

How to sign up and start an application using Coastal Fund's online grant system

If you ever have any issues, contact sarahs@as.ucsb.edu!

Step 1: Go to asucsb.fluxx.io. Click the button to create an account.



Associated Students UCSB Grants Portal

Login Now:

Username

Password

[Reset or create password](#)

New User?

Welcome! If you are new to our system, please register here. Note that this will only register you as a user; some of our funding programs also require you to be linked to the organization for which you are requesting funding. Once logged in as a user, you will see instructions explaining how to link to your organization.

FLUXX

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



Associated Students UCSB Grants Portal

Primary Contact Info

Create Username
sarahexample

First Name
Sarah

Middle Initial
M

Last Name
Siedschlag

Suffix

Pronouns
she/her

Phone Number
805-893-5166

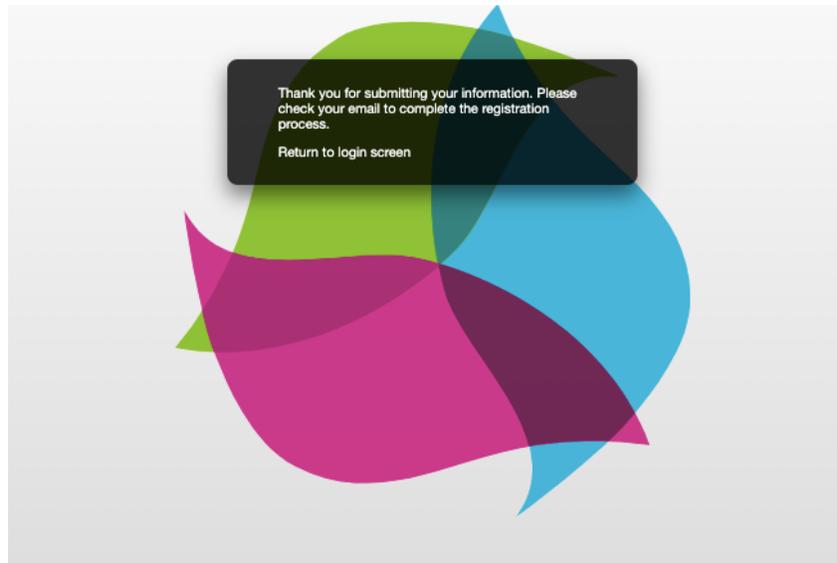
Extension (if needed)

E-mail
sarahsiedschlag@ucsb.edu

Classification
UCSB Staff

Step 2: Fill out the registration form fields. Only fields in **bold** are required.

Once you click Submit Request, you should be instructed to check the email you used to register:



Step 3: Check your email and click on the provided link.

Please verify your account External Inbox x Print Share

 **Associated Students-UCSB** do-not-reply.grants07-us-east-1@fluxx.io via amazo... 8:56 AM (1 minute ago) Star Reply More
to me ▾

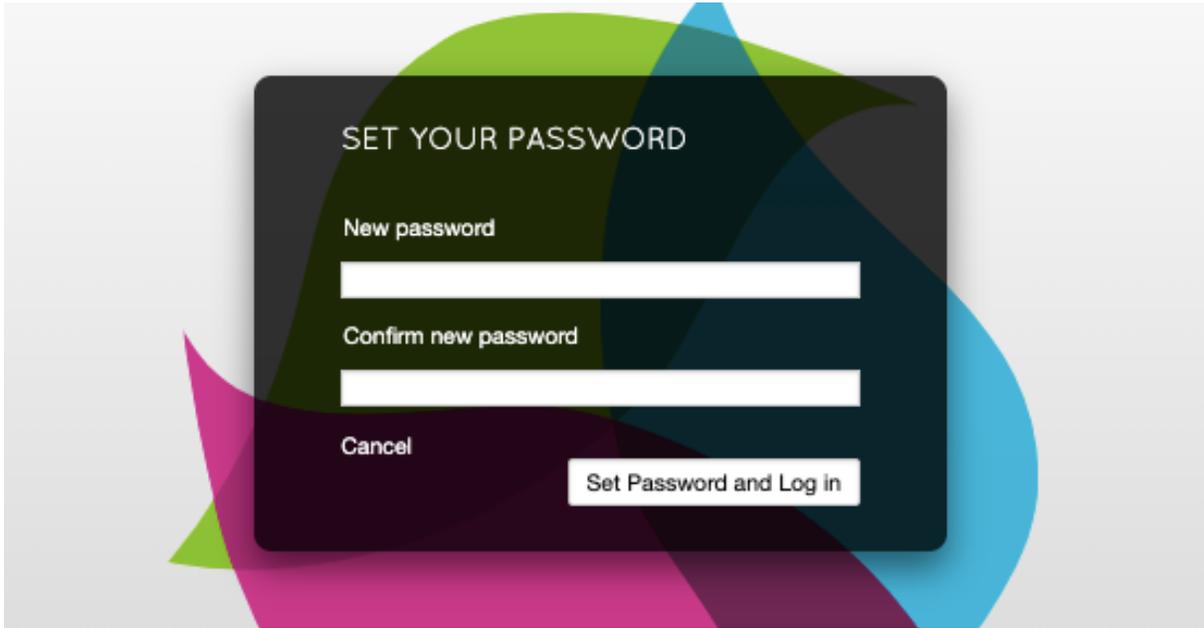
Thank you for registering with Associated Students UCSB! To verify your account, click here: <https://asucsb.fluxx.io/verify/b1474b5f1e363c72a9d5c8d3056d9bda>

If you are applying for funding through a student or nonprofit organization or UCSB department, **you will also need to connect your user profile to your organization or department.** To do so, log in at <https://asucsb.fluxx.io>, go to User Profile under People in the menu, then click on Edit in the upper right. Scroll to Connect to Organization, click the plus sign, enter as much information as you can and click Save. One of our administrators will connect you within the next business day.

