



FARE Grant Portal Registration & LOI Submission Guide

**Adult On-Set Food Allergy Funding
Opportunity**

April 15, 2022

General Guidelines

- In order to apply, you must first be registered. Please complete your registration as soon as possible if you do not already have an account. Registration approval may take up to two days and is required for access to the grantee portal via which applications are submitted.
- Please ensure that your PI, co-PI, and administrator fill out separate registration forms, using the **exact same organization name**. Please do not use different variations of the same name. The organization name must match for the system to connect the team members.
- Please ensure that these members of your team have all **registered prior to applying**. The system will pull the names of related members into drop down menus of your application form. To ensure your team members' names appear, all should be registered prior to beginning your application.
- Please note that only the person designated as the **primary contact** in the registration form will receive the automatic system-generated notifications on the application.
- The application will show up in the grantee portal of the organizational team members that were tagged in your application form (e.g. within the Primary Contact, PI, co-PI, and Administrator fields).
- Team members can work on the application from their individual portals but **not at the same time**.
- The **primary contact should submit the application via their own portal, i.e. using their own login**.
- Applications does **not** automatically save. Please remember to click 'Save' periodically to safeguard your work.



Step 1: How Do I register in the FARE Grant Portal?

Link to System - foodallergy.fluxx.io/user_sessions/new



Food Allergy Research Education (FARE) Grants Portal

Login Now:

[Reset or create password](#)

New to the Grants Portal?

Create Your Organizational Profile

In order to be considered for funding, the first step is for you to introduce yourself and tell us about your organization. Please click on the "Create an account Now" button below to start. You will not be able to edit your profile after submission, so please ensure you have entered accurate information (including email address) when completing the registration form.

You will then receive an email notification from the Foundation with login information, which will give you access to the portal and our application forms. Should your funding application be successful, this portal will give you access to our reporting templates.

Click [here](#) to create an account.

Click here to register by creating an account.

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



Food Allergy Research Education (FARE) Grants Portal

Organization Info

Organization Name

Address 1

Address 2

City

Country

State/Province

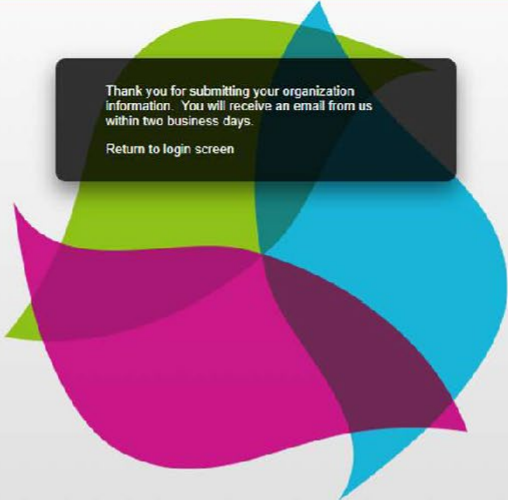
Postal Code (Zip)

Organization Phone

Organization Fax

Complete the registration form using exactly the same "Organization Name" for all team members within your institution.
Bolded fields are required.

You will receive a confirmation of registration submission via the website.

A confirmation message box is centered on a light gray background. The background features a large, abstract graphic composed of several overlapping, rounded shapes in vibrant colors: lime green, cyan, magenta, and dark purple. The message box is a dark gray rectangle with rounded corners, containing white text. The text reads: "Thank you for submitting your organization information. You will receive an email from us within two business days." followed by a link "Return to login screen".

Thank you for submitting your organization information. You will receive an email from us within two business days.
[Return to login screen](#)

When your registration is approved, you will receive a confirmation via e-mail within 2 business days. Please make sure to check your mail settings and SPAM/Junk folders. Please follow the instructions on this confirmation email.

[EXTERNAL]

Dear Food,

Your registration has been approved!

You have been assigned the user name: food_allergy_ . These credentials allow you to login at <https://foodallergy.fluxx.io>.

