

Chan Zuckerberg Initiative

APPLICATION INSTRUCTIONS Science Diversity Leadership Award

Some helpful information as you get started:

- This document contains:
 - [General guidance on using the portal](#)
 - [How to submit an application](#)
 - [Application details specific to this Science Diversity Leadership Award RFA](#)
- Please review the [Request for Applications](#).
- The Chan Zuckerberg Initiative uses SurveyMonkey Apply (SMAppl) as its grants management portal. All applications must be submitted through this portal (<https://apply.chanzuckerberg.com>). SMAppl is configured to work best using the Google Chrome browser. It is recommended that you familiarize yourself with this portal well in advance of any deadlines. Deadline extensions will not be granted.
- **Key Dates:**
 - Letter of Intent**

October 3, 2024	Application portal opens
December 3, 2024	LOIs due by 5 PM (Pacific Time)
 - Full Application (Invitation Only)**

February 11, 2025	LOI decision announced / Full application portal opens
April 8, 2025	Applications due by 5 PM (Pacific Time)
August 2025	Earliest notification of decisions (subject to change)
September 1, 2025	Expected award start date (subject to change)
- **Application specifics:**
 - **Eligibility:** Please refer to the [RFA announcement](#).
 - **Award period and start date:** Awards will be for five years (60 months) in duration with an expected start date of September 1, 2025.
 - **Budget:** \$230,000 USD total costs per year (inclusive of up to 15% indirect costs) for five years for a total of \$1,150,000 USD total costs. Indirect costs cannot exceed 15 percent of direct costs.

- Institutional sign-off by the applicant institution is required as part of the Full application only.
- CZI suggests that you consult your home institution to determine eligibility to apply for this grant and your institutional policy on indirect costs.

GETTING STARTED

Account setup: The applicant must first set up an account in the CZI online grants portal at <https://apply.chanzuckerberg.com/>.

To set up an account:

1. Go to <https://apply.chanzuckerberg.com/>.
2. Click the green Register button in the upper right corner.
3. Complete the requested fields and then click the green Create Account button.
4. Click the green Continue button to proceed to the site.

Please note you will need to verify your account through the auto-email that you receive after registering. You will not be able to submit an application until your account is verified.

Personal data: Where we ask for personal data of individuals in grant applications, please only submit personal data that you have a right to provide. We will use and store any personal data collected through the application process for grant-related purposes (e.g., administering the grant, analyzing and improving our grant practices). The Chan Zuckerberg Initiative Foundation and Chan Zuckerberg Initiative, LLC (collectively “CZI”) will be the “data controllers” for any such personal information, and the data may be stored on servers outside of your home country, including within the United States. If you have any questions or concerns regarding our privacy practices or the collection or use of personal data, you can contact us at privacy@chanzuckerberg.com.

Navigating the portal: Once you have set up an account, you can log into the grants portal at <https://apply.chanzuckerberg.com/>. Using the links in the upper right corner, you can access available programs (which includes RFAs for all CZI areas, not just Science) and any applications you have in preparation or previously submitted. Use the information (“i”) link to get help with the portal. To access your account information, click on your name in the upper right. Your application will pre-populate with the name and email listed in your account information so if you need to edit it, click on your name in the upper right corner to make any necessary changes.

Forgotten username or password: Please note that your username is your email address. If you have forgotten your password, please navigate to the grants portal at <https://apply.chanzuckerberg.com/> and click on the **Log In** button. Click the Forgot your password link and then enter the email address associated with your SMAApply account. You will then receive an email with information to reset your password.

Other questions: If you have other questions about using the portal, please use the information (“i”) link in the upper right corner of the window. Here you will find a link to FAQs about using the portal, as well as links to submit specific help requests. If you have specific questions about the RFA, please contact us at sciencegrants@chanzuckerberg.com.

