

GRANT MANAGEMENT SYSTEM

Grantee Portal User Manual 2026

Registration – Full Proposal Submission

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

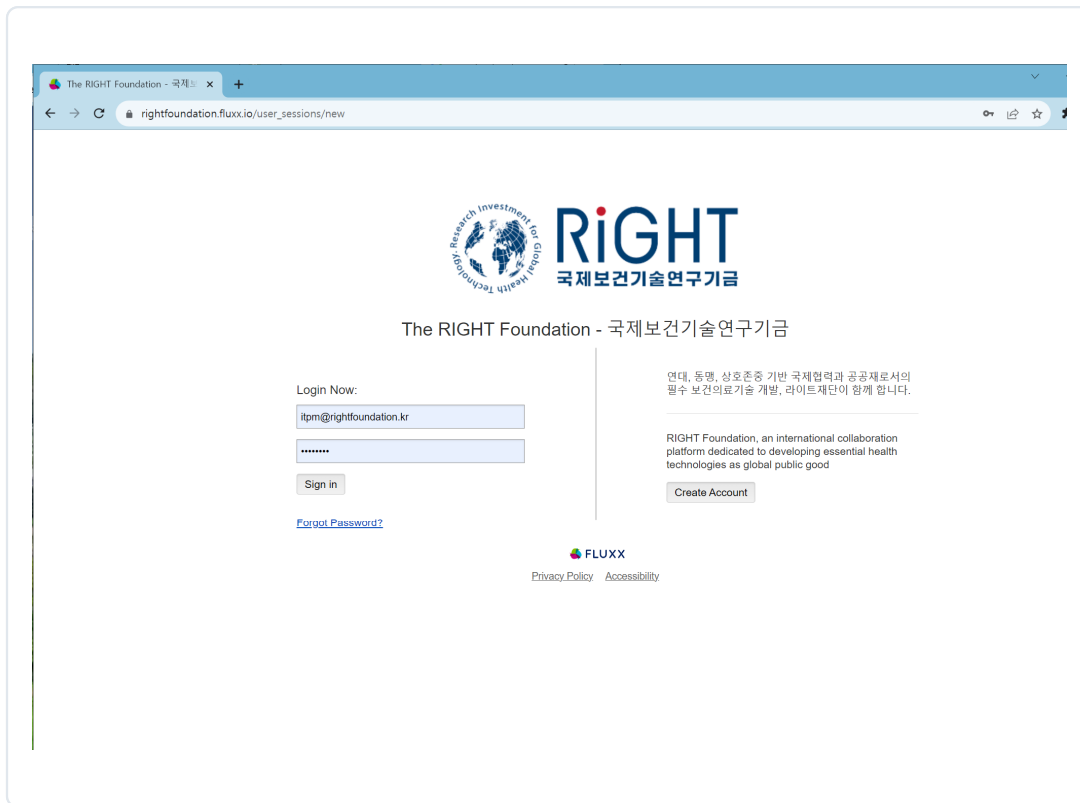
RIGHT Foundation · REV 1.1 · Jul 2026



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1 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 Foundation logo and name in English and Korean. Below the logo, the text "The RIGHT Foundation - 국제보건기술연구기금" is displayed. On the left, there is a "Login Now:" section with input fields for email (containing `ltpm@rightfoundation.kr`) and password, a "Sign in" button, and a "Forgot Password?" link. On the right, there is a "Create Account" button. A paragraph of Korean text is located between the login and create account sections. At the bottom, the FLUXX logo is visible along with links for "Privacy Policy" and "Accessibility".

- 1 Open Google Chrome or Microsoft Edge. 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.

1 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

- 1 RIGHT Foundation requires your first name, last name, a valid working email (used as your login ID), and your organization name.
- 2 Carefully review and consent to the privacy and data-sharing information, then click “Send Request” to submit your account creation request.
- 3 If you decline the privacy information, RIGHT Foundation will not be able to contact you by email or mobile phone — please consider this choice carefully.