Please use the link below to setup your password:

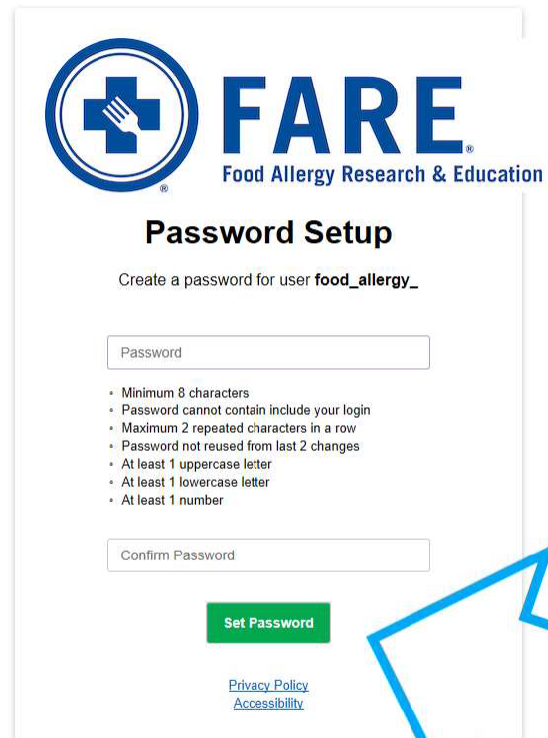
<https://foodallergy.fluxx.io/token/a225072c26c294bdd015611b538caf39863a6f1f6b4d95149>




Thank you

Now, you can proceed to the portal and begin your application by clicking on the link in the e-mail **to reset your temporary password.**

First, click on the e-mailed link and reset your temporary password.



 **FARE**
Food Allergy Research & Education

Password Setup

Create a password for user **food_allergy_**

- Minimum 8 characters
- Password cannot contain include your login
- Maximum 2 repeated characters in a row
- Password not reused from last 2 changes
- At least 1 uppercase letter
- At least 1 lowercase letter
- At least 1 number

[Set Password](#)

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

Type in your preferred password. Then, click the green "Set Password" button.

After resetting your password, you will be redirected to the Grantee Portal Welcome Page.

The screenshot shows the FARE Grantee Portal interface. The left sidebar contains a navigation menu with categories: INFORMATION, ORGANIZATIONS (1), PEOPLE (1), REQUESTS, GRANTS, REPORTS, and PAYMENTS. Red arrows point from text annotations to specific items in the menu: 'Apply for Funding' under INFORMATION, 'Organizations (1)' under ORGANIZATIONS, 'People (1)' under PEOPLE, 'Pending Requests' under REQUESTS, 'Requests to Edit' under REQUESTS, 'Submitted Requests' under REQUESTS, 'Active' under GRANTS, and 'Reports Due' under REPORTS.

From the left hand side column, you can easily navigate the portal.

'Apply for Funding' will take you to the application form.

'Organizations' will show your organization's contact card.

'People' will show your contact card and those of any of your institutional colleagues.

'Pending Requests' will show your saved applications that you have not yet submitted.

'Requests to Edit' will show any submitted applications that were returned to you for modification.

'Submitted Requests' will show you all your submitted applications.

From this webpage, you can . . .

- Submit a proposal for funding
- Track the status of your pending proposal
- Upload your signed grant agreement
- Review your current grants and report due dates
- Submit reports
- Monitor grant payments

HOW TO USE THE PORTAL

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

REQUESTS

- Pending Requests
Once you have submitted a proposal, you can find a read-only version here.
- Request to Edit
Once you have been invited to submit 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.
- Submitted
Once you have submitted your proposal, the proposal appears in the Submitted Requests link.

GRANTS

- Active
After the staff has received the countersigned agreement, you can find a read-only version here via this link.
- Closed
When the grant is complete and all payment made and report approve, you can find the closed grants here.

GRANTEE REPORTS

- Reports Due
Reports (to be submitted) for all active grants appear here until you have submitted them. You will receive reminders as the due date approaches.
- Submitted Reports
Once you have submitted a report, you can find a read-only version here.

PAYMENTS



FARE

Food Allergy Research & Education

**Step 2:
How do I submit my Letter of
Intent (LOI)?**

From this webpage, you can . . .

