MOZILLA FELLOWSHIP
APPLICATION GUIDE
DEADLINE TO APPLY: APRIL 20, 2018, 5:00 PM ET

Fellowship applicants must respond to all required questions and provide all required attachments to be considered for a fellowship. Incomplete applications may not be considered. (please take note of the required - * - questions in the application before submitting). **Applications must be submitted using Mozilla's Fluxx portal: https://mozilla.fluxx.io**

All successful submissions will receive a request for follow-up correspondence and an invitation to interview from Mozilla by May 20, 2018. All applicants will be notified of their application status by July 1st. Selected fellows will begin their fellowship on October 1st, 2019.

REGISTER FOR AN ACCOUNT

First Time User of Mozilla's Fluxx Portal?
To submit your fellowship application on Mozilla's Fluxx Portal, you will need to first register for an account. It may take up to 2 business days for us to approve your registration. Applicants that register after April 18th may not be approved in time for full-application submission. To ensure that you have enough time to complete your application, we recommend that you submit your registration request at least 5 business days in advance of the April 20 deadline.

1. Go to https://mozilla.fluxx.io. Click '**Create an account now**' on the lower right side of the page.

2. Complete the registration form. One the registration form
   a. Select 'Fellowships' as your Grant Program
   b. Select 'Individual' as your Applicant Type

3. One you complete your form, click **Submit Request**. You should see a confirmation that your registration has been received. You will receive instructions on how to log in to https://mozilla.fluxx.io within 2 business days.
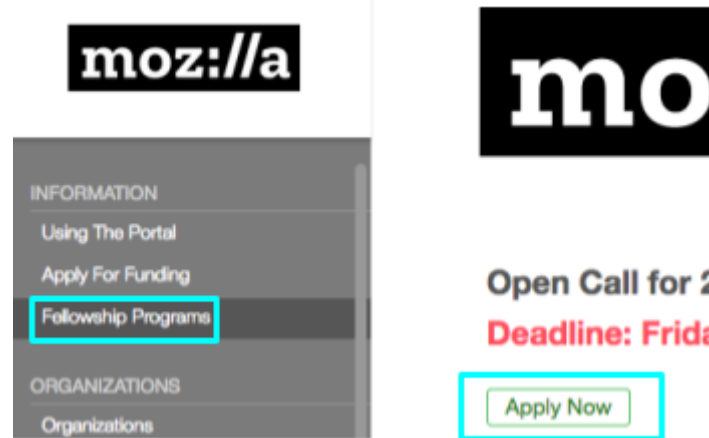
Returning User of Mozilla's Fluxx Portal?

1. Go to https://mozilla.fluxx.io and log in using your credentials. If you've forgotten your username or password, use the "Reset or Create Password" option.
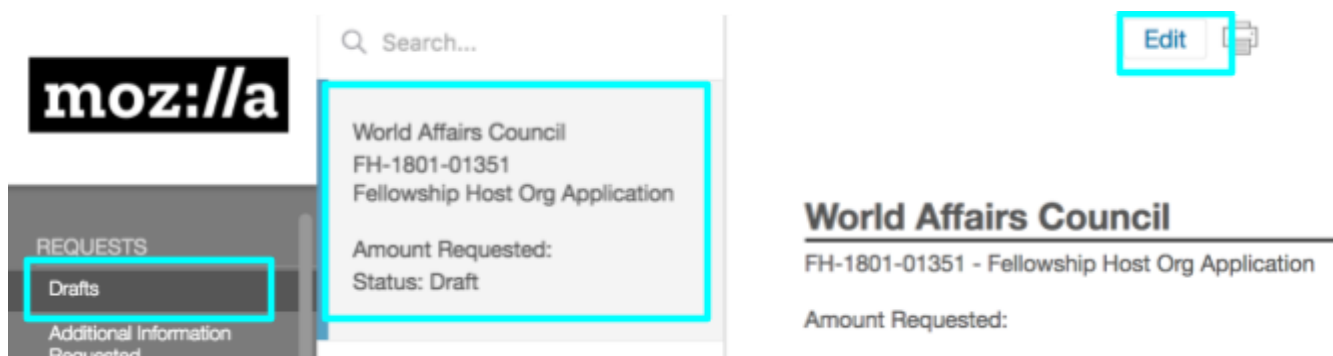
SUBMIT YOUR APPLICATION

1. Once you have your username and password, go to https://mozilla.fluxx.io and log in.

2. Navigate to the Fellowship Programs section of the portal and click **Apply Now**

2. Complete the application form.
   a. To save and return to your application, click the **Save** button at the bottom of your screen.
   b. Saved applications can be found in the **Drafts** section of the portal. To continue working on a saved application, click the **Edit** button at the top of your screen.

   c. To submit an application, **Save** and click the **Submit** button at the bottom of the screen. Submitted applications can be found in the **Submitted Requests** section.

TIPS FOR USING FLUXX

- **Fluxx does not autosave.** Save your work often or draft your responses in a separate document so that you do not lose your work.
- **You will have to enter a response to all required questions in order to save.** If enter filler text in order to save the application, please be sure to review all your responses before you submit.
- **Only click the *Submit Request* button when the page is complete**. Once you submit, you will no longer be able to edit the application.
- Anything **marked with an asterix (*)** is a required question.

- **Submit ahead of the deadline.** Because many people will be trying to submit on April 20, we advise you to submit in advance in case you have any technical difficulties or questions. Please note, our deadline is 5:00 PM ET, you can find [other timezone conversions here](#).
- **Fluxx is not mobile friendly.** Plan to complete your application using a laptop or desktop computer.
- If you **need additional assistance using Fluxx**, please email grants@mozillafoundation.org.

TIPS FOR COMPLETING THE APPLICATION

ADDITIONAL RESOURCES

Fellowship FAQs
Fellowship Directory