

Grant Management System Grantee Portal User Manual 2025

Registration – Full Proposal submission

<https://rightfoundation.fluxx.io/>



RIGHT
국제보건기술연구기금

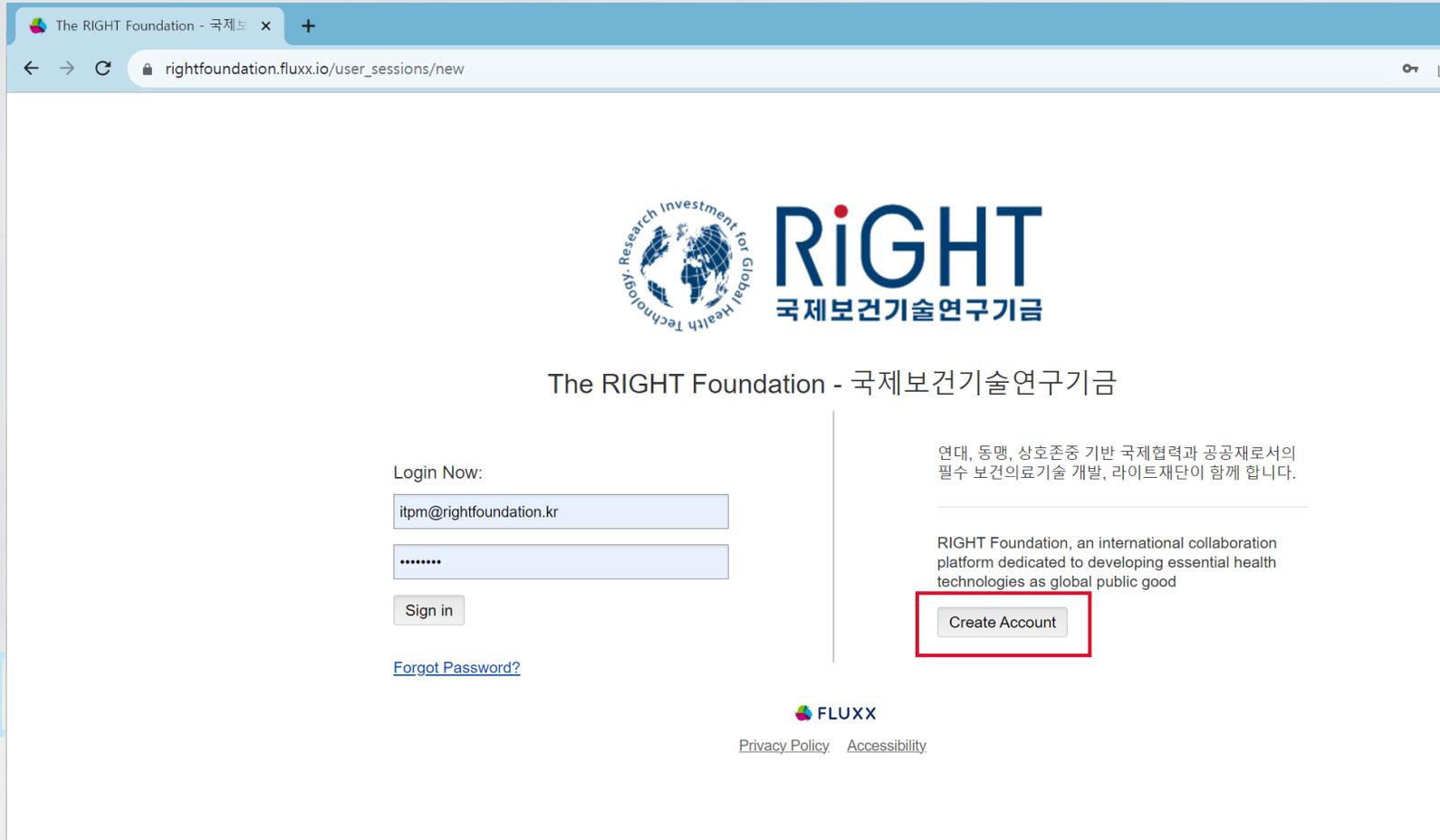


Index

1. Request User account
2. Organization/Personal information check
3. Application creation- PDA
4. Full Proposal submission
5. Payments (TBD)



Request user account



The screenshot shows a web browser window with the address bar displaying "rightfoundation.fluxx.io/user_sessions/new". The page content includes the RIGHT logo and the text "The RIGHT Foundation - 국제보건기술연구기금". On the left, there is a "Login Now:" section with a text input field containing "itpm@rightfoundation.kr", a password input field with masked characters, and a "Sign in" button. Below this is a link for "Forgot Password?". On the right, there is a "Create Account" button highlighted with a red box. The text next to it reads: "연대, 동맹, 상호존중 기반 국제협력과 공공재로서의 필수 보건의료기술 개발, 라이트재단이 함께 합니다." and "RIGHT Foundation, an international collaboration platform dedicated to developing essential health technologies as global public good". At the bottom, there is a "FLUXX" logo and links for "Privacy Policy" and "Accessibility".

1. Open Google Chrome or Microsoft Edge. Please be aware that the Grantee Portal is not compatible with mobile environments
2. Enter the following URL in your browser:
<https://rightfoundation.fluxx.io>
3. If this is your first visit to the site, click on the "Create Account" option

Request user account(1/2)



The RIGHT Foundation - 국제보건기술연구기금

Please respond to the fields below for your system registry.

Applicant Information

First Name

Middle Initial

Last Name

Korean Name (Optional)

Title (Professional Position)

Email

Mobile Phone

Organization Information

Organization Name

Organization Korean Name

Acronym

Organization Type

Street Address 1

Street Address2

City

State

Country

Postal Code

Organization Phone

Organization Email

Website

Employer Identification Number (사업자번호)

Privacy Information

RIGHT Foundation requires a minimum personal information storage to Fluxx.io so privacy policy at <https://rightfoundation.kr/en> not contact you without your consent.

- The personal information collected includes identification verification purposes. This information will be used for

- Email and mobile are used for business purposes. If consent is not given, RIGHT Foundation will not use

- Grantee's Information is collected to verify the information reported to third parties.

I agree
 I disagree

- The RIGHT Foundation may share elements of strengthening the overall proposal.

*DEFINITION OF THIRD PARTIES: Panel of experts appointed by the RIGHT Foundation, Board of Directors, Korean Ministry of Health and Welfare (MOHW) (BMGF)).

