RIGHT Foundation Grantee Portal Manual

Registration – ITA submission

Apr. 2024



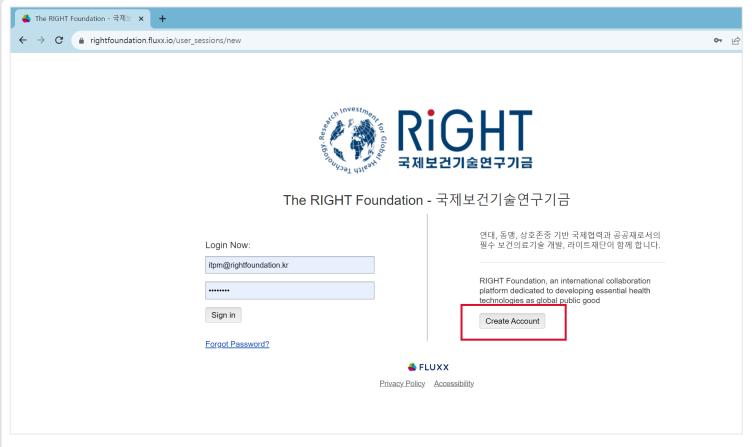
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- 1. User/Information creation and change
- 2. Organization information check
- 3. Intent To Apply submission
- 4. Full Proposal submission
- 5. FAQ

Request user account



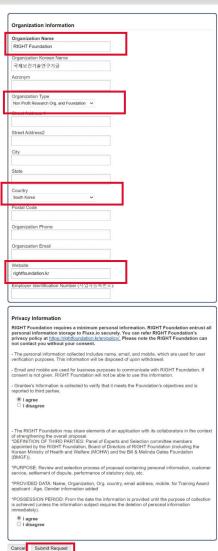


- 1. Open Google Chrome or Microsoft Edge.
 Please be aware that the Grantee Portal is not compatible with mobile environments
- 2. Enter the following URL in your browser: rightfoundation.fluxx.io
- 3. If this is your first visit to the site, click on the "Create Account" option

Request user account(1/2)



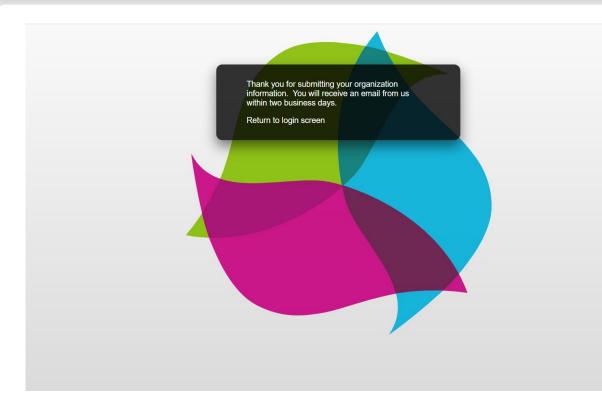




- 1. RIGHT Foundation requires the following information for user registration: your first name, last name, a valid working email address (to be used as the log-in ID), and the name of your organization
- 2. Click on "Send Request" after carefully reviewing and consenting to the privacy and data-sharing 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





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

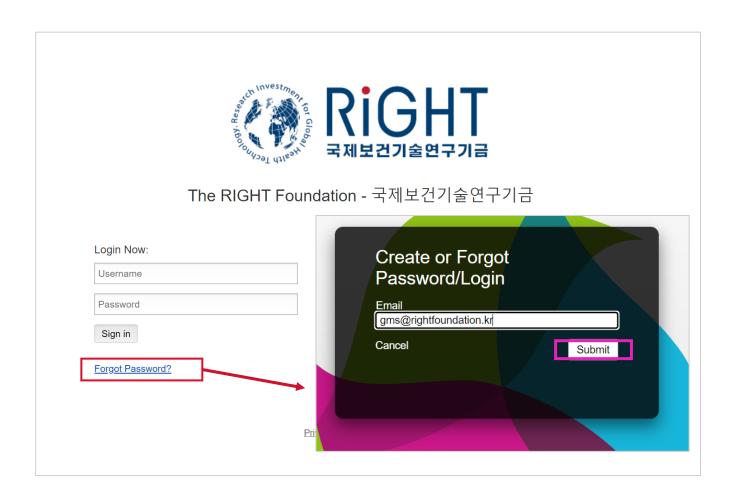
The system administrator will create your account, and the verification process may take 2 to 3 business days

