mailto:hogg-grants@austin.utexas.edu). Please be sure to include your organization name and grant reference number (if you are already a grantee). Keeping this information accurate ensures a streamlined grant award and payment process.

### GRANTS

- Active

After staff have received the counter-signed statement of agreement, you may find a read-only copy of your grant and associated documentation via this link.

- Closed

When a grant is closed (all payments/refunds completed and final reports approved), you may find a read-only copy here.

# BEGIN YOUR APPLICATION

- Select the appropriate application link to the grant for which you are applying listed under one of the four headings: Letters of Interest, Request for Proposals, Request for Applications, or Scholarships and Fellowships.

Hogg Foundation  
for Mental Health  
IMPROVING CURRENT AND FUTURE CARE

All

INFORMATION

- Grantee Portal
- Start Application

APPLICATIONS

- Pending Applications
- Applications to Edit
- Submitted Applications

ORGANIZATIONS

- Organizations

GRANTS

- Active
- Closed

REQUEST REPORTS

- Reports Due
- Reports to Edit
- Submitted Reports

PAYMENTS

In order to achieve greater results with our limited funds, the Hogg Foundation has established a competitive process for awarding grants. Our website lists current opportunities for grant funding. For information such as eligibility, due dates, and the application process, please check out our [Open RFPs](#) page.

The Hogg Foundation for Mental Health also offers graduate-level scholarships and fellowships to promote and support research and study in the field of mental health. For more information, please visit the [Graduate Students Fellowships and Scholarships](#) page.

[Instructions for completing an application.](#)

**Requests for Letters of Interest**

- [LOI: WRC - Well-being in Rural Communities](#)

**Requests for Proposals**

- [RFP: Evaluator](#)

**Requests for Applications**

- [RFA: Evaluators for Mental Health Grant Programs](#)

**Scholarships and Fellowships**

- [Frances Fowler Wallace Memorial Award](#)
- [Harry E. and Bernice M. Moore Fellowship for Doctoral Research](#)

Be sure to select the appropriate application link.

**There is a 30-minute time-out for inactivity on the Fluxx portal.  
Remember to SAVE often!**

# FILLING OUT AN APPLICATION

## What is needed to apply:

- Organization Details including location, primary point of contact and federal tax ID #
- Project details including community need, demographics, goals and activities
- Applicant's Background and Ability to Complete Project Goals
- Letter of Approval to Submit Proposal
- Letters of Support from Partner
- IRS Letter of Determination

Check for accuracy

▼ Organization Details

Organization  [Add New](#)

Location  ▼

Primary Point of Contact (PPOC)  [Add New](#) ← Use only if contact is not listed in the drop-down and does not need access to the application/grant.

Authorized Organizational Representative (AOR)  [Add New](#)

Financial Officer (FO)  [Add New](#)

Grant Liaison (GL)  [Add New](#)

Board Chair (BC) or Second Signatory

All the above contacts will be notified in the case of an award or denial.

**Primary Point of Contact (PPOC)** (Program Director/Lead, Pre-Award Specialist, Principal Investigator): The person who can **negotiate agreement** and/or is responsible for supervising the proposed project.

**Authorized Organizational Representative (AOR)** (Signature Authority, Board Chair, Office of Sponsored Projects, CEO): The person who can **legally sign contracts** for the organization.

**Financial Officer (FO)**, (Post-Award Accountant): The person responsible for the **proposed budget and fiscal reports** for the proposed project.

**Grant Liaison (GL)**: The person responsible for the on-line submission of **narrative and fiscal reports** for the proposed project.

[Cancel](#) [ABC](#)

**Remember to SAVE your application regularly!**

# FILLING OUT AN APPLICATION

- Scroll down to complete the Proposal Narrative section.
- Continue scrolling to complete the remaining application questions.
- List all key staff: Press the green “+” to the right of the “Key Project Staff” heading to add new project staff members.