*PURPOSE: Review and selection process of service, settlement of dispute, performance of

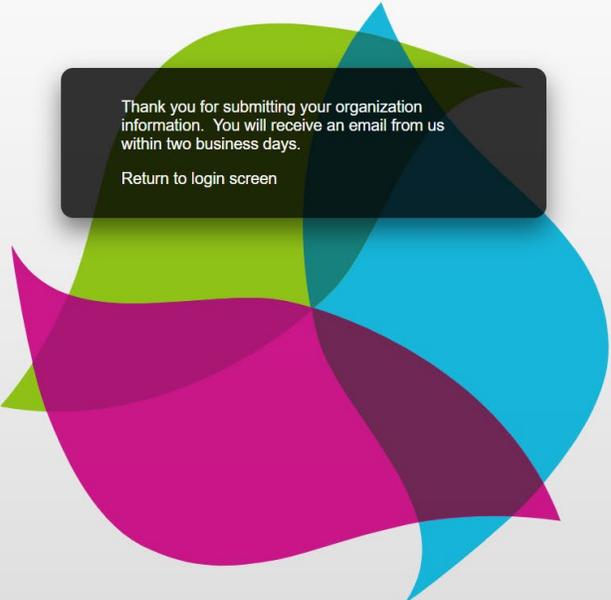
*PROVIDED DATA: Name, Organization, Organization, applicant : Age, Gender information added

*POSSESSION PERIOD: From the date the information is achieved (unless the information subject request is immediately).

I agree
 I disagree

1. RIGHT Foundation requires the following information for user registration: your first name, last name, a valid working email address (to be used as the log-in ID), and the name of your organization
2. Click on "Send Request" after carefully reviewing and consenting to the privacy and data-sharing information. This action will initiate the account creation request to RIGHT Foundation
3. If you choose to disagree with the privacy information, RIGHT Foundation will not have the ability to contact you through either your email or mobile phone. It is essential to carefully consider this choice, as it may impact communication from RIGHT Foundation

Request user account(2/2)



Thank you for submitting your organization information. You will receive an email from us within two business days.

[Return to login screen](#)

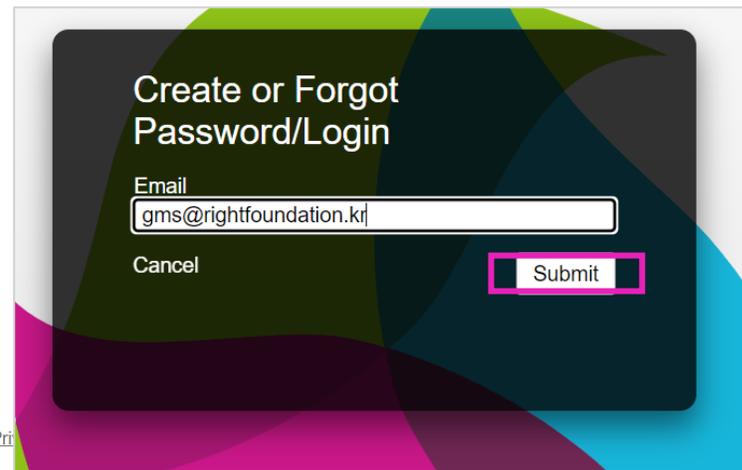
1. **Account Creation Request Confirmation:** When you see the message on the screen confirming your account creation request, it has been successfully delivered to the system administrator.
2. **Verification Process:** RIGHT Foundation will check your organization and verify your account request. The system administrator will create your account, and the verification process may take 2 to 3 business days.
3. **Password Reset and Portal Access:** Upon receiving the account creation confirmation message, you can reset your password using the provided link. Once your password is reset, you are ready to start using the Grantee portal.

Reset your password



The RIGHT Foundation - 국제보건기술연구기금

Login Now:



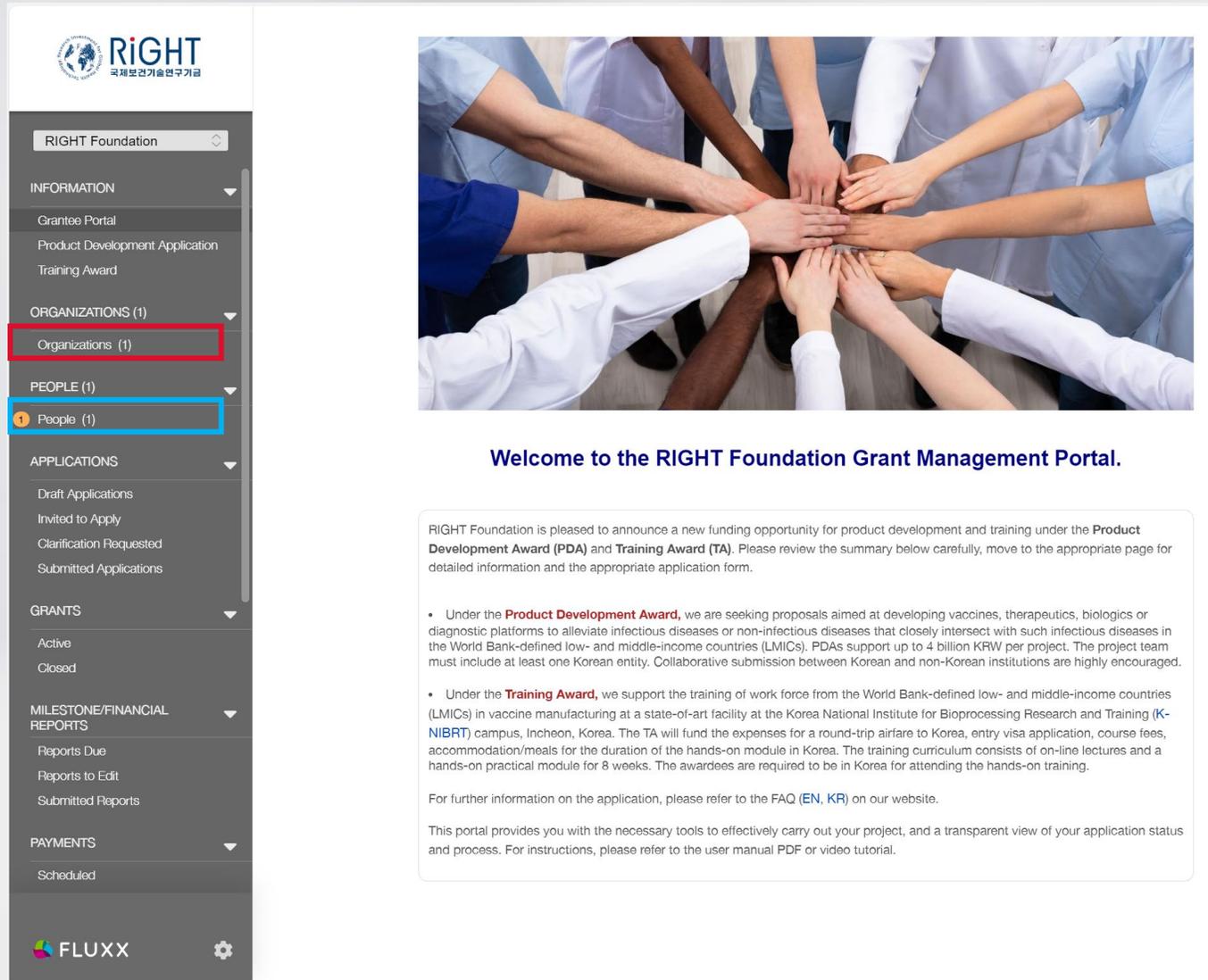
Create or Forgot
Password/Login

Email
gms@rightfoundation.kr

Cancel

1. When you forget your password, Please click “Forgot Password”
2. The screen will change and prompt you to enter your email
3. After you enter log-in email, click “Submit”.
4. Please check your email Inbox. A ‘Reset your password’ email will be sent shortly

Check your information



Welcome to the RIGHT Foundation Grant Management Portal.