1 Request User Account (2/2)

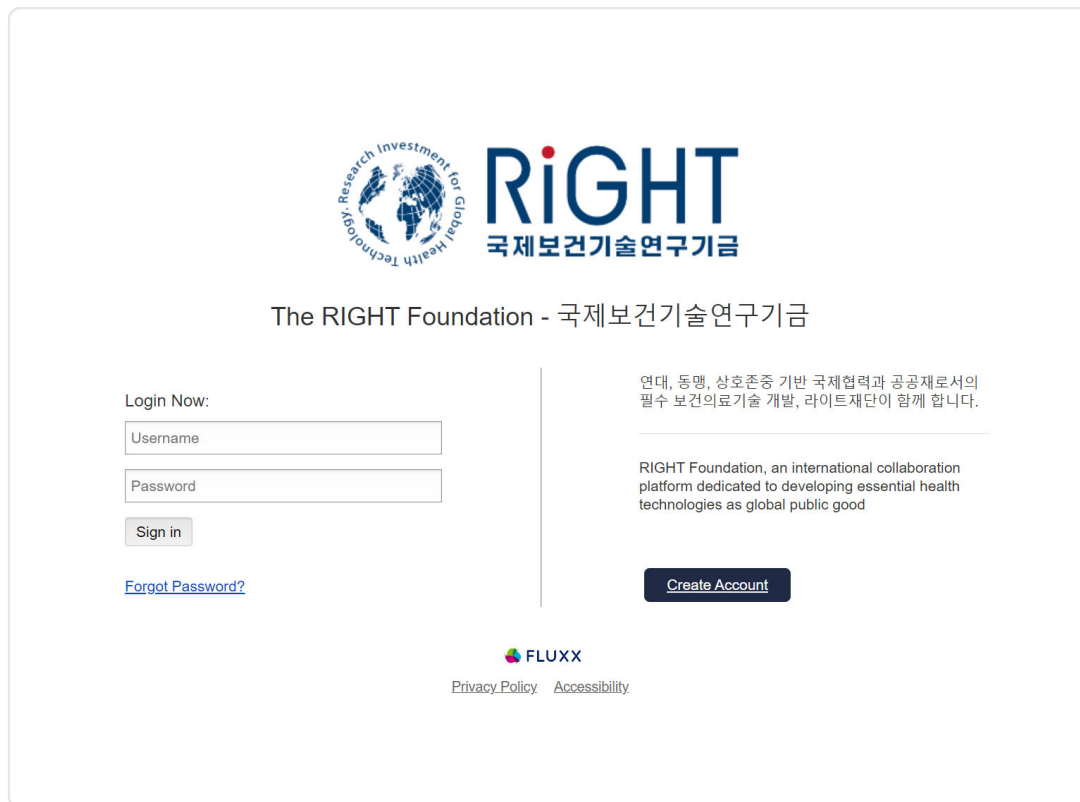


Thank you for submitting your organization information. You will receive an email from us within two business days.

[Return to login screen](#)

- 1 Confirmation: When the on-screen message appears, your account creation request has been delivered to the system administrator.
- 2 Verification: RIGHT Foundation checks your organization and verifies your account request. This may take 2–3 business days.
- 3 Password Reset: Once you receive the confirmation message, reset your password using the provided link and start using the Grantee Portal.

2 Reset Your Password



The screenshot shows the login page of the RIGHT Foundation. At the top, there is a logo for 'Research Investment for Global Health Technology' and the text 'RIGHT 국제보건기술연구기금'. Below the logo, it says 'The RIGHT Foundation - 국제보건기술연구기금'. On the left, under 'Login Now:', there are input fields for 'Username' and 'Password', a 'Sign in' button, and a link for 'Forgot Password?'. On the right, there is a vertical line separating the login area from a section with Korean text: '연대, 동맹, 상호존중 기반 국제협력과 공공재로서의 필수 보건의료기술 개발, 라이트재단이 함께 합니다.' Below this is the English text: 'RIGHT Foundation, an international collaboration platform dedicated to developing essential health technologies as global public good'. At the bottom right, there is a 'Create Account' button. At the very bottom, there is a 'FLUXX' logo and links for 'Privacy Policy' and 'Accessibility'.

- 1 When you forget your password, click “Forgot Password.”
- 2 The screen will change and prompt you to enter your email.
- 3 After entering your log-in email, click “Submit.”
- 4 Check your email inbox — a “Reset your password” email will be sent shortly.

3 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.