- Submit a proposal for funding
- Track the status of your pending proposal
- Upload your signed grant agreement
- Review your current grants and report due dates
- Submit reports
- Monitor grant payments

HOW TO USE THE PORTAL

called "cards". When you click on the link beneath each card, you are access the following:

proposal, you can find a read-only version here.

to submit a proposal, the application is available via this link. If the staff have any questions about your proposal or would like a revision, to login. You can find the proposal here, available for editing.

ur proposal, the proposal appears in the Submitted Requests link.

the countersigned agreement, you can find a read-only version here via this link.

and all payment made and report approve, you can find the closed grants here.

GRANTEE REPORTS

- Reports Due

FARE

INFORMATION

Grants Portal

Apply for Adult On-Set Food Allergy Funding Opportunity

ORGANIZATIONS (1)

Organizations (1)

PEOPLE (1)

People (1)

REQUESTS (2)

Pending Requests (1)

Requests to Edit

Submitted Requests (1)

GRANTS

Active

Closed

REPORTS



After signing into the Portal, click on **'Apply for Adult On-Set Food Allergy Funding Opportunity'** in the main menu. This will direct to the landing page where you can access the full Request for Applications (RFA), a general description of the funding mechanism, and a link to the Application form for submitting your Letter of Intent (LOI).



Adult-Onset Food Allergy Funding Opportunity



To access the online form for submitting your Letter of Intent (LOI), click on 'Apply Here'.



[Apply here](#)

Call for Applications

For full details on application requirements, click here to access [the Request for Applications \(RFA\)](#).

LOI Submission Deadline: **Tuesday, May 31st by 11:59 p.m. EST**

Food allergy among adults is a more significant issue in the U.S. than previously thought, particularly the emerging health problem of adults developing their food allergies later in life, even after regularly eating foods that were previously harmless. There is a paucity of data on adult-onset food allergy, as the bulk of available studies focus on pediatric populations. More research is needed to understand why one out of four food-allergic adults reports developing their first food allergy in

- FARE
- INFORMATION
 - Grants Portal
 - Apply for Adult On-Set Food Allergy Funding Opportunity
- ORGANIZATIONS (1)
 - Organizations (1)
- PEOPLE (1)
 - People (1)
- REQUESTS (2)
 - Pending Requests (1)
 - Requests to Edit
 - Submitted Requests (1)
- GRANTS
 - Active
 - Closed
- REPORTS

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FARE

INFORMATION

Grants Portal

Apply for Adult On-Set Food Allergy Grant

ORGANIZATIONS (1)

Organizations (1)

PEOPLE (1)

People (1)

REQUESTS

Pending Requests

Requests to Edit

Submitted Requests

GRANTS

Active

Closed

REPORTS

FARE

ID: R-202204-00478

Amount Requested:

Application Type: FARE Adult On-Set Allergy Research Grant

Please note: The portal does not autosave; therefore, you must click the [Save] button to ensure your data will not be lost.

Click here to view the [Request for Applications \(RFA\)](#).

Letter of Intent Submission Deadline: Tuesday, May 31st, 2022 at 11:59 PM EST

If you encounter any technical difficulties while submitting your application, please contact the support team at gcamden@foodallergy.org; 615-906-9933).

Organization Information

Organization	<input type="text" value="FARE"/>
Location	<input type="text" value="FARE - headquarters"/>
Primary Contact	<input type="text"/>
Principal Investigator	<input type="text"/>
Co-Principal Investigator	<input type="text"/>
Administrative Assistant	<input type="text"/>

Use this form to submit your letter of intent. Please take note of the important information at the top of the form.

To submit your LOI, follow these steps:

- 1. Fill in your organization name.**
- 2. Choose your location in the drop down menu.**
- 3. Choose your primary contact from the drop down menu. This person will receive all automatic system-generated communications about your application.**
- 4. Choose your PI from the drop down menu.**
- 5. Choose your Co-PI from the drop down menu.**
- 6. Choose your Administrative Assistant from the drop down menu.**

▼ Grant Information

Study Title

T: B I U S' S, := ≡

Amount Requested

Proposed Timeline

T: B I U S' S, := ≡

▼ Documents

GUIDELINES

Please upload the Letter of Intent PDF form below. Use the blue + icon to the right of the listed required document.