RIGHT Foundation is pleased to announce a new funding opportunity for product development and training under the **Product Development Award (PDA)** and **Training Award (TA)**. Please review the summary below carefully, move to the appropriate page for detailed information and the appropriate application form.

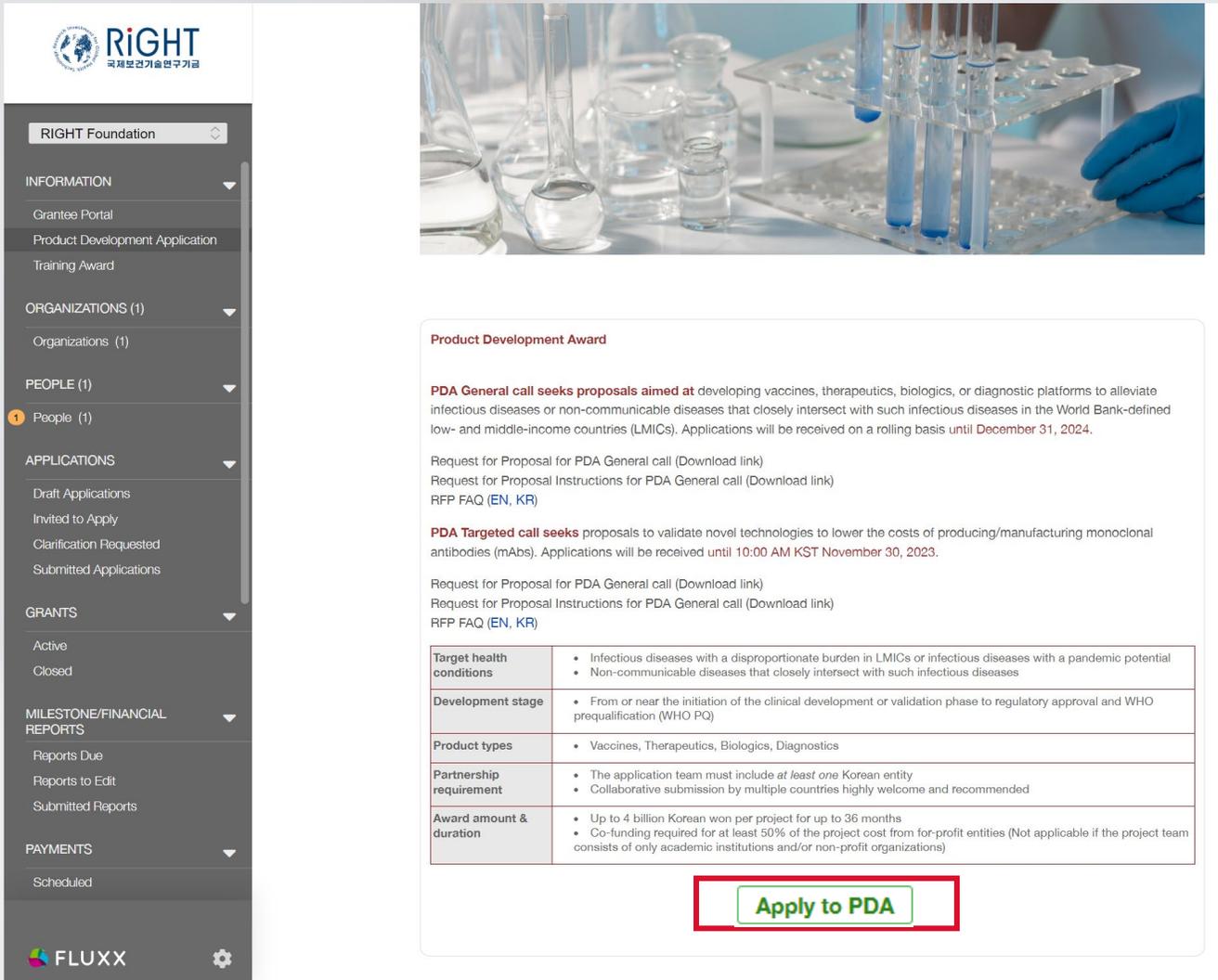
- Under the **Product Development Award**, we are seeking proposals aimed at developing vaccines, therapeutics, biologics or diagnostic platforms to alleviate infectious diseases or non-infectious diseases that closely intersect with such infectious diseases in the World Bank-defined low- and middle-income countries (LMICs). PDAs support up to 4 billion KRW per project. The project team must include at least one Korean entity. Collaborative submission between Korean and non-Korean institutions are highly encouraged.
- Under the **Training Award**, we support the training of work force from the World Bank-defined low- and middle-income countries (LMICs) in vaccine manufacturing at a state-of-art facility at the Korea National Institute for Bioprocessing Research and Training (K-NIBRT) campus, Incheon, Korea. The TA will fund the expenses for a round-trip airfare to Korea, entry visa application, course fees, accommodation/meals for the duration of the hands-on module in Korea. The training curriculum consists of on-line lectures and a hands-on practical module for 8 weeks. The awardees are required to be in Korea for attending the hands-on training.

For further information on the application, please refer to the FAQ ([EN](#), [KR](#)) on our website.

This portal provides you with the necessary tools to effectively carry out your project, and a transparent view of your application status and process. For instructions, please refer to the user manual PDF or video tutorial.

1. To check if your organization information is correct, Please click **Organizations**
2. To check if your personal information correct, Please click **People**

Application creation



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RIGHT Foundation

INFORMATION

- Grantee Portal
- Product Development Application
- Training Award

ORGANIZATIONS (1)

- Organizations (1)

PEOPLE (1)

- 1 People (1)

APPLICATIONS

- Draft Applications
- Invited to Apply
- Clarification Requested
- Submitted Applications

GRANTS

- Active
- Closed

MILESTONE/FINANCIAL REPORTS

- Reports Due
- Reports to Edit
- Submitted Reports

PAYMENTS

- Scheduled

FLUXX

Product Development Award

PDA General call seeks proposals aimed at developing vaccines, therapeutics, biologics, or diagnostic platforms to alleviate infectious diseases or non-communicable diseases that closely intersect with such infectious diseases in the World Bank-defined low- and middle-income countries (LMICs). Applications will be received on a rolling basis until **December 31, 2024**.

[Request for Proposal for PDA General call \(Download link\)](#)
[Request for Proposal Instructions for PDA General call \(Download link\)](#)
[RFP FAQ \(EN, KR\)](#)

PDA Targeted call seeks proposals to validate novel technologies to lower the costs of producing/manufacturing monoclonal antibodies (mAbs). Applications will be received until **10:00 AM KST November 30, 2023**.