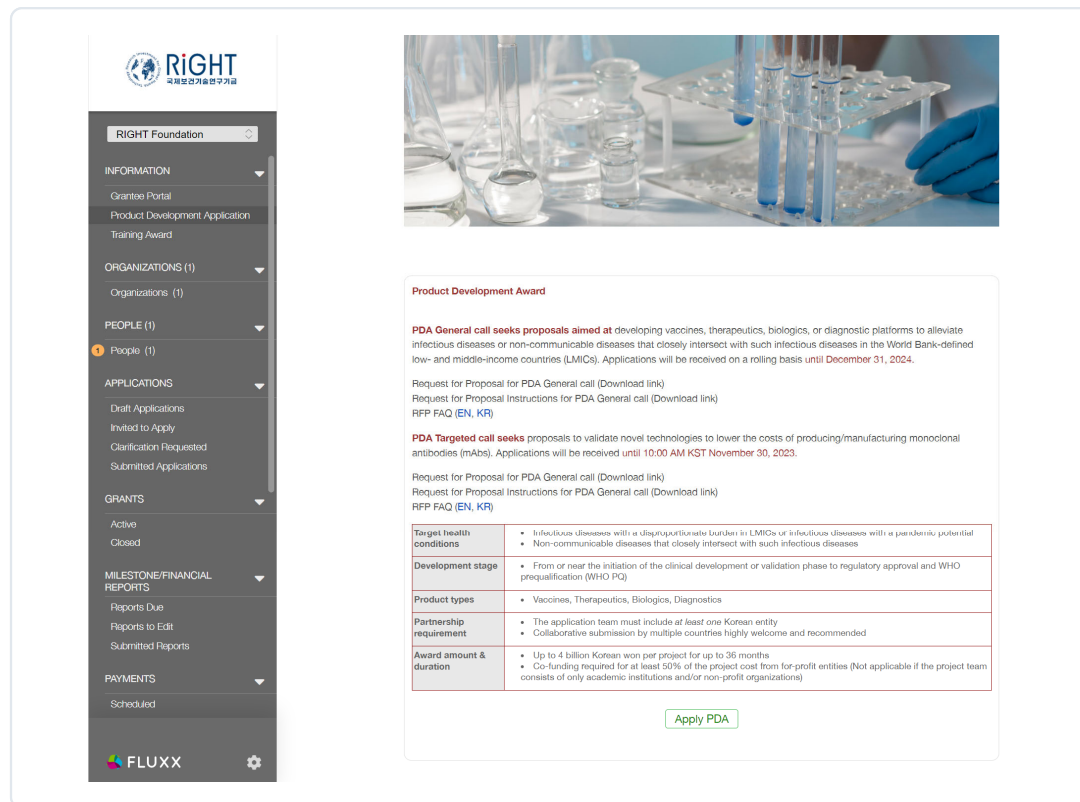
- Under the **Product Development Award**, we are seeking proposals aimed at developing vaccines, therapeutics, biologics or diagnostic platforms to alleviate infectious diseases or non-infectious diseases that closely intersect with such infectious diseases in the World Bank-defined low- and middle-income 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, click Organizations.
- 2 To check if your personal information is correct, click People.

4 Application Creation



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.