SUBMITTING AN APPLICATION

To submit an application:

1. Go to <https://apply.chanzuckerberg.com>.
2. Log in.
3. Click the green View Programs button that is displayed or click on the Programs link in the upper right corner. This will bring you to a listing of all programs/RFAs that CZI is hosting in SMAApply. To **find the program/RFA** you are looking for, you may need to scroll down.
4. Find the program/RFA you are interested in and click the green More button.
5. Click the green Apply button in the upper right and complete all sections (details below).
 - a. You will first be prompted to **enter the title** of your application, after which you will have access to the application tasks to complete. Project title is limited to 60 characters, including spaces. If you need to **edit your project title**, click on the My Applications link in the upper right and click the green Continue button on the application you wish to edit. Once the application page opens, click on the three dots to the right of the application title (next to the Preview link) and select Rename from the dropdown menu.
 - b. The application is made up of several sections called tasks that are listed in a menu on the left side of the page. To **open a task**, click on the one you would like to work on. You can edit and complete tasks in any order. You may need to scroll down to see the remaining tasks.
 - c. Once you **complete a task**, click the green Mark as Complete button within the task. All tasks must be marked as complete before submitting. To **edit a task** after marking it as complete, click the three dots in the upper right of the task and select edit, which will re-open the task.
 - d. Your application will autosave every few seconds, but you can also click the Save & Continue Editing on each task as you go along to **save your application**.
 - e. In the tasks that require a PDF upload: If you need to **delete and replace a PDF** after you have uploaded it, click on the three dots to the right of the file under the Attach File section within the task and select Remove from the dropdown menu.
 - f. To **download your application**, click on the three dots in the upper right corner of the application page and select download. If you are within a task, first click on the Back to application link in the upper left. Please **be aware of any pop-up blockers** in your browser that may prevent downloading your application.
 - g. To **access an application that you have previously saved**, click on the My Applications link in the upper right and click the green Continue button on the application you wish to edit.
6. Once all tasks are completed, click the green Submit button **to submit your application**.
 - a. If the button is grayed out, it means your application is not yet complete; please be sure all required fields and uploads are complete within each task and that you have clicked the Mark as Complete button within each task.
 - b. To **download your application**, click on the download link in the upper right corner. Please be mindful of **any pop-up blockers** that may be active in your browser that prevent/hide downloads.
 - c. Review your application in the window (or in the PDF that you have downloaded). If

you want to make changes, navigate back to your application and reopen/edit any tasks that need editing. **It is strongly recommended that you download your application as a PDF (instructions above in b.) to review your application before clicking submit.**

- d. Once you are **ready to submit**, click the green Submit Your Application button on the left side of the window. You will need to confirm your submission by clicking the green Submit button in the pop-up window. **Once your application has been submitted, it cannot be edited. Please be sure that your application is complete BEFORE submitting.** If you inadvertently submit your application and it is before the deadline, please contact sciencegrants@chanzuckerberg.com.
7. Once your application is submitted, you will **receive an auto-email** confirming submission within a few minutes. If you do not receive a confirmation email within a few minutes, please check your spam folder. If you still have not received your confirmation email, please email sciencegrants@chanzuckerberg.com.
8. If you would like to view your application after you have submitted it, it can be accessed through the My Applications link in the upper right corner.

LETTER OF INTENT

The Letter of Intent (LOI) consists of the following sections (called tasks in the application portal): Eligibility, Applicant Details, Equal Opportunity & Diversity (optional), Biosketch, Professional Statement (Service Narrative)

- **Eligibility:** In an effort to ensure the applicant meets the eligibility requirements to apply, this eligibility questionnaire must be completed first. Once you have completed the questionnaire and confirmed your eligibility, the rest of the application will become available. **It is strongly recommended that you complete the eligibility questionnaire well in advance of the submission deadline. No extensions will be granted.**
 - Do you hold an MD, PhD, ScD, MD/PhD, DDM, DVM, or equivalent degree, and perform research relevant to biomedical science? [yes/no]
 - Do you lead an independent research laboratory—defined as having control of its budget, grants, and space—in a university, medical school, or nonprofit research institution in the United States? [yes/no]
 - When did you start your first independent laboratory position? [Date]
- **Applicant Details:** Complete all fields in this task; **all fields are required.**
 - Name and email (auto-filled): to edit your name or email, click on your name in the upper right corner, then click My Account in the dropdown menu.
 - Department or equivalent
 - Title/Position
 - Organization name
 - Organization's Tax ID / Employer Identification Number (EIN), as assigned by the Internal Revenue Service in the 9-digit format (XX-XXXXXXX; 10 characters total,
 - Organization Website