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

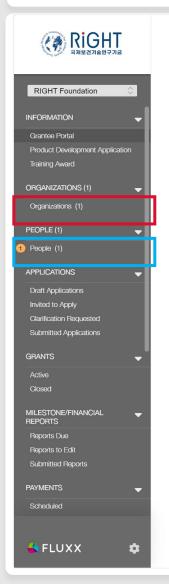




- When you forgot your password,
 Please click Forgot Password
- 2. Screen changes to enter your email
- 3. After you enter your email to log-in and click Submit
- 4. Please check your email Inbox. 'Reset your password' email would be sent shortly

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.

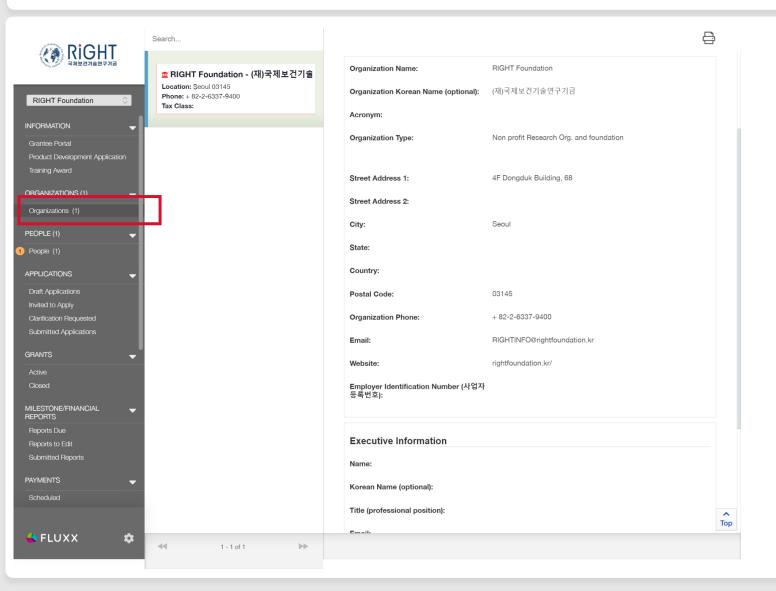
For further information on the application, please refer to the FAQ (EN, KR) on our website.

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.

- When you want to check your organization information correct,
 Please click Organizations
- 2. When you want to check your personal information correct, Please click People

Check your affiliate organization information

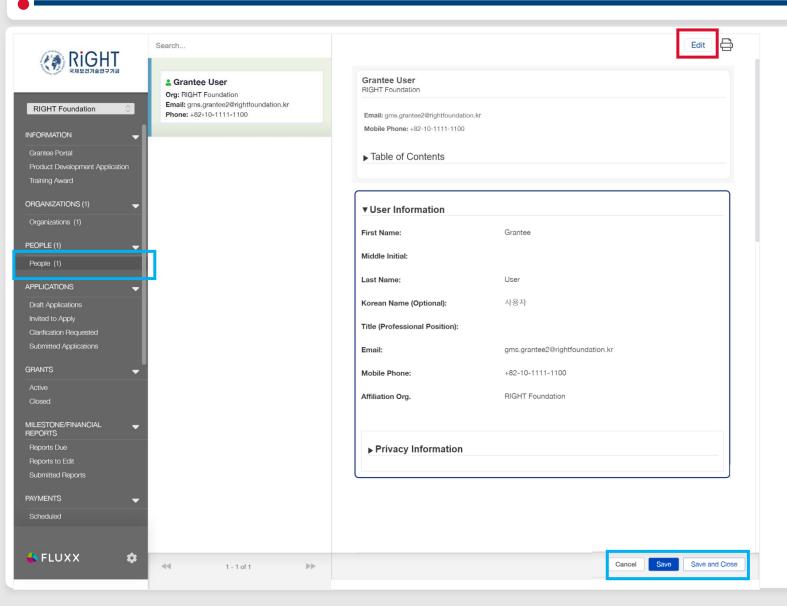




- If you find incorrect information, Please send email(rfp@rightfoundation.kr) to correct information
- 2. Organization name, Organization Type, Country, EIN data are critical for your application