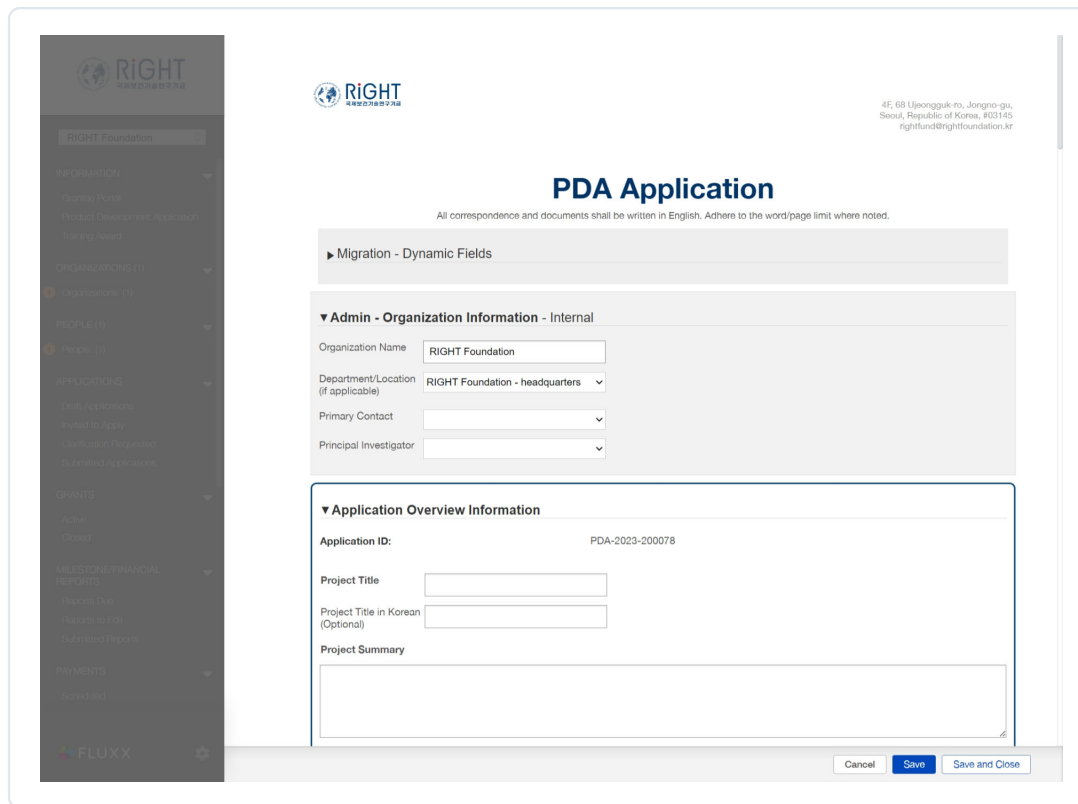
[Request for Proposal for PDA General call \(Download link\)](#)
[Request for Proposal Instructions for PDA General call \(Download link\)](#)
[RFP FAQ \(EN, KR\)](#)

Target health conditions	- Infectious diseases with a disproportionate burden in LMICs or infectious diseases with a pandemic potential - Non-communicable diseases that closely intersect with such infectious diseases
Development stage	From or near the initiation of the clinical development or validation phase to regulatory approval and WHO prequalification (WHO PQ)
Product types	Vaccines, Therapeutics, Biologics, Diagnostics
Partnership requirement	- The application team must include at least one Korean entity - Collaborative submission by multiple countries highly welcome and recommended
Award amount & duration	- Up to 4 billion Korean won per project for up to 36 months - Co-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 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.

5 Application Creation – PDA



PDA Application

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

▶ Migration - Dynamic Fields

▼ Admin - Organization Information - Internal

Organization Name: RIGHT Foundation

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

Primary Contact:

Principal Investigator:

▼ Application Overview Information

Application ID: PDA-2023-200078

Project Title:

Project Title in Korean (Optional):

Project Summary:

Cancel Save Save and Close

- 1 Check the people at your organization in the dropdown menus (indicated by a red arrow).
- 2 If you cannot find the person under Primary Contact and/or Principal Investigator, make sure they requested a new user account.
- 3 Fill out the form and be sure to click Save. There is NO auto-save in this system.
- 4 Please scroll down to complete all fields.

6 Add target beneficiary countries

▼ Application Overview Information

Application ID:

PDA-2026-203069

Project Title

BDBV DIAG TEST1

Project Title in Korean (Optional)

Project Summary

BDBV Test system record, project summary

Type of Award:

PDA Application

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

Region and Countries (WB26)

Country - Classification

>

<

Congo, Dem. Rep. - LMIC

Côte d'Ivoire - LMIC

Ghana - LMIC

Project Duration (Months)

24

Amount Requested to RIGHT Foundation

₩100

Co-Funding Amount

₩100

Total Project Budget:

