Step 1: Log in to the LLS Research Portal (https://lls.fluxx.io/)

Contact ResearchPrograms@lls.org if:
- You forgot your username or password
- You are new to the portal and require an account

System Requirements:
- Fluxx currently supports the following browsers:
  - Google Chrome (optimal)
  - Internet Explorer 11+
  - Safari
  - Firefox

Request an Account:
Contact the Leukemia & Lymphoma Society at researchprograms@lls.org to request access to create a grant application.
Step 2: If given the option, select *Grantee* as the profile you would like to use.
Step 3: On the left panel, scroll to *Reports Due* and click this link.
Step 4: Select the report from the list.

Reports are listed in order of Due Date, with the earliest-due report listed first.

Contact ResearchPrograms@lls.org if the report you need to submit is not listed.
Step 5: Download the Report Document.
For Publications Reports, skip to Step 8.

Scroll to the bottom of the page and click this link to download the current report template.

Do not reuse templates from previous years, as they are subject to change.
Contact ResearchPrograms@lls.org if this page appears.
Step 6 (for Progress Report): Complete the Report Document

**The Leukemia & Lymphoma Society**

**Grantee Name (Last, First)**

**Summary of Research Progress.** Please provide a detailed description of this year’s progress using a maximum of 2.5 pages, including figures. Figures, pictures, tables, etc. must be included here as the Fluxx web form is not compatible.

Follow the instructions on the Report Document (example of instructions shown above). Progress Reports documents should include a detailed description of the research progress and results of the current reporting period, with figures, pictures, tables, etc.

The web form is separate – **do not add fields from the web form to the report document.**

Be sure to obtain all requested signatures, if applicable.
### THE LEUKEMIA & LYMPHOMA SOCIETY

**INVENTION, PATENT, COMMERCIALIZATION, INTELLECTUAL PROPERTY AND REVENUE SHARING DISCLOSURE FORM**

<table>
<thead>
<tr>
<th>Grantee Name:</th>
<th>Grant Number:</th>
<th>Date:</th>
</tr>
</thead>
</table>

**Grant Agreement Title and Effective Date:**

**Sponsoring Institution:**

**Participating Institution (SCOR/MCL-RI Grants only):**

**Project Title:**

The following questions cover the period since the Grant Agreement effective date set forth above, or the date of the last Invention, Patent & Commercialization Disclosure Form that Grantee submitted to LLS, whichever occurred most recently:

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Follow the instructions on the report template. Do not skip any fields.

Make sure the heading of your template matches that in the above image. If not, download the current template from Fluxx (see Step 5). *Outdated templates will not be accepted.*

This report must be routed through your institution’s Technology Transfer office and signed by an official in that office. *Reports missing an official signature will not be accepted.*

Be sure to use a new template file downloaded from this report’s page (see Step 5). Templates vary from program to program and are subject to change periodically.

This report must be routed through your institution’s Finance office and signed by an official in that office. **Reports missing an official signature will not be accepted.**

Complete the template, filling in each field in both the “Current Period” and “Cumulative to Date” columns. For the Year 1 report, these columns should match.

If there is a positive balance for line 9, further action is required. Some grants have the option to carry forward unspent funds into the next active grant year. This can be requested via the **Special Requests** report in Fluxx. Check the LLS Policies & Procedures (available at [LLS.org](http://LLS.org)) to see if this grant qualifies.

If carry forward is not permitted, or if this is the last year of the grant and no-cost extension is not permitted or selected, a refund check must be sent to LLS.
Step 7: Upload the completed Report Document as a PDF file.

PROGRESS REPORT DOCUMENTATION

Provide a more detailed description of your research that was bullet pointed in the “Bullet Points of Research Progress & Results During This Reporting Period” section of the webform. Please include relevant figures and tables.

Report Documentation Instructions:
1. Click here to download the Progress Report Template.
2. Complete the progress report template without altering it or adding fields or subfields.
3. Upload complete, signed document as a PDF in the Report Documents section below by clicking the green plus sign.
4. Click Submit to submit the report to LLS for review and approval.

Click this symbol to open the uploader.