Check your personal information





- You can only access your people card.
- 2. Click Edit if you want to change your information.
- 3. Please note that RIGHT Foundation does not accept your personal email address for any communication
- 4. RIGHT Foundation monitors user information regularly to inactivate for email domain unmatched with your organization domain
- 5. Please Save after you change your data. NO AUTO SAVE on this system

Application creation







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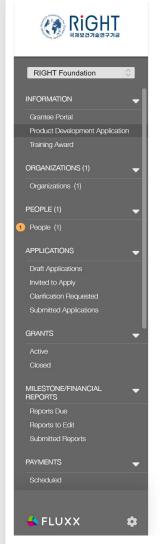
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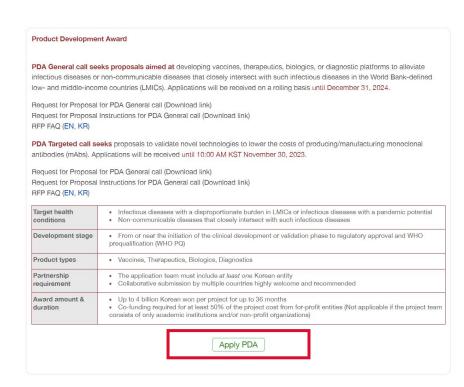
- 1. All Funding Opportunities are listed on the top left column
- 2. Click on each Award for more information

Application creation – PDA, EGA





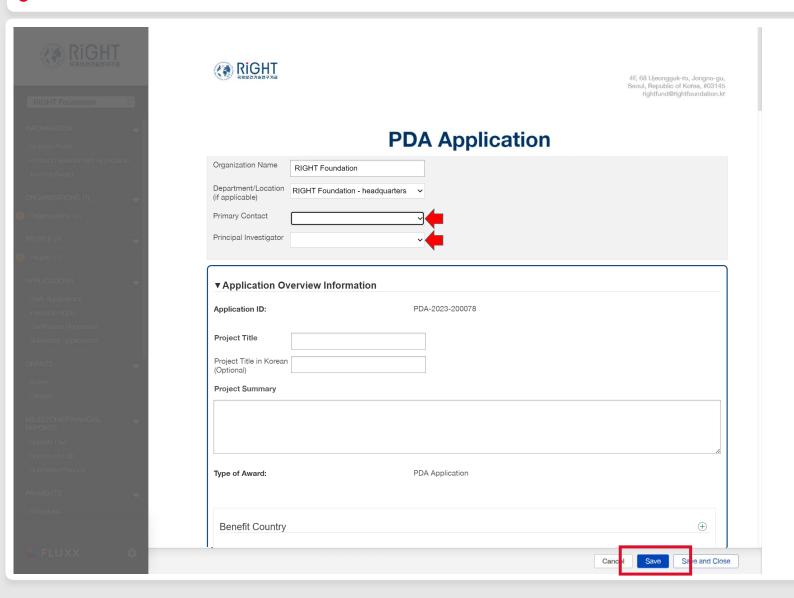




- 1. Please refer to the separate preaward document with respective comments
- 2. If you can not see the Apply PDA button here, it is not new submission period
- 3. As the same way, Apply EGA button to create your EGA application on the Evidence Generation Award page