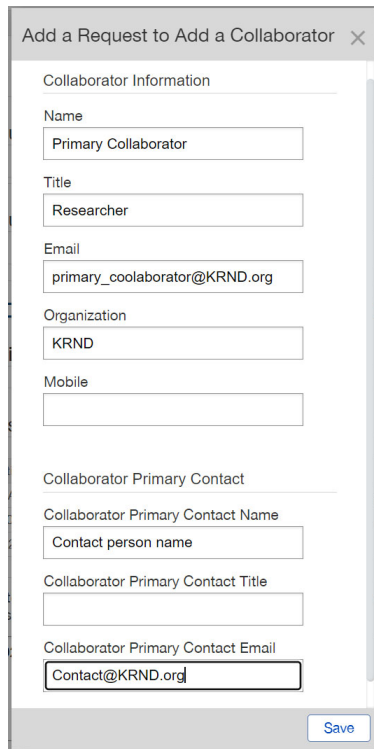
₩200

Total Project Budget

₩200

- 1 Click “+” to add target beneficiary countries for this application.
- 2 In the pop-up screen, select the target beneficiary countries and/or Region, then save.

7 Add Collaborator (1/2)



The screenshot shows a web form titled "Add a Request to Add a Collaborator" with a close button (X). The form is divided into two main sections: "Collaborator Information" and "Collaborator Primary Contact".

Collaborator Information

- Name: Primary Collaborator
- Title: Researcher
- Email: primary_coolaborator@KRND.org
- Organization: KRND
- Mobile: (empty field)

Collaborator Primary Contact

- Collaborator Primary Contact Name: Contact person name
- Collaborator Primary Contact Title: (empty field)
- Collaborator Primary Contact Email: Contact@KRND.org

A "Save" button is located at the bottom right of the form.

- 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 — collaborators are approved at a later stage.
- 3 New requests are set to ‘Proposed’ status. You can add or remove collaborators prior to submission.
- 4 Additional collaborator requests after submission are only allowed for collaborators who already have an account in the system.

7 Add Collaborator (2/2)

Amount Requested to RIGHT Foundation

Co-Funding Amount

Total Project Budget: ₩200.00

▼ Applicant Information

Role: EuBiologics PDA-2023-200076 ₩100.00

Collaborator Relationships

Connected Collaborators

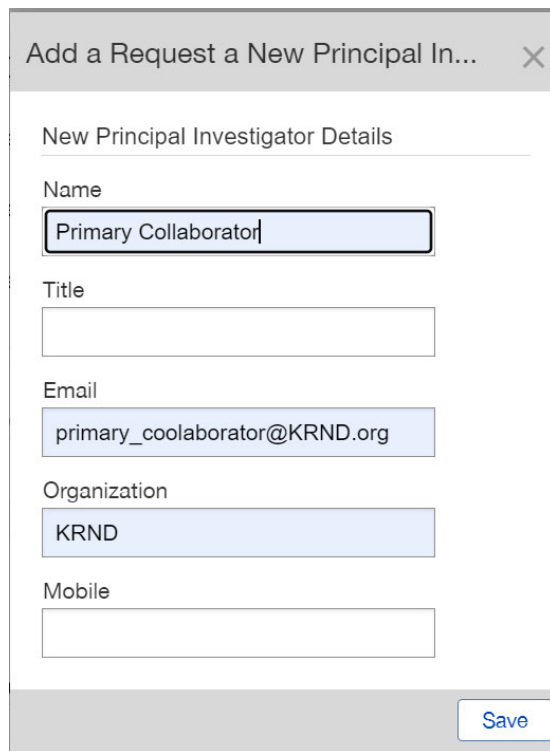
Request to Add a Collaborator +

Primary Collaborator, - Status: Proposed [View](#)

Request a New Principal Investigator +

- 1 The collaborator status updates to 'Approved' once RIGHT Foundation staff approve the request.
- 2 A request can be denied due to incorrect information (e.g. name, email, or affiliate organization).
- 3 Once approved, collaborators can access the Grantee Portal as a 'Collaborator' on your application.
- 4 If a collaborator relationship has expired, click the remove icon to delete it.

