

## How to Submit a Proposal

This document outlines the steps to submit a proposal responding to CareQuest Institute for Oral Health's Request for Proposals: Community & Care Transformation.

### Account Registration

1. **IF YOU DO NOT HAVE A FLUXX ACCOUNT:** Using **Google Chrome, Safari, or Firefox** web-browser, create an account with the online grants management system, Fluxx: <http://carequest.fluxx.io>. Select Register Now to create a New User Account.

Login Now:

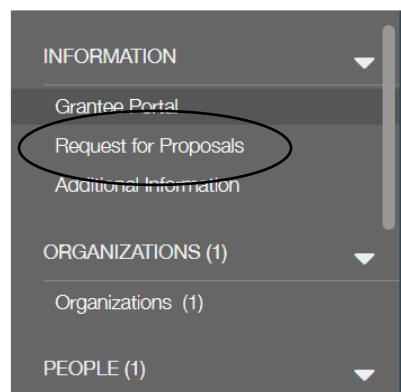
  
  
  
[Reset or create password](#)

### NEW USERS

If your organization has not applied to CareQuest Institute for Oral Health using the Grantmaking Portal, you will need to register and set up an account. You will receive a username and password to log in to the portal within one to three business days. Please note that Fluxx works best with Google Chrome.

**Note: Our Fluxx Portal has been updated to be more intuitive and user-friendly. If you've use it before, we know it looks different, but still operates much the same. If you encounter any problems, please reach out to [grants@carequest.org](mailto:grants@carequest.org).**

2. Please allow for 2-3 days for your registration to be approved. Once approved, you will receive an automated email with login instructions.
3. **ONCE LOGGED INTO YOUR ACCOUNT**, click the "Request for Proposals" button in the navigation menu on the left of the screen (screenshot below). This will open the proposal overview and template.



4. Scroll down and click “Submit a Proposal”
5. In the Organization Details section, please complete all fields. If you selected “Other” under Organization Type, please state your organization type in the field provided.
6. Under General Information, in the Program Area field, select “2023 Request for Proposals” & Select Sub Program “Community & Care Transformation”.
7. In the Proposal Information section, please complete all fields.
8. Under the Budget Section follow instructions listed and be as detailed as possible.
9. To upload required document plus sign next to each of the document names. Select add file, once you once file is open click “Start Upload” to upload the file to your proposal.

### Document Upload

Please upload the following required documents and ensure that the organization documents are up to date. Please note that the Evaluation Plan is now optional. If you have an Annual Report, please upload through the organization documents component.

Current Board List	+
IRS Determination Letter	+
Organizational Chart	+
W9	+
YTD Financial Statement	+

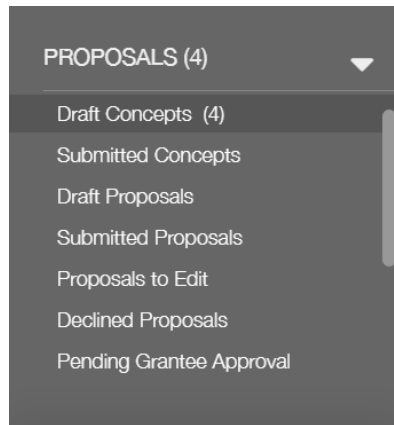
Request Documents

+

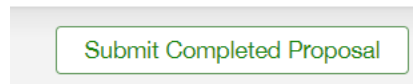
10. Click “Save and Close” to continue to the next step, or “Save” to keep editing.

**Note:** At any time, you can click “Save” to save your progress and continue working or you can click “Save and Close” to save your progress and close the text fields.

At any time, you can come back to your proposal by logging back into your Fluxx profile and selecting “Draft Concepts” on the Navigation Menu, to continue editing, click “Edit” in the top right corner.



11. Once you are ready and have completed all required fields you must first click “Save and Close”, then click “Submit Completed Proposal” to submit your proposal.



12. CareQuest Institute will review your proposal and will be in touch with you for any next steps.