Application creation – PDA, EGA

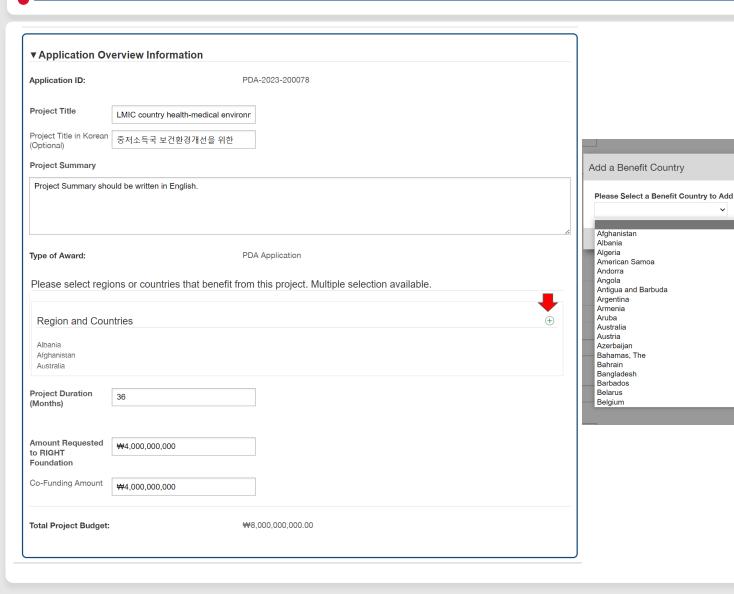


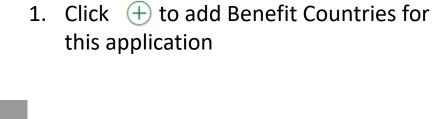


- Please check people of your organization at
- If you cannot find the respective person under the list for both Primary Contact and/or Principal Investigator, make sure the person created an account by requesting new user account
- 3. Fill out the form and be sure click
 Save. NO AUTO SAVE on this system.
- 4. Please scroll down to fill out all field

Application creation – Add Benefit Country





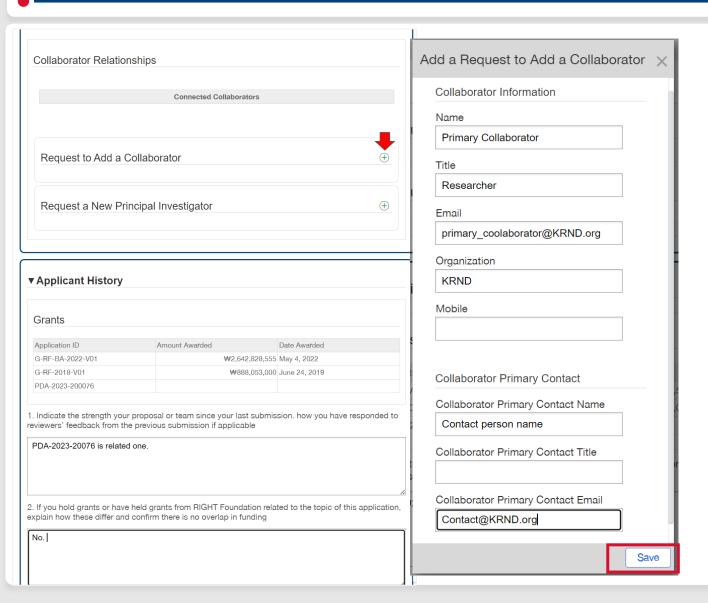


Pop up screen to add Benefit Countries and/or Region as you select and save

Add a Benefit Country	×
Please Select a Benefit Country to Add Antigua and Barbuda	
	Save

Application creation – Add Collaborator





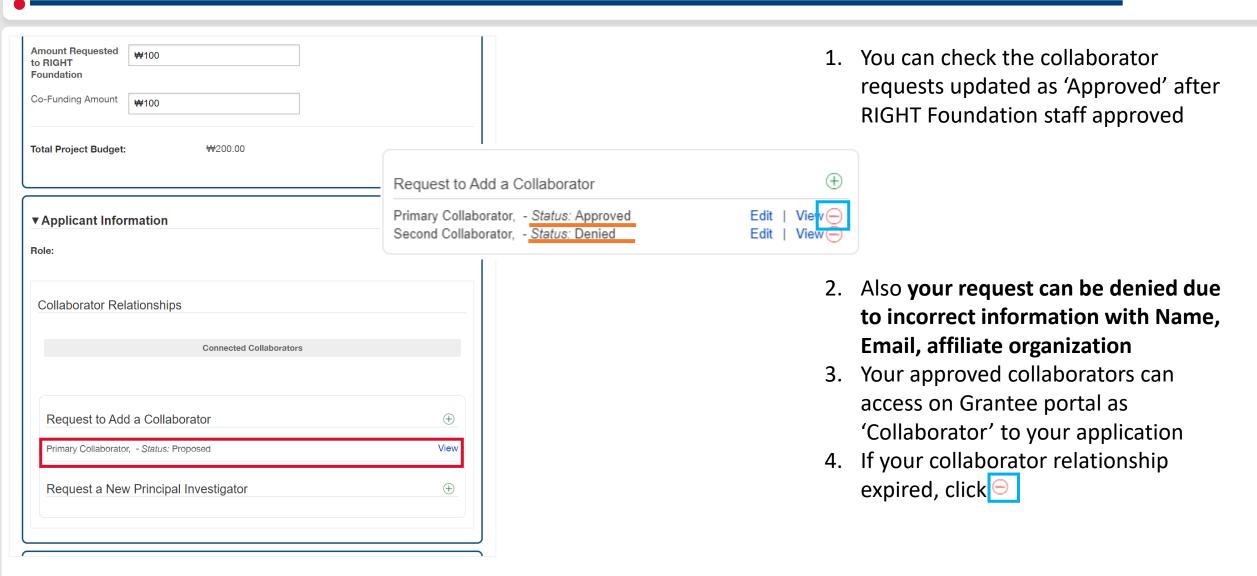
- 1. Click \oplus to add Collaborator the person in your organization, and other organization people
- 2. It is **NOT realtime partnership** on your application with Collaborator