8 PI / Collaborator Transfer Request



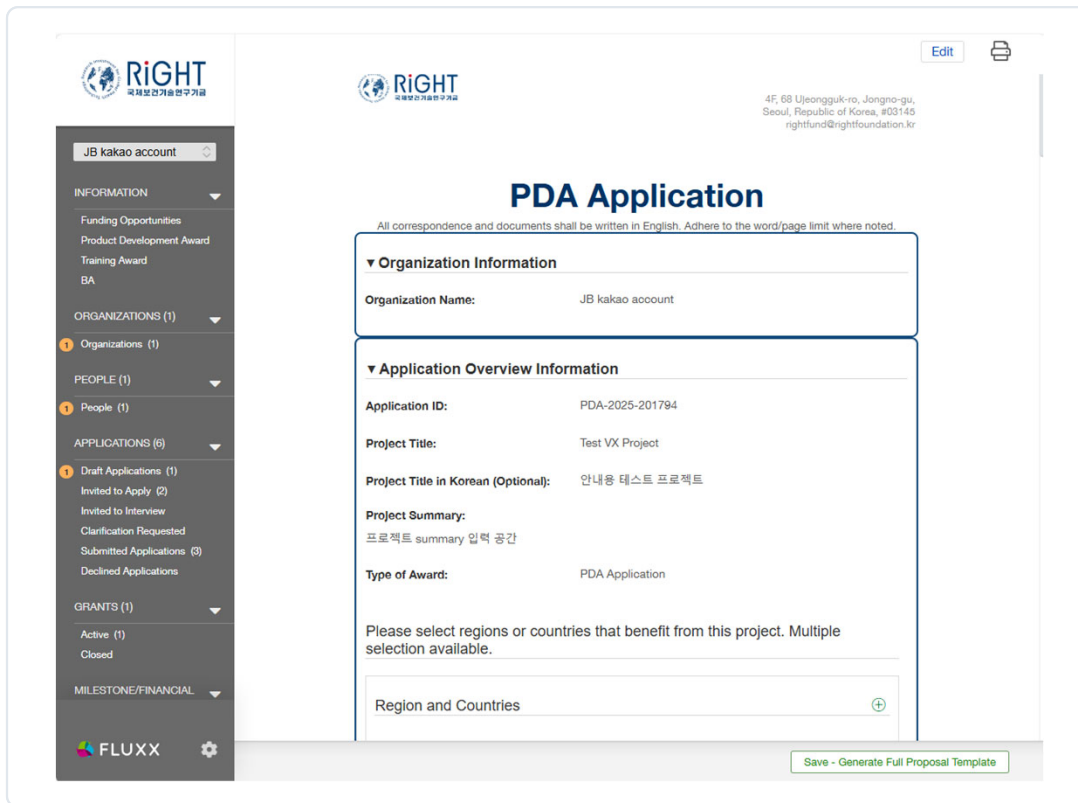
The screenshot shows a web form titled "Add a Request a New Principal Investigator" with a close button (X). The form is titled "New Principal Investigator Details" and contains the following fields:

- Name:** A text input field containing "Primary Collaborator".
- Title:** An empty text input field.
- Email:** A text input field containing "primary_coolaborator@KRND.org".
- Organization:** A text input field containing "KRND".
- Mobile:** An empty text input field.

A "Save" button is located at the bottom right of the form.

- 1 Sometimes you may need to transfer your application ownership to a collaborator.
- 2 Click “+” to add a new Principal Investigator.
- 3 Check your connected collaborator list, then fill in the request form with the required information.
- 4 Once RIGHT Foundation approves the application transfer request, ownership will transfer to the new Principal Investigator.

9 Generate Full Proposal Template



JB kakao account

INFORMATION

- Funding Opportunities
- Product Development Award
- Training Award
- BA

ORGANIZATIONS (1)

- 1 Organizations (1)

PEOPLE (1)

- 1 People (1)

APPLICATIONS (6)

- 1 Draft Applications (1)
- Invited to Apply (2)
- Invited to Interview
- Clarification Requested
- Submitted Applications (3)
- Declined Applications

GRANTS (1)