Required Document:

- Attach a copy of your *Letter of Intent (PDF)*
 - The single-page LOI should include the following information:
 - Title and brief summary of the project
 - Names and affiliations of the Principal Investigator(s), co-investigators, and collaborators
 - Names of potential non-conflicted reviewers with appropriate scientific expertise

Adult On-set Letter of Intent



Request Documents



7. Enter your 'Study Title' in the relevant field.

8. Enter the funding amount requested in 'Amount Requested'.

9. Enter your 'Proposed Timeline' in the relevant field.

10. In the 'Documents' section, click on the circle icon with the plus sign to the right of "Attach a copy of your letter of intent (PDF)" to upload your single-page LOI. Please make sure that your LOI includes the required information stipulated in the RFA.



Upload your Letter of Intent (LOI) here by clicking on 'Add files'. Once you have chosen the file, click 'Start Upload'.

Grant Information

Study Title

T B I U S S

Upload files

Select or drag files then start upload

Filename	Size	Status
Adult Onset LOI - PI Name.pdf	229 KB	0%

Documents

GUIDELINES
Please upload the Letter of Intent File

Required Document:

- Attach a copy of your *Letter of Intent (PDF)*
The single-page LOI should include the following information:
 - Title and brief summary of the project
 - Names and affiliations of the Principal Investigator(s), co-investigators, and collaborators
 - Names of potential non-conflicted reviewers with appropriate scientific expertise

Adult On-set Letter of Intent

Request Documents

The screenshot displays the FARE Grants Portal interface. On the left is a sidebar with navigation options: FARE, INFORMATION (Grants Portal, Apply for Adult On-Set Food Allergy Grant), ORGANIZATIONS (1) (Organizations (1)), PEOPLE (1) (People (1)), REQUESTS (Pending Requests, Requests to Edit, Submitted Requests), GRANTS (Active, Closed), and REPORTS. The main content area is titled 'Grant Information' and includes sections for 'Study Title' (with a text editor containing 'Test'), 'Amount Requested' (input field with '\$0'), and 'Proposed Timeline' (with a text editor containing 'Test'). Below these is the 'Documents' section, which contains 'GUIDELINES' and a list of 'Required Document' items. A yellow circle highlights the 'Request Documents' button. At the bottom right, a 'Save' button is circled in red. A blue box with a yellow arrow points to the 'Request Documents' button, and another blue box contains instructions about saving the application.

Your uploaded LOI will show up at the bottom of the form in the 'Request Documents' section.

Please note that the system does not autosave information. Do not forget to click on the blue 'Save' button to save your application for submission.

Adult Onset LOI_PI Name.pdf
Adult On-set Letter of Intent
Added by Test PI at 12:59 PM on April 14, 2022

Cancel Save

https://foodallergy.fluxx.io/grant_requests/21852386.json

Search... 1 Update Available

University of Food Allergy

INFORMATION

- Grantee Portal
- Apply for Funding

ORGANIZATIONS (1)

- Organizations (1)

PEOPLE (1)

- 1 People (1)

REQUESTS

- 1 Pending Requests
- Requests to Edit
- Submitted Requests

REPORTS

- Reports Due
- Reports to Edit
- Submitted Reports

PAYMENTS

- Scheduled Payments

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No Results

When you save your application, it will show up in the 'Pending Requests' section on the left hand side menu.

The Yellow Circle indicates an update to the system. In this case, it is indicated that you have a new pending request (e.g. a saved grant application that is pending submission).

Click on the yellow circle at the top of the middle column to reveal the application title. From there, you can click on the application, review, and submit or save for further revision.



Search...

FARE
ID: R-202204-00478
FARE Adult On-Set Allergy Research Grant

FARE

INFORMATION

Grants Portal
Apply for Adult On-Set Food Allergy
Funding Opportunity

ORGANIZATIONS (1)

Organizations (1)

PEOPLE (1)

People (1)

REQUESTS (2)

Pending Requests (1)

Requests to Edit

Submitted Requests (1)

GRANTS

Active

Closed

REPORTS

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1 - 1 of 1



FARE

ID: R-202204-00478

Application Type: FARE Adult On-Set Allergy Research Grant

Amount Requested

Organization Information

Organization: FARE

Primary Contact: Test PI

Principal Investigator:

Co-Principal Investigator:

Administrative Assistant:

Grant Information

Study Title :

Amount Requested: \$0.00

Proposed Timeline:

Edit

You can edit your application form by clicking on the blue 'Edit' button in the top right corner of the page.