- 3. You can the status as '**Proposed**' for this request. You can also delete, add more collaborator before this application submission
- 4. RIGHT Foundation allows requests for additional collaborator(s) after submitting application, only for those collaborator(s) who have an existing account in this system

Application creation – Add Collaborator

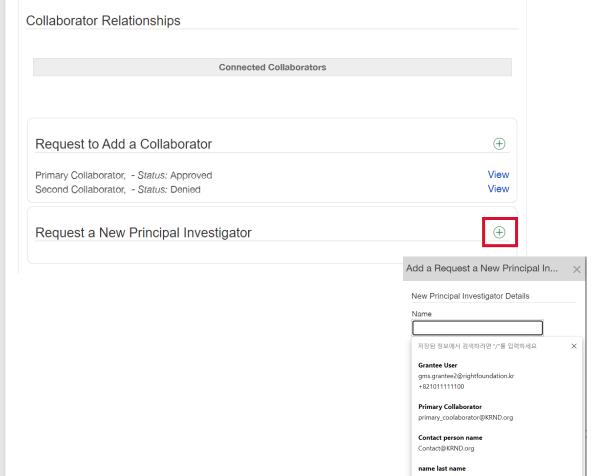


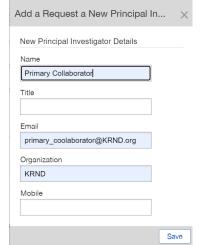


Application creation – PI/Collaborator transfer request

개인 정보 관리



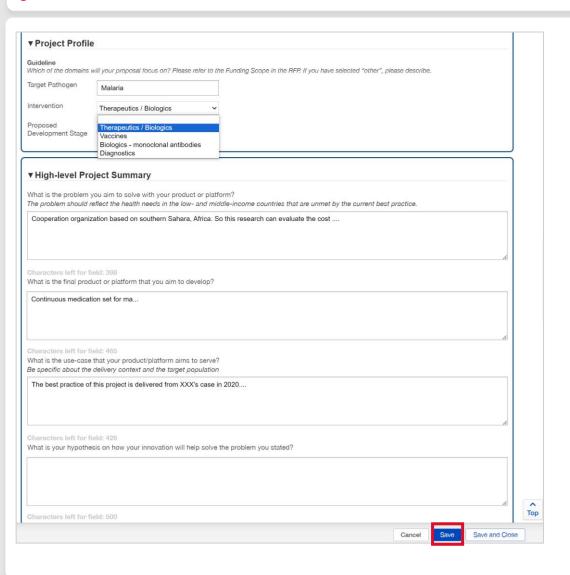




- Sometimes you may need to transfer your application ownership to a collaborator
- 2. Click \oplus to add new principal Investigator
- 3. Check your connected collaborator list, then filled in the request form with information
- 4. Please note that once RIGHT
 Foundation approves the application
 transfer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