## ▼ Proposal Narrative

### Community Need and Demographics

Applicants should describe the community and its needs, including: 1) population or audience who will benefit from this grant, including race and ethnicity; 2) socioeconomic status; 3) geographic area (e.g., city, zip codes, neighborhoods, etc.); 4) needs, challenges, and opportunities to be addressed in this project; 5) data sources for relevant facts and information that support the project.

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### Project Goals

Applicants should describe the main purpose of their project, including: 1) goals of the project and 2) strategies or methods that will be used to achieve the goals.

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### Project Description and Activities

Applicants should describe how they intend to accomplish the goals of the project, including: 1) specific activities (including type, frequency) to be conducted during the grant term; 2) how the activities will advance the strategies and goals; 3) key potential partners and individuals responsible for carrying out the activities.

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### Applicant Background and Ability to Complete Project Goals

Applicants should describe their mission and vision and how it aligns with the goals of the grant, including: 1) applicant's interest in or experience with mental health; 2) applicant's internal support for the project, including leadership; 3) history of relevant programs and accomplishments; 4) relevant community involvement; 5) history of population served or impacted.

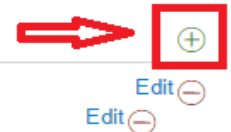
T: B i u ↺ S' S<sub>n</sub> := ≡

## ▼ Proposed Staff

List all key project staff, including employees, potential contractors, and potential consultants who will be involved in this grant project by clicking the green “plus” button on the right-hand side of the screen. Resumes and/or job descriptions will be uploaded into the Documents section below.

### Key Project Staff

- ☐ John Doe Primary Investigator
- ☐ Jane Doe Project Manager



# REQUIRED DOCUMENTS


- Upload the required Application Documents and Organizational Fiscal Documents listed under “Additional Proposal Requirements.”
- Required documents vary by funding opportunity so please be sure to review the list carefully.
- Standard templates are available for download within the application.
- Press the green “+” to the right of the Documents heading or Organizational Documents heading to add the respective files.

▼ Application Documentation

▼ Additional Proposal Requirements

The following is a list of required documents that must be added to the Documents section below. For further explanation of what should be included in each file, please refer to the RFP.

Required Document	Instructions	Required Format
Letter of Approval to Submit Proposal	Organization completes; applicant uploads	PDF
	If a university, this must be written/signed by your university's grant office (e.g. Office of Sponsored Projects)	
Letters of Support from Key Potential Partners	Partner completes; applicant uploads	PDF


Documents 

▼ Fiscal Documents

Applicants must submit the following fiscal documents to assist the foundation in assessing the organization's fiscal soundness. They must be uploaded in the Fiscal Documents Folder below. (The foundation may request additional fiscal documents when reviewing proposals.)

Please be aware that applicants may not delete files in this section once uploaded; please contact [Hogg-Grants@austin.utexas.edu](mailto:Hogg-Grants@austin.utexas.edu) for assistance.

Required Document	Required Format
IRS letter of determination of 501(c)(3) status or tax-exempt status	PDF

Fiscal Documents 



# REQUIRED DOCUMENTS

Note: Each document must be properly identified from the drop-down menu as the required document type while uploading – i.e., approval to submit proposal be uploaded as “Letter of Approval to Submit Proposal;” letters of support must be uploaded as “Letters of Support from Key Potential Partners;” etc.

**You will not be able to submit your application if the required documents are not properly identified.**

The screenshot shows a web interface for uploading files. At the top, it says 'Upload files' and 'Select or drag files then start upload'. Below this is a table with columns 'Filename', 'Size', and 'Status'. The first row shows a file named 'Applying for a Grant in Flux.docx' with a size of '1 MB' and a status of '0%'. A dropdown menu is open next to the filename, showing a list of document types. The second row is partially visible, showing a file named 'Evaluation Document' with a size of '1 MB' and a status of '0%'. At the bottom of the table, there are two buttons: 'Add files' and 'Start upload'.

Filename	Size	Status
Applying for a Grant in Flux.docx	1 MB	0%
Evaluation Document	1 MB	0%

Be sure to select the correct document type for each document uploaded.