You can also submit your application form by clicking on the green 'Submit' button in the bottom right corner of the page.

Submit

The screenshot displays the FARE (Food Allergy Research & Education) system interface. On the left is a navigation sidebar with categories like INFORMATION, ORGANIZATIONS, PEOPLE, REQUESTS, GRANTS, REPORTS, and PAYMENTS. The main content area shows details for the University of Food Allergy (ID: R-201912-00036). A modal dialog box titled "Note for Submit" is open, featuring a text input field with the placeholder "Optional Note" and "Cancel" and "OK" buttons at the bottom. The "OK" button is circled in yellow. The background page includes sections for Table of Contents, Organization Information, Grant Information, and Grant Terms Information. A green "Submit" button is visible at the bottom right of the page.

Search... 1 Update Available

University of Food Allergy
ID: R-201912-00036

▼ Table of Contents

- Organization Information
- Grant Information
- Grant Terms Information
- Documents

▼ Organization Information

Organization: University of Food Allergy

Primary Contact: Food Allergy

Print Note for Submit

Optional Note

Cancel OK

▼ Grant Information

Applying for: Care Center of Distinction

Project Summary: See attached PDF.

Amount Requested: \$0.00

▼ Grant Terms Information

Created By /Date): Food Allergy (12/13/2019)

Submit

After clicking 'Submit', you will have the option to add a note. You may leave this space blank if you prefer.

Click 'OK' to confirm your submission.

https://foodallergy.fluxx.io/grant_requests/21248658.json?event_action=EVENT___13364&stencil=true

[EXTERNAL]

Dear Food:

We have received your submission. The ID number is R-201912-00036.

We appreciate the opportunity to consider your request and will contact you if we should require further information.

If you have any questions, please contact us referencing the ID number above.

Thank you for your interest in contributing to FARE's efforts to improve the quality of life, and the health of individuals with food allergies, and to provide them hope through the promise of new treatments.

Best Regards,



FARE's mission is to improve the quality of life and the health of individuals with food allergies and to provide them hope through the promise of new treatments. Learn more at foodallergy.org.

You will receive a confirmation of submission via e-mail.

Please refer your application ID number if you have any questions in the future regarding your application.



Search...

After you submit your application, it will show up in the 'Submitted Requests' section as indicated by the yellow circle.

If you should need to make further modifications to a submitted application, you should contact FARE directly as our Grant Administrator will need to send it back via the system.

Also, if any documents are missing, the Grant Administrator will return your application and it will show up in the 'Requests to Edit' section. You will also be notified via e-mail.

FARE

ID: R-202204-00478
Application Type: FARE Adult On-Set Allergy Research Grant

Amount Requested:

▼ Organization Information

Organization:	FARE
Primary Contact:	Test PI
Principal Investigator:	
Co-Principal Investigator:	
Administrative Assistant:	

▼ Grant Information

Study Title :	
Amount Requested:	\$0.00
Proposed Timeline:	

Created By /Date: Food Allera (12/13/2019)

0 Entries

University of Food Allergy

INFORMATION

Grantee Portal
Apply for Funding

ORGANIZATIONS (1)

Organizations (1)

PEOPLE (1)

1 People (1)

REQUESTS (1)

Pending Requests
Requests to Edit
1 Submitted Requests

GRANTS

Active
Closed

REPORTS

Reports Due
Reports to Edit
Submitted Reports

PAYMENTS

Scheduled Payments

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Applicants whose LOIs are chosen to advance to the full application stage will be notified on **June 15th, 2022.**

If you should have any questions about your Adult On-Set Food Allergy funding application, please contact Jennifer Bufford (jbufford@foodallergy.org).

For technical issues with the online system, please contact Gilla Camden (gcamden@foodallergy.org).

Please remember to **reference your application ID number** provided in your confirmation e-mail.

We look forward to receiving your application!