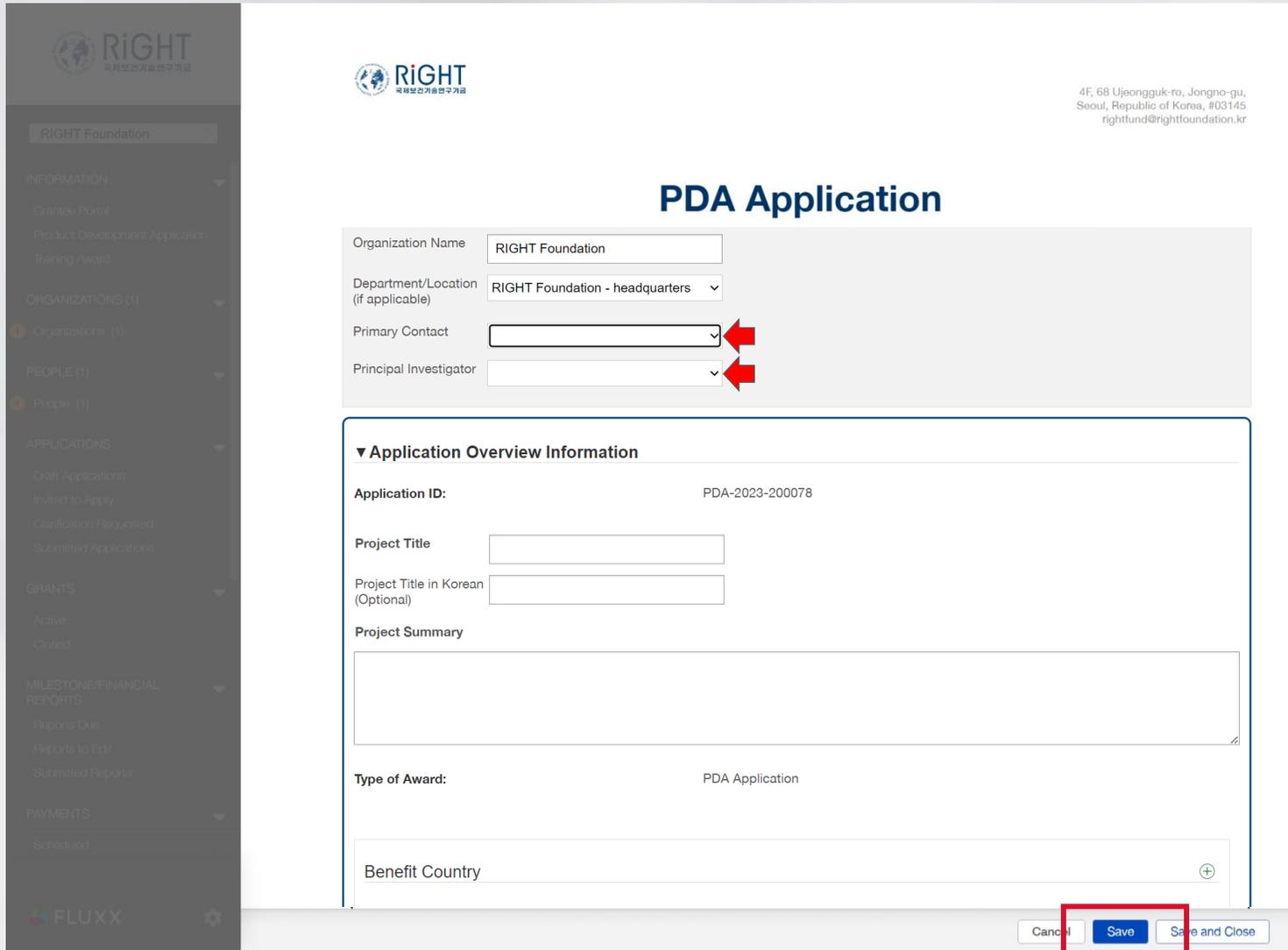
[Request for Proposal for PDA General call \(Download link\)](#)
[Request for Proposal Instructions for PDA General call \(Download link\)](#)
[RFP FAQ \(EN, KR\)](#)

Target health conditions	<ul style="list-style-type: none">Infectious diseases with a disproportionate burden in LMICs or infectious diseases with a pandemic potentialNon-communicable diseases that closely intersect with such infectious diseases
Development stage	<ul style="list-style-type: none">From or near the initiation of the clinical development or validation phase to regulatory approval and WHO prequalification (WHO PQ)
Product types	<ul style="list-style-type: none">Vaccines, Therapeutics, Biologics, Diagnostics
Partnership requirement	<ul style="list-style-type: none">The application team must include <i>at least one</i> Korean entityCollaborative submission by multiple countries highly welcome and recommended
Award amount & duration	<ul style="list-style-type: none">Up to 4 billion Korean won per project for up to 36 monthsCo-funding required for at least 50% of the project cost from for-profit entities (Not applicable if the project team consists of only academic institutions and/or non-profit organizations)

Apply to PDA

1. Please refer to the RfP Instructions and applicant resources before starting your application.
2. Click “Apply to PDA” to start your application.
3. If the “Apply to PDA” button is not visible here, the submission period is not open.

Application creation – PDA



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4F, 68 Ujeongguk-ro, Jongno-gu,
Seoul, Republic of Korea, #03145
rightfund@rightfoundation.kr

PDA Application

Organization Name: RIGHT Foundation

Department/Location (if applicable): RIGHT Foundation - headquarters

Primary Contact: [Dropdown menu]

Principal Investigator: [Dropdown menu]

Application Overview Information

Application ID: PDA-2023-200078

Project Title: [Text field]

Project Title in Korean (Optional): [Text field]

Project Summary: [Text area]

Type of Award: PDA Application

Benefit Country: [Text field]

Buttons: Cancel, Save, Save and Close

1. Please check the people at your organization in the dropdown menus (indicated by a red arrow ←)
2. If you cannot find the respective person under the list for both Primary Contact and/or Principal Investigator, make sure the person created an account by requesting a new user account
3. Fill out the form and be sure click Save. There is NO AUTO SAVE in this system.
4. Please scroll down to fill out all fields

Application creation – Add Benefit Country

▼ Application Overview Information

Application ID: PDA-2023-200078

Project Title: LMIC country health-medical environr

Project Title in Korean (Optional): 중저소득국 보건환경개선을 위한

Project Summary

Project Summary should be written in English.

Type of Award: PDA Application

Please select regions or countries that benefit from this project. Multiple selection available.