Application creation – Fill out Profile/Summary

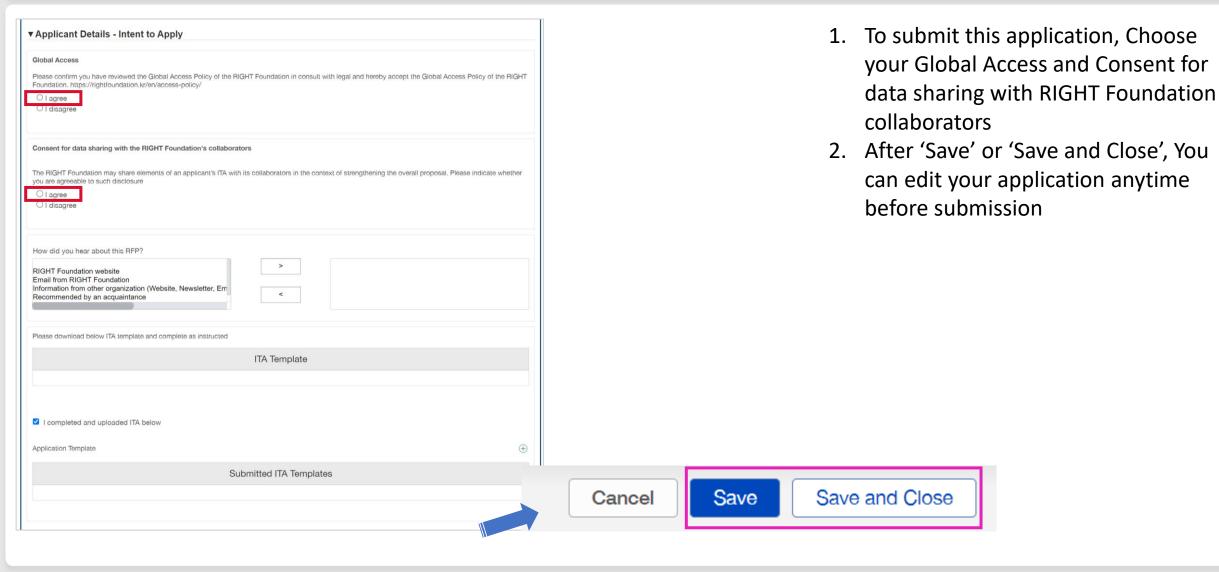




1. Fill out all relevant information on this application and click save

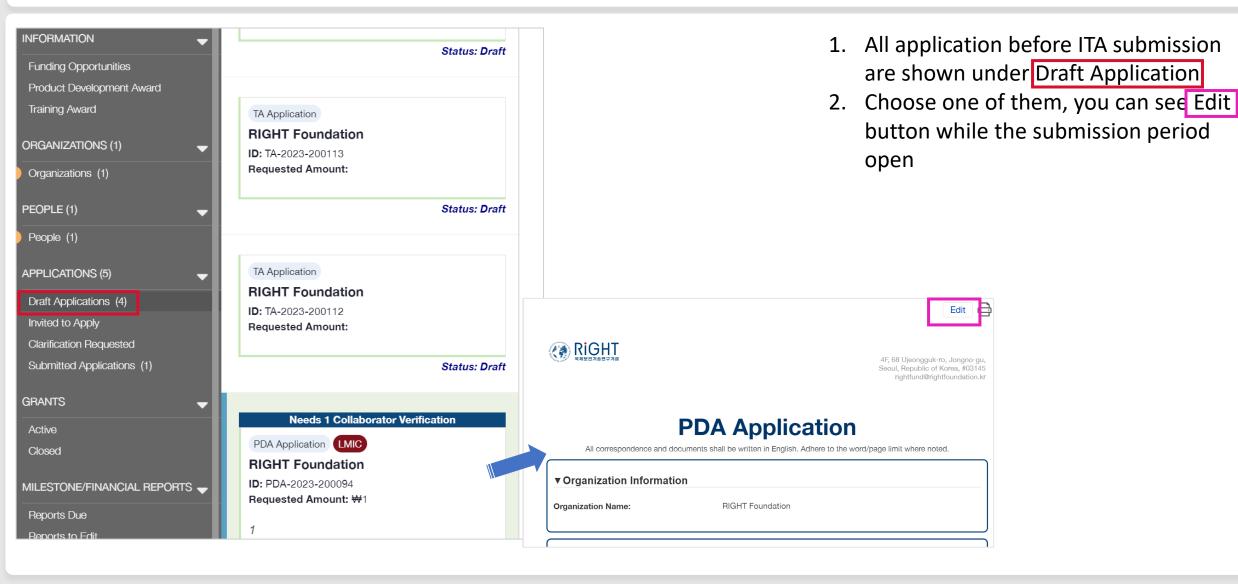
Application creation – Intent to Apply consent