# SUBMITTING AN APPLICATION

- You may save edits to an un-submitted application and return to finish it at a later time.
- To access saved application drafts select “Pending Applications” from the left-hand menu of the grantee home screen. Select the draft to enable editing.
- Press “Edit” at the top right-hand corner of the application screen to enable editing.
- When finished, press “Submit” at the bottom right-hand corner of the application screen once the application is complete. **Leave the pop-up “Note” empty.**
- Please note: once your application is submitted, you cannot retrieve it to make changes or edits. If you have concerns after submitting please contact [hogg-grants@austin.utexas.edu](mailto:hogg-grants@austin.utexas.edu).

The screenshot displays the Hogg Foundation for Mental Health application portal. On the left, a sidebar menu lists various options, with 'Pending Applications' highlighted under the 'APPLICATIONS' section. A red arrow points to this menu item. The main content area shows the 'RFP Template: Application Title' form. At the top right of the form, there is an 'Edit' button with an upward arrow icon. At the bottom right, there is a 'Submit' button with a downward arrow icon. The form itself contains fields for 'Organization Details' and 'Status' (currently set to 'Draft'). A red arrow points to the 'Submit' button.

Hogg Foundation for Mental Health

Test Organization Status: Draft

Search...

Test Organization

INFORMATION

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Closed

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Reports to Edit

Submitted Reports

PAYMENTS

Contingent

Scheduled

Paid

Refunded

Powered by FLUXX

Save frequently during application process

Applicant: Please be sure to visit the FAQ for this RFP. You may reach the FAQ by clicking on the appropriate RFP link on our Open RFPs page (<http://hogg.utexas.edu/tor-grantees-grantseekers/open-rfps>) and scrolling to the bottom of the page.

RFP Template: Application Title

Status: Draft

Organization Details

Organization: Test Organization

Primary Point of Contact (PPOC): Test Grantee

Authorized Organizational Representative (AOR) - Signatory:

Financial Officer (FO)

Grant Liaison (GL)

Second Signatory (SS)

Primary Point of Contact (PPOC) (Program Director/Lead, Pre-Award Specialist, Principal Investigator): The person who can negotiate agreement and/or is responsible for supervising the proposed project.

Authorized Organizational Representative (AOR) (Signature Authority, Board Chair, Office of Sponsored Projects, CEO): The person who can legally sign contracts for the organization.

Financial Officer (FO), (Post-Award Accountant): The person responsible for the proposed budget and fiscal reports for the proposed project.

Grant Liaison (GL): The person responsible for the on-line submission of narrative and fiscal reports for the proposed project.

Second Signatory (SS): The person who is authorized to co-sign the Statement of Agreement.

Edit

Submit

# STEPS AFTER SUBMISSION

- Once submitted, select “Submitted Applications” from the left-hand menu of the grantee home screen to see the status of an application.

Hogg Foundation for Mental Health

Test Organization

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Grantee Portal

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**Submitted Applications**

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REQUEST REPORTS

Search...

Test Organization test  
TEST-001  
\$5.00  
Status: New

Test Organization TEST-003  
Status: Under Review

Test Organization test  
ABC-###  
Status: New

**Click "Submitted Applications" to see that your application was successfully submitted.**

RFP Template: Application Title

Status: Under Review

▼ Organization Details

Organization: Test Organization

Primary Point of Contact (PPOC): Test Grantee

Authorized Organizational Representative (AOR) - Signatory: Test2 Grantee

Financial Officer (FO): Test Grantee

Grant Liaison (GL): Test Grantee

Second Signatory (SS): Test2 Grantee

**There is a 30-minute time-out for inactivity on the Fluxx portal. Remember to SAVE often!**

# QUESTIONS?

Phone: 512-475-7089

Email: [hogg-grants@austin.utexas.edu](mailto:hogg-grants@austin.utexas.edu)



Hogg Foundation  
*for* Mental Health