Region and Countries +

- Albania
- Afghanistan
- Australia

Project Duration (Months): 36

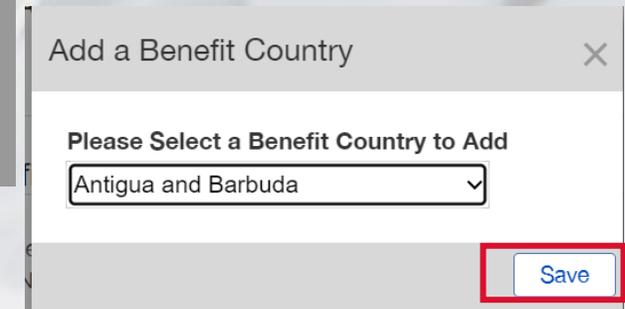
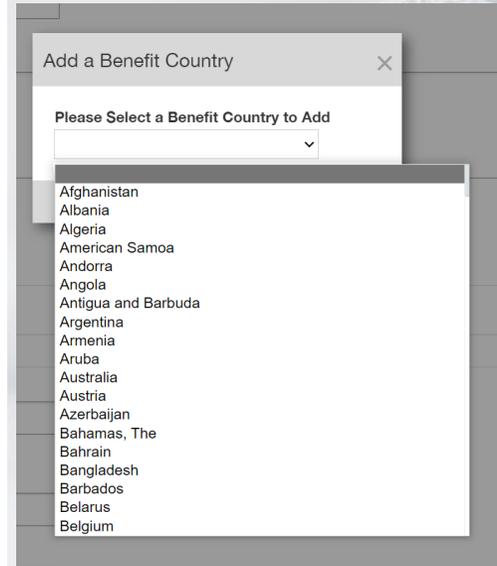
Amount Requested to RIGHT Foundation: ₩4,000,000,000

Co-Funding Amount: ₩4,000,000,000

Total Project Budget: ₩8,000,000,000.00

1. Click + to add Benefit Countries for this application

2. In the pop-up screen, select the Benefit Countries and/or Region and save



Application creation – Add Collaborator

Collaborator Relationships

Connected Collaborators

Request to Add a Collaborator +

Request a New Principal Investigator +

▼ Applicant History

Grants

Application ID	Amount Awarded	Date Awarded
G-RF-BA-2022-V01	₩2,642,828,555	May 4, 2022
G-RF-2018-V01	₩888,053,000	June 24, 2019
PDA-2023-200076		

1. Indicate the strength your proposal or team since your last submission. how you have responded to reviewers' feedback from the previous submission if applicable

PDA-2023-200076 is related one.

2. If you hold grants or have held grants from RIGHT Foundation related to the topic of this application, explain how these differ and confirm there is no overlap in funding

No. |

Add a Request to Add a Collaborator ✕

Collaborator Information

Name
Primary Collaborator

Title
Researcher

Email
primary_coolaborator@KRND.org

Organization
KRND

Mobile

Collaborator Primary Contact

Collaborator Primary Contact Name
Contact person name

Collaborator Primary Contact Title

Collaborator Primary Contact Email
Contact@KRND.org

Save

1. Click + to add Collaborators on your proposal, including people at your organization and from collaborating organizations
2. Adding a collaborator at this stage does not indicate a real-time partnership on your application. Collaborators will be approved at a later stage.

Request to Add a Collaborator +

Primary Collaborator - Status: Proposed View

3. When submitting a request to add a Collaborator, the status will be set as 'Proposed.' You can delete or add collaborators prior to application submission
4. RIGHT Foundation allows requests for additional collaborator(s) after submitting an application, **only for those collaborator(s) who have an existing account in this system**

Application creation – Add Collaborator

Amount Requested to RIGHT Foundation

Co-Funding Amount

Total Project Budget: ₩200.00

▼ Applicant Information

Role:

Collaborator Relationships

Connected Collaborators

Request to Add a Collaborator +

Primary Collaborator, - Status: Proposed View

Request a New Principal Investigator +

+

Request to Add a Collaborator

Primary Collaborator, - ~~Status: Approved~~ Edit | View -

Second Collaborator, - ~~Status: Denied~~ Edit | View -

1. The collaborator request status will be updated to 'Approved' after the collaborator has been approved by RIGHT Foundation staff.

2. Your request can be denied due to incorrect information (e.g. incorrect Name, Email, or affiliate organization).

3. Once your collaborators have been approved, they can access the Grantee portal as a 'Collaborator' on your application.

4. If your collaborator relationship has expired, click - to remove.

Application creation – PI/Collaborator transfer request

Collaborator Relationships

Connected Collaborators

Request to Add a Collaborator +

Primary Collaborator, - Status: Approved View

Second Collaborator, - Status: Denied View

Request a New Principal Investigator +

1. Sometimes you may need to transfer your application ownership to a collaborator
2. Click + to add new principal Investigator
3. Check your connected collaborator list, then filled in the request form with information
4. Please note that once RIGHT Foundation approves the application transfer request, the application ownership will transfer to the new Principal Investigator