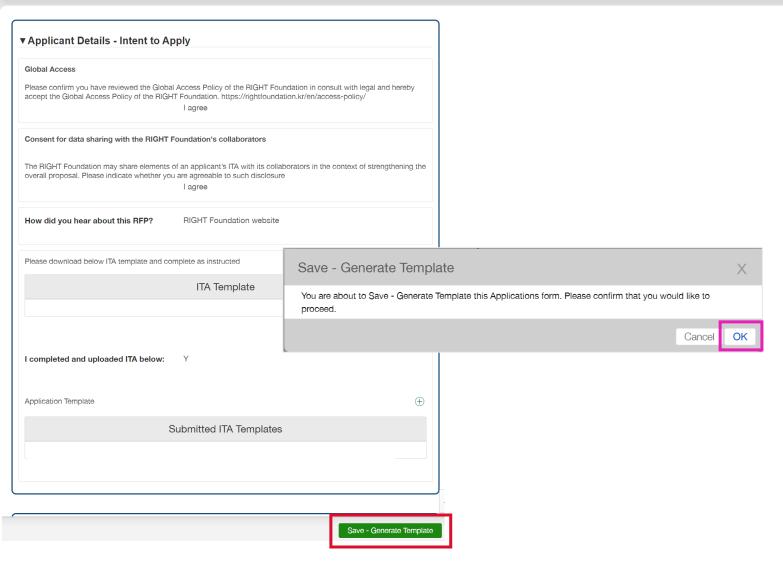
Application creation – Edit



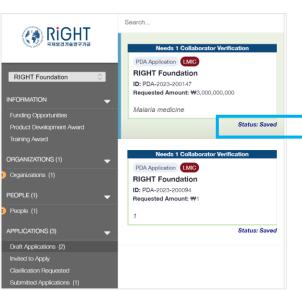


Application creation – Intent to Apply Generate Document



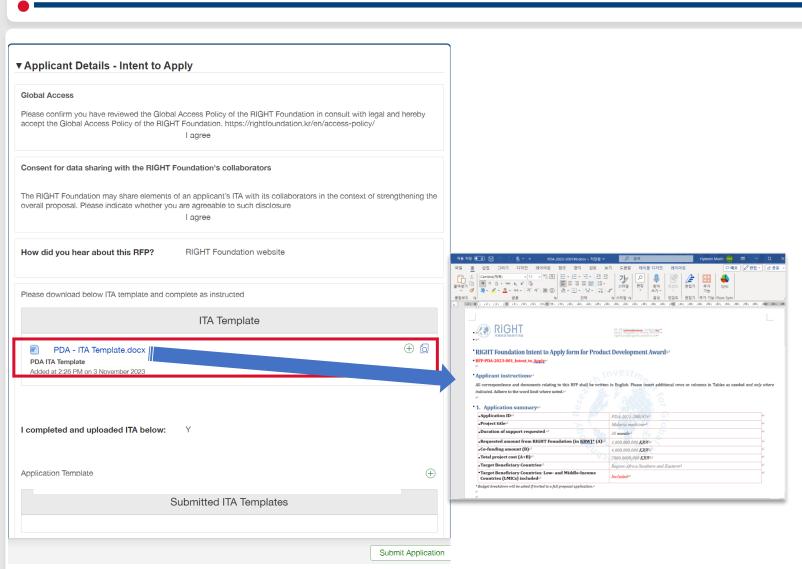


- After all answer are confirmed to submit, applicant generate ITA template document
- 2. Click Save-Generate Template and choose OK
- 3. Now you can see your application status as Saved



