



General User Guide

Signing into the grant system

Autism Speaks uses a single [grant system](#), on the Fluxx platform, for all grant programs – science and services & supports.

For users of our previous system

Most past users of the previous grant systems should already have a profile in the Fluxx system. Please use **Forgot Password to establish your password**.

If you have any problems logging in, contact us at grantadmin@autismspeaks.org

Autism Speaks Grants Portal

Login (all fields required)


[Forgot Password?](#)

New to the Online Portal?

Create Your Profile

To apply to any Autism Speaks program, the first step is to introduce yourself and identify your organization. Please click the "Create Profile" button below to start.

You will then receive an automated email notification with the login information granting you access to the portal and our application forms.


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

For new users

Profile Setup

Applicants new to the Autism Speaks grant system need to **create a new profile**.

Autism Speaks has a variety of science and grant programs that operate in the portal.

Autism Speaks Grants Portal

Autism Speaks Cares is for applicants approved by the Autism Response Team and given an access code.

Provider Impact Grants are for organizations who provide services to people with autism. See further criteria [HERE](#).

Science - These are for researchers and include

- Genetics applicants for access to data. More information [HERE](#).
- Post A Study applications for recruiting participants
- Grant opportunities including fellowships. See [this page](#) for current open RFAs.
- If you are an institutional official, choose Science

What type of application would you like to access?

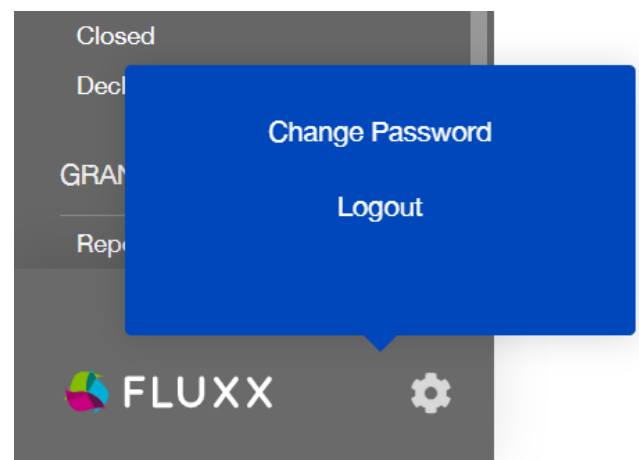
▼

The profile information form will open. **Fill out your contact and general information.** Please do not type in all-caps or all-lower case. **Required fields are in bold.**

After submitting the profile, an Autism Speaks administrator will review it. Approval can take up to **two business days**. Once approved, you will receive an email with a link to set up a password.

Logging out of the grant system

Whenever you complete work in the grant system, **we ask that you log off**. The “Logout” command can be found clicking on the Settings area on the lower left-side menu.



Navigating the grant system

Menu bar

The grant system has a menu bar running down the left-hand side of the screen. This bar includes the organizations you are linked to in our system, plus any applications you have started or submitted.

The “**Welcome and How to Use the Portal**” section provides an overview of the various subjects included in the menu bar.

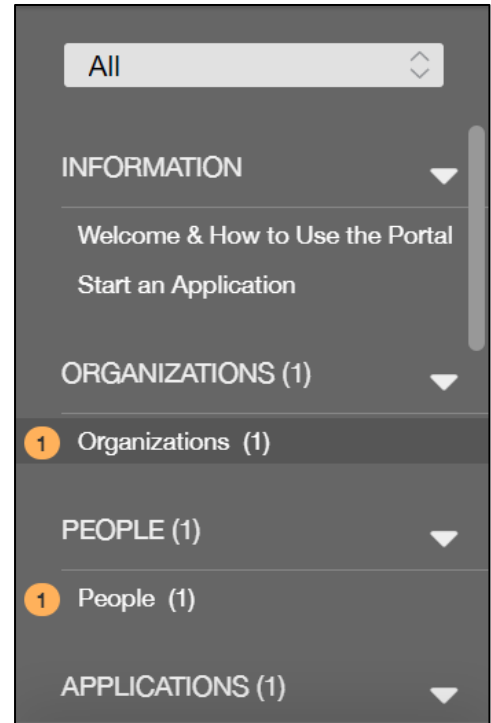
The menu bar also includes sections on “**Grants**”, “**Grantee Reports**”, “**Payments**” and “**Amendments**”.

Starting a new application

You can start a new application by clicking on “**Start an Application**” in the menu bar. Follow the instructions.

Save & Close – Applications and Reports

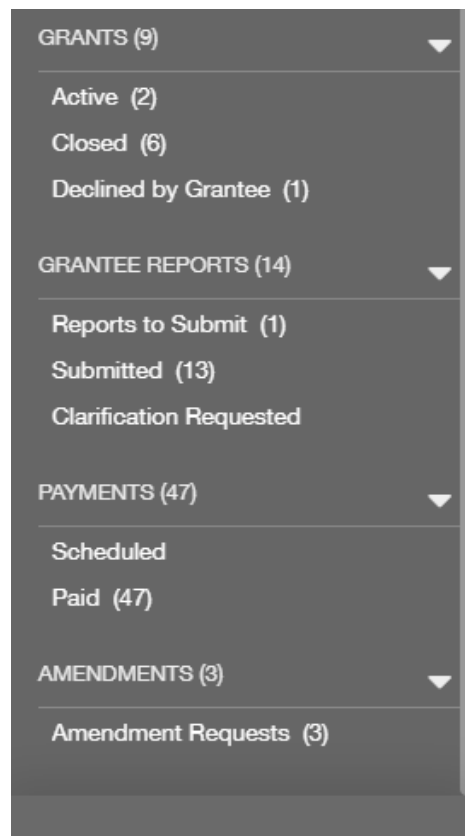
Applications and reports will not be saved until you click one of the Save buttons. Use **Save** to save and then continue working on the form or **Save and Close** to close your work and resume working on the form later. If you are ready to submit the application or report, click **Save and Close**. Then click the Submit button that will appear at the bottom right of the page. **Staff will not be notified that there is an application or report to review until you click the Submit button.**



Managing a Grant

Everything approved in this system is labeled a grant – whether it is a contract or an actual grant.

- Grants are active or closed
- Reports to Submit is the list of upcoming reports for all grants approved for you. The Edit button for reports is on the top left of the page.
- If Autism Speaks staff requests clarification on a report, you will see a number next to Clarification Requested.
- All payments for all grants approved for you.
- Upcoming payments will be listed under Scheduled.
- Amendments (budget reallocations and other adjustments) will be listed in the Amendments section.



People

This system can only accommodate one institutional official and one project manager. However, there is an additional slot for a signing official which can be an institutional official. Please let us know if you wish any changes in these assignments.

Questions? Please contact grantadmin@autismspeaks.com.