Add a Request a New Principal In... ×

New Principal Investigator Details

Name

저장된 정보에서 검색하려면 "/"를 입력하세요 ×

Grantee User
gms.grantee2@rightfoundation.kr
+821011111100

Primary Collaborator
primary_coolaborator@KRND.org

Contact person name
Contact@KRND.org

name last name

🏠 개인 정보 관리

Add a Request a New Principal In... ×

New Principal Investigator Details

Name

Title

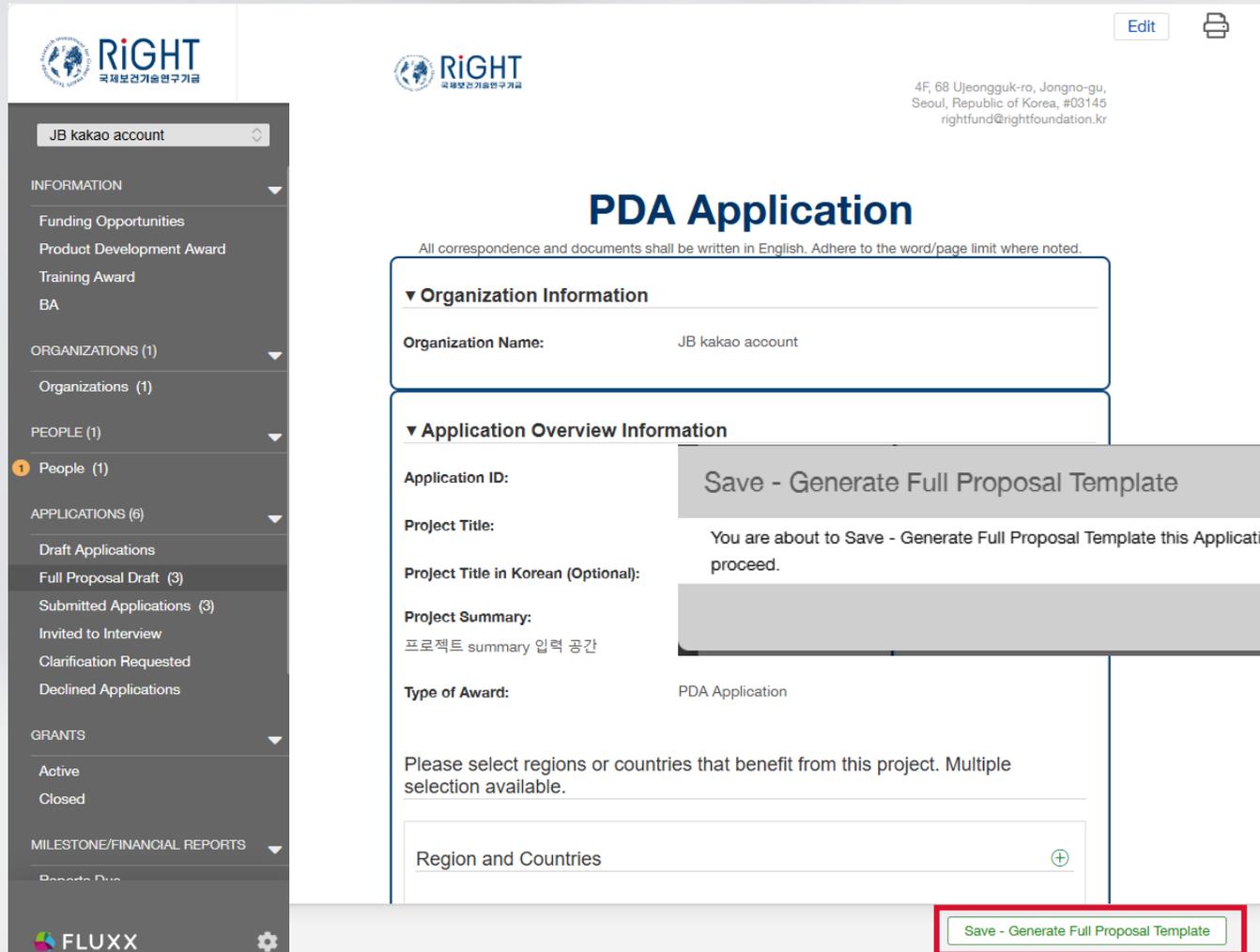
Email

Organization

Mobile

[Save](#)

Application creation – Fill out Profile/Summary



PDA Application

All correspondence and documents shall be written in English. Adhere to the word/page limit where noted.

Organization Information

Organization Name: JB kakao account

Application Overview Information

Application ID: [Redacted]

Project Title: You are about to Save - Generate Full Proposal Template this Applications form. Please confirm that you would like to proceed.

Project Title in Korean (Optional): [Redacted]

Project Summary: 프로젝트 summary 입력 공간

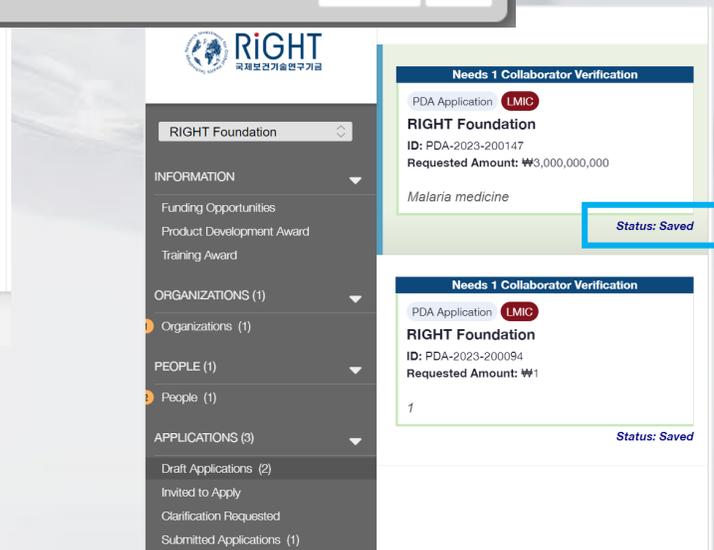
Type of Award: PDA Application

Please select regions or countries that benefit from this project. Multiple selection available.

Region and Countries [+]

Save - Generate Full Proposal Template

1. After all the required fields have been completed, you are ready to generate the Full Proposal Template document.
2. Click “Save-Generate Full Proposal Template”, and choose “OK”
3. The application status will be updated to ‘Status: Saved’.



Needs 1 Collaborator Verification

PDA Application **LMIC**

RIGHT Foundation

ID: PDA-2023-200147

Requested Amount: ₩3,000,000,000

Malaria medicine

Status: Saved

Needs 1 Collaborator Verification

PDA Application **LMIC**

RIGHT Foundation

ID: PDA-2023-200094

Requested Amount: ₩1

1

Status: Saved

Application creation – Generate Full Proposal Template

PDA Application

All correspondence and documents shall be written in English. Adhere to the word/page limit where noted.

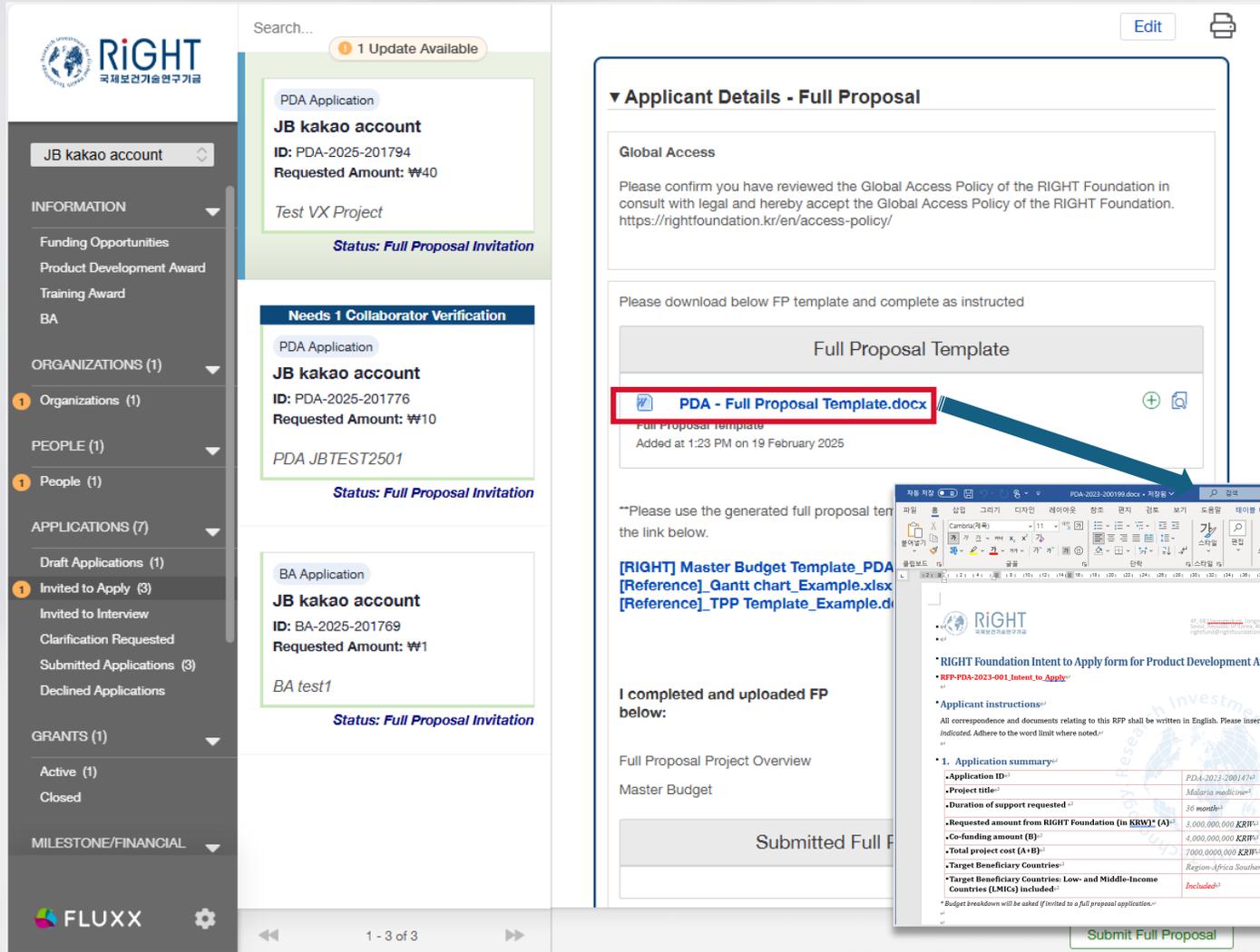
- ▼ Organization Information
 - Organization Name: JB kakao account
- ▶ Application Overview Information
- ▶ Applicant Information
- ▶ Applicant History
- ▶ Project Profile
- ▶ High-level Project Summary
- ▼ Documents