- Active (1)
- Closed

MILESTONE/FINANCIAL

FLUXX

RIGHT

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

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: PDA-2025-201794

Project Title: Test VX Project

Project Title in Korean (Optional): 안나용 테스트 프로젝트

Project Summary: 프로젝트 summary 입력 공간

Type of Award: PDA Application

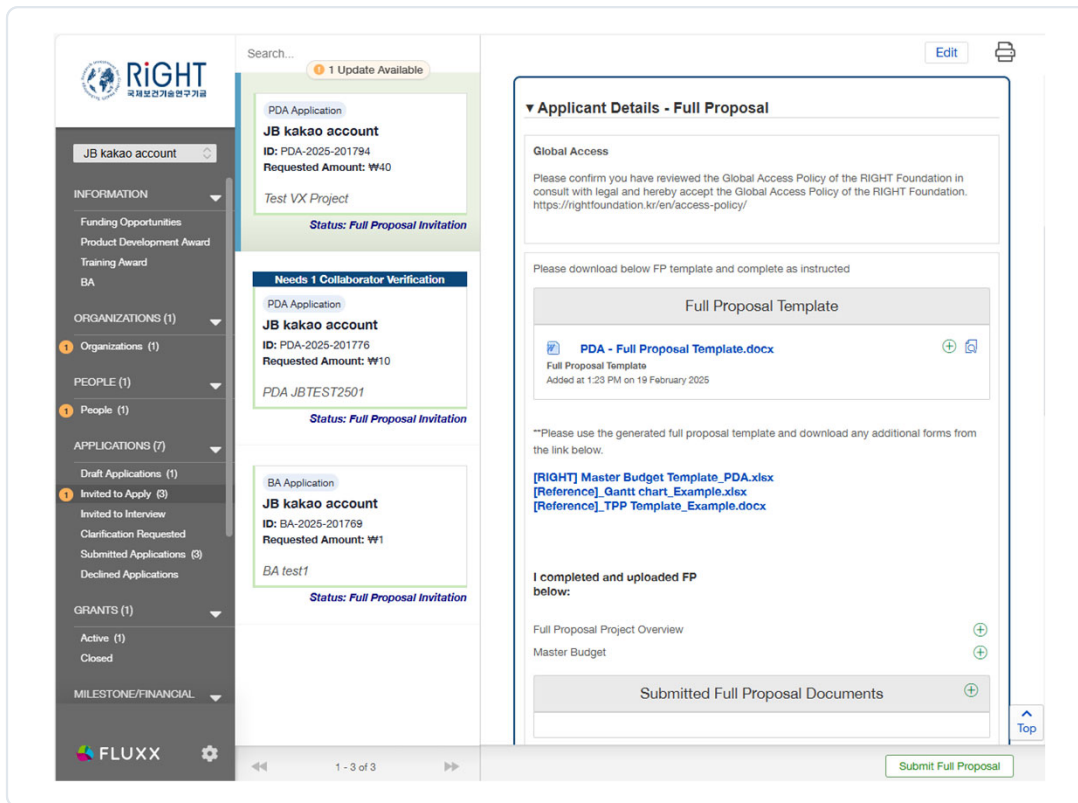
Please select regions or countries that benefit from this project. Multiple selection available.

Region and Countries

Save - Generate Full Proposal Template

- 1 After all required fields are completed, you are ready to generate the Full Proposal Template document.
- 2 Click “Save – Generate Full Proposal Template,” then choose “OK.”
- 3 Your application status will update to ‘Status: Saved.’
- 4 To view the generated Word document, click “Begin Full Proposal,” then “OK” to proceed.

10 Download & Begin Full Proposal



The screenshot shows the RIGHT Grantee Portal interface. On the left is a sidebar with navigation menus: INFORMATION, ORGANIZATIONS (1), PEOPLE (1), APPLICATIONS (7), GRANTS (1), and MILESTONE/FINANCIAL. The main content area is divided into two panels. The left panel shows a list of applications with details like 'JB kakao account', 'ID: PDA-2025-201794', and 'Requested Amount: ₩40'. The right panel displays the 'Applicant Details - Full Proposal' form, including a 'Global Access' section, a 'Full Proposal Template' download link, and a 'Submitted Full Proposal Documents' section.

- 1 The Full Proposal document template is generated automatically.
- 2 Click on the document title to download the file to your computer.
- 3 Open the generated document and complete the remaining required fields.
- 4 If possible, change the document name to include your application ID, then save.

11 Edit & Consent – Full Proposal

Please click the Edit button in the upper right corner and select 'I Agree' to the contents below.

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/>

Use of Generative AI

Please disclose whether any generative AI tools were used in preparing this application. Disclosure is not required where such tools were used solely for translation into English or for improving the standard of English in the application.

Were any generative AI tools used in preparing this application?

