

How do I log in to the submission portal?

1. Click the submission portal link from the landing page.
2. Register by filling out the contact information requested. *Note: your email will become your username to log in and an email will be sent to this address to verify your account.*

If you already have a Paul G. Allen Family Foundation Fluxx login, please go to pgaff.fluxx.io to access your account.

If you are to [new](#) to the Paul G. Allen Family Foundation grant programs, you will need to create an account to begin an application.

Primary Contact Info

First Name

Last Name

Job Title

Institution

Career Stage

Email

Work Phone

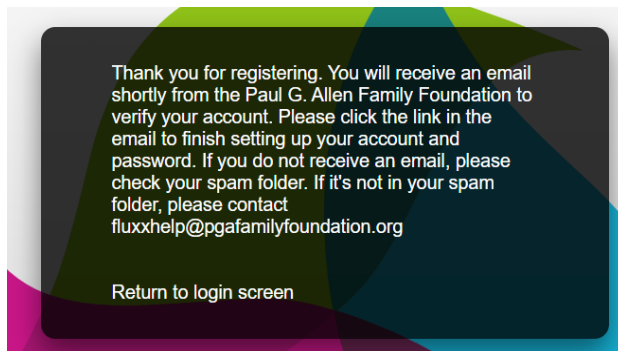
If U.S.: (xxx)xxx-xxxx, include country code if international

Work Phone Extension

Administrative Assistant

Admin Email

3. Click “Submit Request” and the below message will pop up

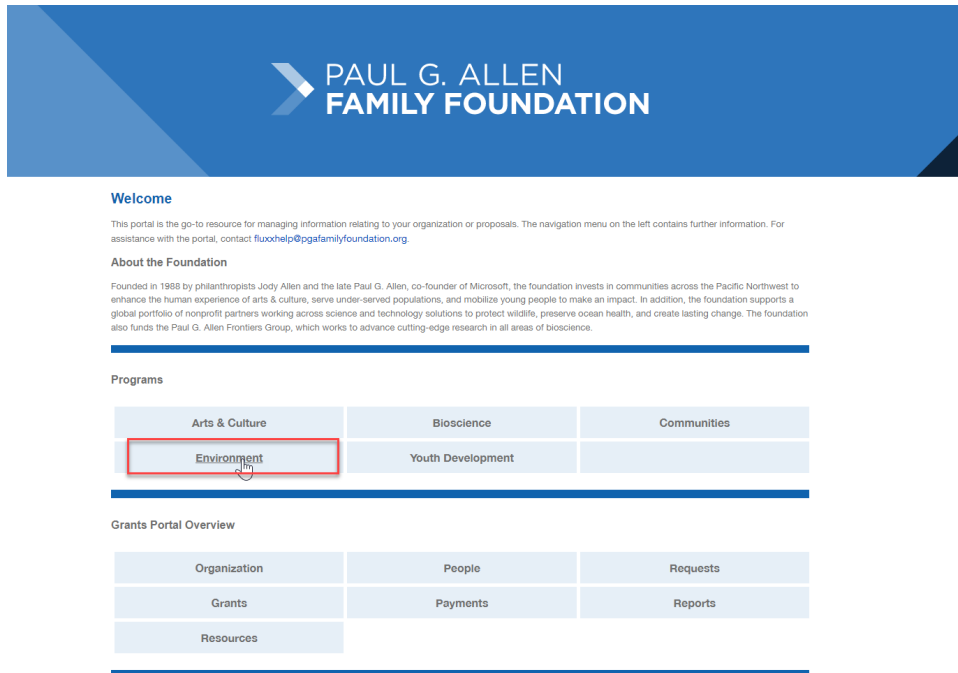


4. You will receive an email from “The Paul G. Allen Family Foundation” to verify your account.

5. Click the verification link within the email.
6. Set your password, and log in.
 - a. Note, passwords must be at least 10 characters in length
7. To log in after setting your password, go to

How do I submit my Letter of Intent?

1. Once logged in, you will see the below screen. Under programs, please click on the Environment button as shown here.

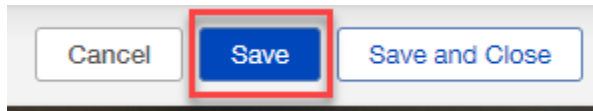


2. On the next page, click the button shown here:

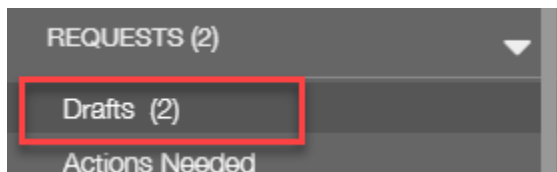
Natural Climate Solutions in the Pacific Northwest

3. The application form will now appear.
4. Select what influenced you to submit an LOI from the drop-down.
5. Select "Natural Climate Solutions in the Pacific Northwest" in the Request for Proposal Topic drop-down.
6. In the Letter of Interest Section, follow the provided prompts and type in responses for each section:
 - Project Title
 - Proposed Team/Collaborating Organizations
 - Number of Project Partners
 - Problem/Relevance

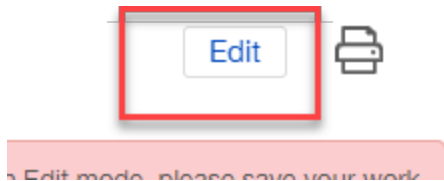
- Solution / Activities
 - Success / Impact
 - Geographical Area Served
 - Project Start Date
 - Duration
 - Amount Requested
 - Co-funding
 - Total Project Budget
- a. Attach any additional supporting documents you'd like to include
7. As you continue to draft your Letter of Interest, click the blue "save" button to save your work.



8. If you need finalize your Letter of Interest at a later date, go to <https://pgaff.fluxx.io/> and log in with the credentials used to create your account.
9. Once in the system, look at Drafts under the Requests section on the left side to find your in-progress draft.



10. Select edit in the top right corner to begin editing the form



11. When you are ready to submit your LOI, click the submit button on the bottom right. Note – once submitted, you will not be able to edit your LOI unless staff from the Foundation sends it back to you requesting changes or additional information.



12. Your LOI has been submitted and you will receive an email from the stating that you have successfully submitted.
13. Should your LOI be invited to proposal, you will receive an email from the Paul G. Allen Family Foundation with information on next steps.