Application creation – Intent to Apply Generate Document

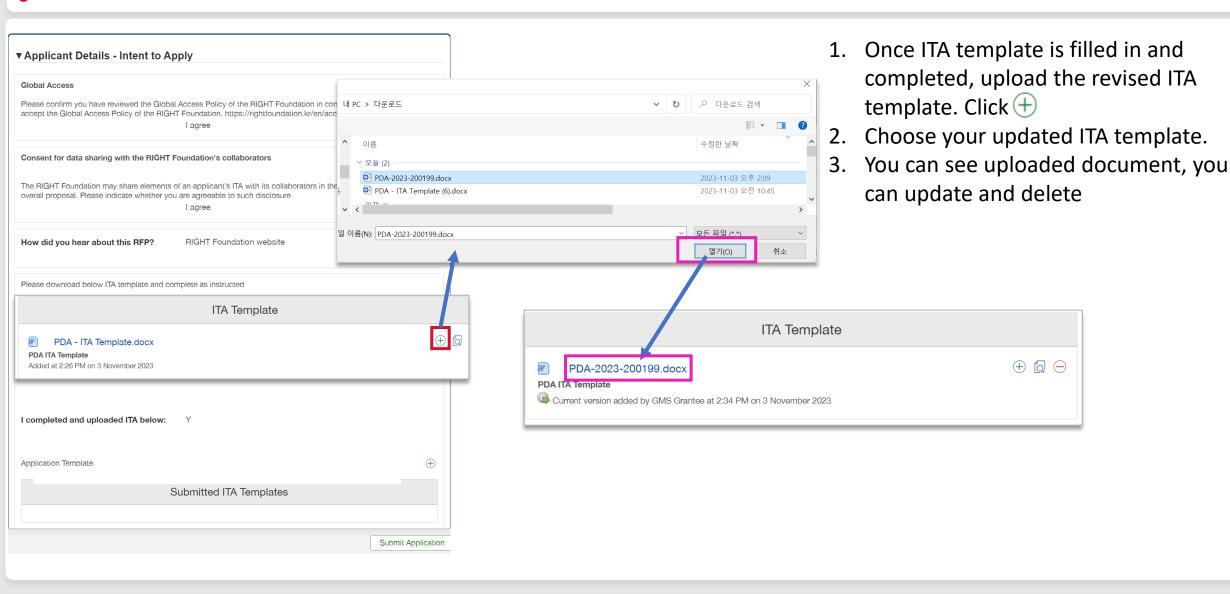




- 1. You can see the document template has generated
- 2. Click the Document title, It downloads at download folder on your computer
- 3. Open your generated document.
- 4. Change your application contents and fill more or less as required
- 5. IF possible, Please change your document name as your application ID, and save

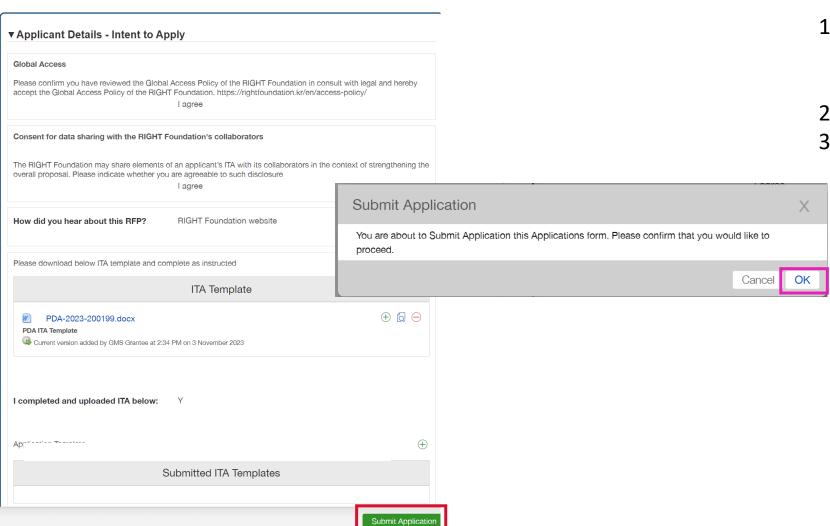
Application creation – Intent to Apply submission





Application creation – Intent to Apply submission





- After all information has updated on Template document, Click Submit Application
- 2. Choose OK
- Now you can see your application submitted





1. 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.

2. 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.

3. ITA pre-populated document

After entering the requirements in the blanks and saving the draft document, clicking 'Save- generate template' will create a pre-populated ITA document. If a blank document is created, manual entry may be required. (Page.20)

Thank you

RFP@rightfoundation.kr