1. To view the Generated Full Proposal Template word document, click “Begin Full Proposal”
2. Click “OK” to proceed.

Begin Full Proposal ✕

You are about to Begin Full Proposal this Applications form. Please confirm that you would like to proceed.

Application creation – Download/Begin Full Proposal



Applicant Details - Full Proposal

Global Access

Please confirm you have reviewed the Global Access Policy of the RIGHT Foundation in consult with legal and hereby accept the Global Access Policy of the RIGHT Foundation. <https://rightfoundation.kr/en/access-policy/>

Please download below FP template and complete as instructed

PDA - Full Proposal Template.docx

Full Proposal template
Added at 1:23 PM on 19 February 2025

**Please use the generated full proposal template and complete as instructed. Please refer to the link below.

[\[RIGHT\] Master Budget Template_PDA \[Reference\] Gantt chart_Example.xlsx](#)
[\[Reference\] TPP Template_Example.docx](#)

I completed and uploaded FP below:

Full Proposal Project Overview

Master Budget

Submitted Full Proposal

RIGHT Foundation Intent to Apply form for Product Development Award

- RFP-PDA-2023-001 Intent to Apply
- Applicant instructions

All correspondence and documents relating to this RFP shall be written in English. Please insert additional rows or columns in Tables as needed and only where indicated. Adhere to the word limit where noted.

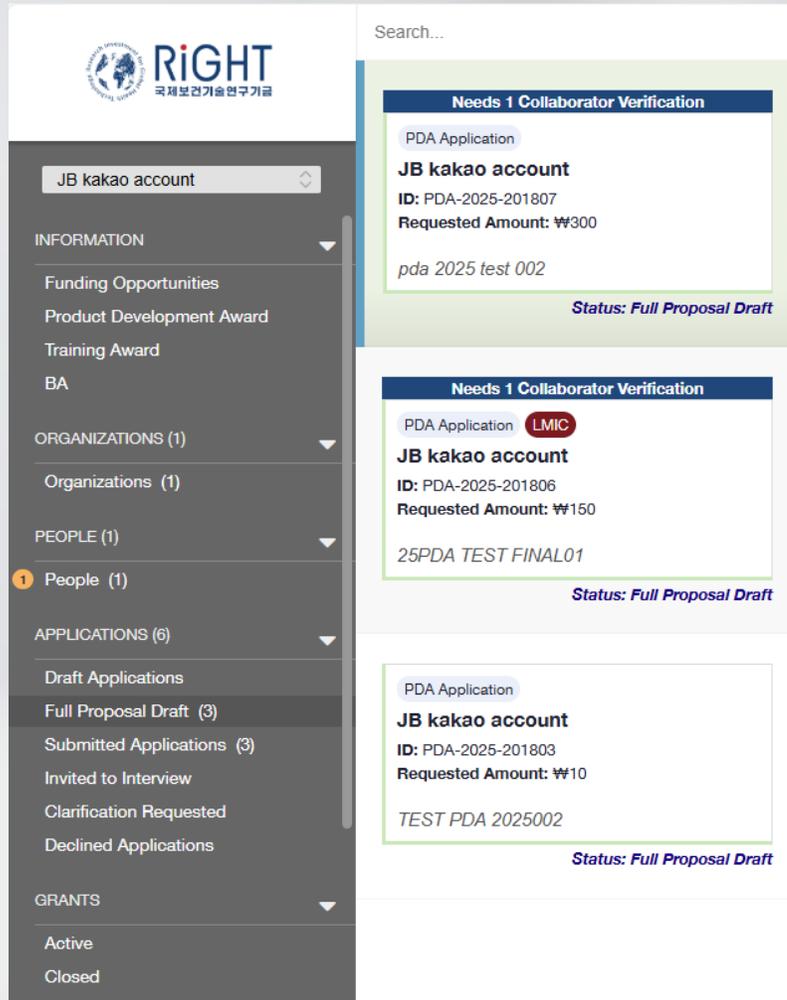
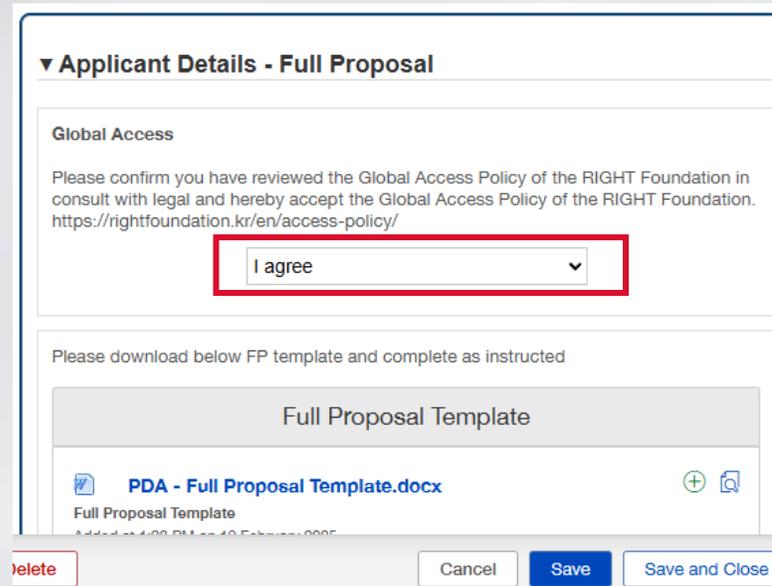
1. Application summary

• Application ID	PDA-2023-2001474
• Project title	Malaria medicines
• Duration of support requested	36 months
• Requested amount from RIGHT Foundation (in KRW) (A)	3,000,000,000 KRW
• Co-funding amount (B)	4,000,000,000 KRW
• Total project cost (A+B)	7,000,000,000 KRW
• Target Beneficiary Countries	Region: Africa Southern and Eastern
• Target Beneficiary Countries: Low- and Middle-Income Countries (LMICs) included	Included

* Budget breakdown will be asked if invited to a full proposal application.