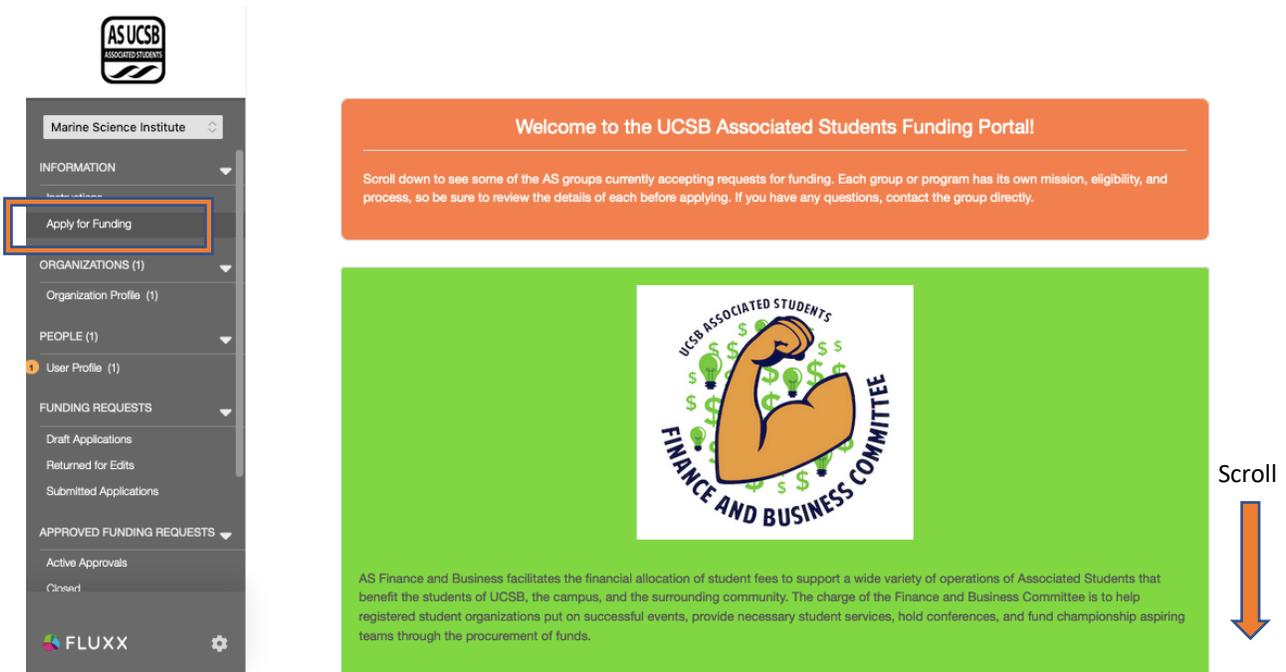
Link to application portal: <https://asucsb.fluxx.io>

Reply Forward

Step 4: Follow the link to set your password, then log in.



Step 5: You're ready to apply to Coastal Fund! Go back to asucsb.fluxx.io, log in, and click on Apply for Funding on the left margin. This will open up several different funding programs that run through Associated Students.



Step 6: Scroll down to Coastal Fund and click Apply for a Coastal Fund Grant.

The screenshot shows the FLUXX dashboard on the left with a sidebar menu. The menu items are: INFORMATION (Instructions, Apply for Funding), ORGANIZATIONS (1) (Organization Profile (1)), PEOPLE (User Profile), FUNDING REQUESTS (9) (Draft Applications (2), Returned for Edits, Submitted Applications (6), Declined Applications (1)), APPROVED FUNDING REQUESTS (2) (Active Approvals (2), Closed). The main content area shows a placeholder for an application under development with a link to <https://ivcrc.as.ucsb.edu/funding/> and a button "Apply for funding from IVCRC". Below that is the Coastal Fund UC Santa Barbara Associated Students logo and a description of the fund. At the bottom of the Coastal Fund section, there are two buttons: "Apply for a Coastal Fund Grant" and "Apply for Funding for Scientific Dive Training", with the latter button highlighted by a red box.

Step 7. Draft your application and save periodically as you go. To return to your application later, go to Draft Applications on the left, select the application in the mid-left column (there's only one here), then click Edit in the upper right corner. **When you're ready to submit**, click Submit in the lower right (you will have to click Save and Close first if you are in edit mode).

The screenshot shows the application details page for the Marine Science Institute. The sidebar menu is the same as in Step 6, but "Draft Applications (1)" is highlighted with a red box. The main content area shows the ASUCSB logo, a search bar, and the application details for "Sarah Siedschlag Marine Science Institute" (Title: Example Project, Amount Requested: \$5,000.00, ID: CF-202109-00183). Below this is the Coastal Fund logo and a blue header for "Marine Science Institute Example Project" with details: Amount Requested: \$5,000.00, ID: CF-202109-00183, Amount Awarded: In Progress. The status is "Draft". Under "Application Instructions", there is a thank you message and a link to contact the Coastal Fund Administrative Coordinator (Carissa) at coastalfund@as.ucsb.edu or the Coastal Fund Advisor (Sarah) at sarahs@as.ucsb.edu. There is also a link to read the mission statement, funding process, funding guidelines, and resources for applicants. At the bottom right, there are "Delete" and "Submit" buttons, with the "Submit" button highlighted by a red box.