If yes, briefly describe:

- the generative AI tool(s) used
- the section(s) of the application supported
- the purpose of use (e.g., drafting, summarization, editing, restructuring, data visualization)

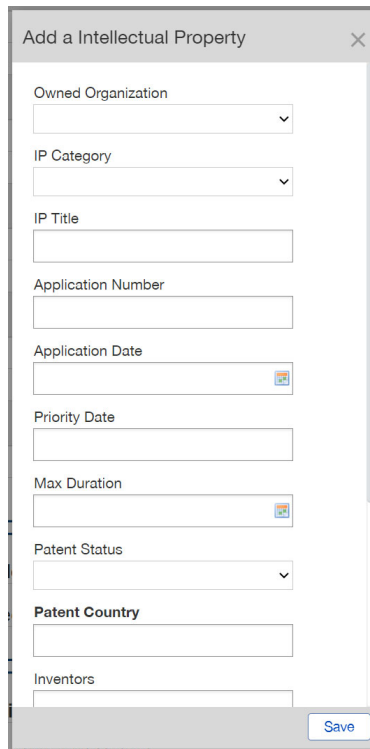
Comments

Delete
Cancel
Save and Close
Save

- 1 You can edit your application in the 'Full Proposal Draft' section of the navigation panel.
- 2 Scroll down to find the Global Access consent field and remaining required sections.
- 3 Scroll down to the Use of Generative AI field, then enter your response and any required comments.

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

12 Full Proposal – Intellectual Property



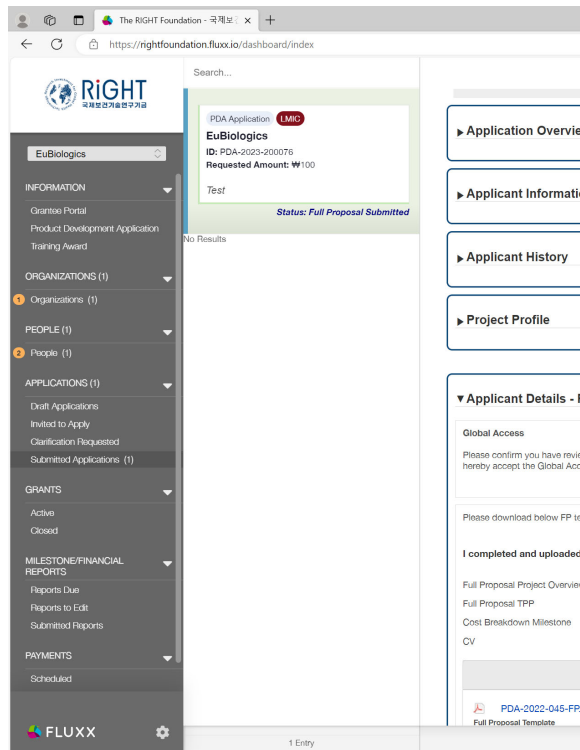
The screenshot shows a web form titled "Add a Intellectual Property" with a close button (X) in the top right corner. The form contains the following fields:

- Owned Organization**: A dropdown menu.
- IP Category**: A dropdown menu.
- IP Title**: A text input field.
- Application Number**: A text input field.
- Application Date**: A date input field with a calendar icon.
- Priority Date**: A date input field.
- Max Duration**: A date input field with a calendar icon.
- Patent Status**: A dropdown menu.
- Patent Country**: A text input field.
- Inventors**: A text input field.

A "Save" button is located at the bottom right of the form.

- 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 the intellectual property.
- 3 Save your entered information.
- 4 After saving, please check and verify the updated information to ensure accuracy.

13 Full Proposal Submission



- 1 After all information is updated and required documents are uploaded, click “Submit Full Proposal.”
- 2 Select “OK” in the confirmation pop-up.
- 3 Your application status changes to ‘Status: Full Proposal Submitted.’
- 4 Track your submission status in the left navigation panel of the Grantee Portal.
- 5 After submission, editing is not possible until the application reaches the SC Review stage.

14 FAQ

Account approval process

We send out the account approval email within 2–3 days of account creation through our standard approval process. If you do not receive the approval email within that timeframe due to any potential system error, please reach out to us at itpm@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. We kindly request that you use an email address from a mail service other than Yahoo when creating your account.

Thank You

If you have any questions, please contact:

rfp@rightfoundation.kr

For any account issues or system technical problems, please contact:

itpm@rightfoundation.kr