Drag files into the uploader window or click “Add Files.” Then, click “Start Upload.” Once the Status shows 100%, the upload is complete. Close the window, and you should see the file in the gray box.
Step 8: Begin the Web Form.

Start by clicking *Edit* at the top of the page.

Once in edit mode, complete the Reporting Period section of the web form. Ordinarily, the reporting period is:

*From Date:* [previous year’s report due date or grant start date]
*To Date:* [the day before the current report’s due date]

**REPORTING PERIOD**

Please define the reporting period for this report:

**Due Date:** May 1, 2019

**Due At:**

- 5/1/2019

**From Date:**

- 05/01/2018

**To Date:**

- 04/30/2019

Reporting Periods will vary in special situations, such as transfers or recent leaves of absence.

Contact [Researchprograms@lls.org](mailto:Researchprograms@lls.org) if you do not have an *Edit* button.
Step 9 (for Progress Report): Complete the Web Form.

**PROGRESS REPORT WEB FORM**

**Specific Aims**
State the specific aims from your original application. If there have been major changes to the aims, please briefly describe the new aims, as well as the rationale for the change.

Fields that request bullet points *must* be completed using brief bullet points. Use as few words as possible, leaving in the key components of the research. These fields are informal and should provide LLS staff with a quick snapshot of your progress. **Do not use full paragraphs.**

**Bullet Points of Research Progress & Results During Previous Reporting Period**
Bullet point your progress and any available results reported last year (unless this is your first year of the award). Please be as brief as possible and include all keywords.

**REMEMBER TO SAVE YOUR WORK!** Changes are NOT automatically saved, and you may be automatically logged off due to inactivity. To prevent any loss of progress, we highly recommend saving frequently or typing responses on a separate document to paste into the form for submission.

Complete the web form so that the answers match those given in the uploaded document. Do not skip fields.

Note that a response of “Yes” to certain prompts requires additional documentation. This documentation, when required, should be uploaded to the Report Documents section.

**REMEMBER TO SAVE YOUR WORK!** Changes are NOT automatically saved, and you may be automatically logged off due to inactivity. To prevent any loss of progress, we highly recommend saving frequently.

Complete the web form so that the answers match those given in the uploaded document. Do not skip fields.

REMEMBER TO SAVE YOUR WORK! Changes are NOT automatically saved, and you may be automatically logged off due to inactivity. To prevent any loss of progress, we highly recommend saving frequently.
Step 9 (for Publications Report): Complete the Web Form.

Publications
Please list all publications relevant to your grant since your last report. Type N/A if not applicable.

Manuscripts Accepted or in Press
OPTIONAL—Please provide manuscripts accepted or in press. LLS respects embargo dates and will keep information confidential as per your instructions. If your institution will be publicizing your research, LLS would like the opportunity to coordinate with your Communications department. Type N/A if not applicable.

Please note: In accordance with the Grant Agreement Terms and Conditions, grantees must notify LLS seven (7) days prior to any advertising, promotion, publications, presentation or exhibition relating to the results of the Sponsored Research. Notification should include a copy of the materials intended for release, as well as the time, place and manner of disclosure.

Complete the Publications field. The Manuscripts Accepted or in Press field is optional.

REMEMBER TO SAVE YOUR WORK!
Changes are NOT automatically saved, and you may be automatically logged off due to inactivity. To prevent any loss of progress, we highly recommend saving frequently or typing responses on a separate document to paste into the form for submission.
Step 10: Check and Submit Your Report.

Once the report is complete (i.e. the Report Document is uploaded and the Web Form is complete to your satisfaction), click Save.

Once the report is saved, click **Submit to LLS For Approval**.

You will be prompted to provide a Note, but this is not necessary. Click **OK** to proceed.
Step 11: Confirm Submission Success.

Successful submission will result in a new entry to your list of Reports Submitted.

Contact ResearchPrograms@lls.org if:
• You need to edit the report after submission.
• You are not able to see confirmation of submission after refreshing your browser.

You will be contacted and your report will be returned to you if LLS requires revision of your report. Follow directions carefully in order to avoid this.

Email ResearchPrograms@lls.org for clarification of any instructions.