1. The Full Proposal document template will be generated.
2. Click on the Document title to download the file to your computer.
3. Open the generated document and complete remaining required fields of the application.
4. If possible, please change the document name to include your application ID and save.

Application creation – Edit Full Proposal Application

Scroll down

1. You can edit your application in the 'Full Proposal Draft' section of the navigation panel.

Note: For the Full Proposal, RIGHT Foundation asks for consent to its Global Access policy.

Application creation – Full Proposal Submission

▼ Intellectual Property

Intellectual Property



Add a Intellectual Property

Owned Organization

IP Category

IP Title

Application Number

Application Date

Priority Date

Max Duration

Patent Status

Patent Country

Inventors

Save

1. Click on the "Intellectual Property" box to search and select the applicable intellectual property for this project
2. Fill out the required details related to intellectual property
3. **Save** your entered information.
4. After saving, please check and verify the updated information to ensure accuracy

▼ Intellectual Property

Intellectual Property



Platform technology - KR123456



Application creation – Full Proposal Submission

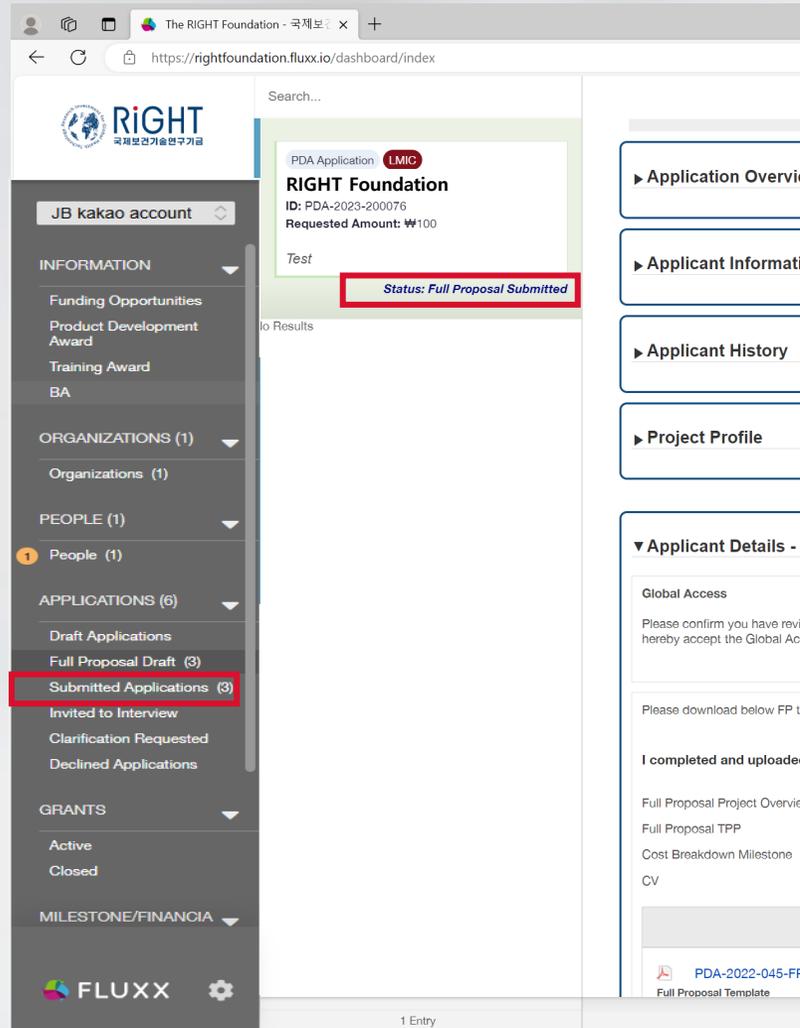
The screenshot shows the RiGHT application portal interface. On the left is a navigation sidebar with categories like INFORMATION, ORGANIZATIONS, PEOPLE, APPLICATIONS, GRANTS, and MILESTONE/FINANCIA. The main content area displays a list of applications. The top application is a PDA Application for 'JB kakao account' with ID PDA-2025-201794 and a requested amount of ₩40. Below it, a 'Needs 1 Collaborator Verification' banner is visible. The right side of the screen shows a list of uploaded documents: 'PDA-Master Budget_testorg.xlsx', 'PDA-Gantt chart_testorg.xlsx', 'PDA-TPP_Testorg.docx', 'TestOrg_Sophie Lee_CV.pdf', and 'PDA - Full Proposal Template_Testorg sample.docx'. At the bottom of the application list, a green button labeled 'Submit Full Proposal' is highlighted with a red rectangular box.

1. After all information has updated in the Full Proposal document and other required documents have been uploaded, click “Submit Full Proposal”
2. Select “OK” in the pop-up
3. The status of your application will change to ‘Status: Full Proposal Submitted’

The screenshot shows a modal dialog box titled 'Submit Full Proposal'. The text inside reads: 'You are about to Submit Full Proposal this Applications form. Please confirm that you would like to proceed.' At the bottom right of the dialog, there are two buttons: 'Cancel' and 'OK'. The 'OK' button is highlighted with a pink rectangular box.

This screenshot shows the RiGHT application portal after the submission. The application for 'JB kakao account' (ID: PDA-2025-201794, Requested Amount: ₩40) now has a status of 'Status: Full Proposal Submitted'. The 'Submit Full Proposal' button in the sidebar is now greyed out. The navigation sidebar on the left shows updated counts: 'Submitted Applications (4)' and 'Declined Applications'.

Application creation – Full Proposal Submission



The screenshot shows a web browser window with the URL <https://rightfoundation.fluxx.io/dashboard/index>. The page displays a dashboard for a user with a 'JB kakao account'. The main content area shows a 'PDA Application' for 'RIGHT Foundation' with ID 'PDA-2023-200076' and a requested amount of ₩100. The application status is 'Full Proposal Submitted', highlighted with a red box. The left navigation panel is open, showing categories like INFORMATION, ORGANIZATIONS, PEOPLE, APPLICATIONS (6), GRANTS, and MILESTONE/FINANCIA. The 'Submitted Applications (3)' option is highlighted with a red box. The right sidebar contains navigation links for 'Application Overview', 'Applicant Information', 'Applicant History', and 'Project Profile'. Below these are 'Applicant Details - F' and 'Global Access' sections.

1. When submitted successfully, you can check the status of your submitted application in the left side navigation panel of the grantee portal
2. After submission, it's not possible to edit until it goes to the Interview stage

Account approval process

We send out the account approval email within 2-3 days of account creation through our standard approval process. However, should you not receive approval email within that timeframe due to any potential system errors, please kindly reach out to us at RFP@rightfoundation.kr for further assistance.

Receiving email error (Yahoo.com)

Due to a systemic issue, communication from the RIGHT Foundation email domain to Yahoo email accounts is currently experiencing disruptions. Therefore, we kindly request that you use an email from a different mail service other than Yahoo when creating your account.

Thank you
rfp@rightfoundation.kr



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