- Which degree have you conferred? Check all that apply. [MD, PhD, ScD, DDM, DVM, other]
 - ORCID iD: Enter in format XXXX-XXXX-XXXX-XXXX. ORCID iDs are unique digital identifiers that distinguish individual scientists and unambiguously connect their contributions to science over time and across changes of name, location, and institutional affiliation. ORCID iDs will be used to streamline reporting in our applications and grant reports to reduce the burden on grantees. For more information, please visit <https://orcid.org/register>.
- **Equal Opportunity & Diversity (optional):** CZI Science supports the science and technology that will make it possible to cure, prevent, or manage all diseases by the end of this century. Different communities are affected by or experience disease in different ways. Moreover, due to systemic barriers, the scientific enterprise itself is not a place where all voices and talents thrive. We believe the strongest scientific teams — encompassing ourselves, our grantees, and our partners — incorporate a wide range of backgrounds, lived experiences, and perspectives that guide them to the most important unsolved problems. To enable our work, we incorporate diverse perspectives into our strategy and processes, and we also seek to empower community partners to engage in science.

We request demographic information associated with applications submitted to CZI in response to our open calls. This information helps us learn from the RFA process, as well as improve our strategies to help ensure members of underrepresented or marginalized groups in science are aware of and able to apply to CZI opportunities.

Please note that answering the questions below is voluntary, and receiving funding is not contingent on providing this information. Demographic information provided may be used in our grant-making process but will not be used as a factor in our grant funding decisions. We may also publish aggregated data in various public forums, such as a website or blog. All responses will be shared only with limited personnel and service providers, who will use that information only for the purposes described in this paragraph.

If you have any additional questions about why we ask this, what we do with the data, or to share suggestions for improvement, please reach out to sciencegrants@chanzuckerberg.com.

The information below may be entered for the Applicant. The categories listed below may not capture all possible identities; in the event that the categories do not accurately reflect your identities, please use the space provided to self-describe.

- What is your race/ethnicity? (optional)
 - What is your gender? (optional)
 - Are you transgender? (optional)
 - Are you a member of the LGBTQIA+ community? (optional)
 - Do you have one or more disabilities? (optional)
- **Biosketch:** Upload the applicant's biosketch in PDF format. Maximum of five pages; [NIH format](#) or similar. Describe your professional positions, training history, selected publications,

significant scientific contributions, and current research program. If your research has aspects of representative science, please note that here.

- **Professional Statement (Service Narrative):** Upload a single PDF (text must be 11 point or larger, margins must be at least one-half inch, and in US letter size). Include the following components:
 - **Service Narrative** (maximum of 1000 words; not including references or figures): The purpose of the statement is to characterize your work and experiences with regard to advancing diversity, equity, inclusion, and accessibility (DEIA) across biomedical science through your service and plans for the future. This can include aspects of your research program.
 - Applicants must demonstrate the following:
 - **Knowledge** about DEIA: To underscore knowledge, the applicant may share their personal challenges in pursuing a career in Science, Technology, Engineering & Mathematics (STEM), and/or the applicant demonstrates a scholarly knowledge of the disadvantages that certain people have in pursuing a career in STEM.
 - **Track Record** in advancing DEIA: To underscore track record, the applicant should illustrate how they have taken an active role to help enhance representation either in their field or broadly in STEM.
 - **Strategy** for advancing DEIA: To underscore strategy, the applicant should provide a narrative that describes realistic and achievable efforts commensurate with the applicant's career level that will be undertaken during the funding period. The strategy may be a continuation of work currently underway.
 - **References Cited** (optional): References cited in your proposal (no word/page limit; Include complete source references)
 - **Figures** (optional): Limited to one page, including legends. Figure legends do not count toward the word count.

Applicants will be notified by email if they have been invited to submit a full application by February 11, 2025.

To submit a Full Application (if invited):

1. Go to <https://apply.chanzuckerberg.com>.
2. Log in.
3. Click on the My Applications link in the upper right corner.
4. Click the green Start button on your application.
5. Complete the sections below and submit them by April 8, 2025, at 5 PM (Pacific Time).

FULL APPLICATION

The Full Application consists of the following sections (called tasks in the grants portal):

Organization Details, Biosketch, Program Details, Program Proposal, Budget

- **Organization Details:** Complete all fields in this task; **all fields are required.**
 - Organization name/Street address/City/State/Country/Website.
 - Type of Organization (Academic, Other Non-profit, Government, Other).
 - Tax ID: Enter your organization's Employer Identification Number (EIN), as assigned by the Internal Revenue Service in the 9-digit format (XX-XXXXXXX; 10 characters total).
 - Organizational/Administrative Contact: List the name and contact information for the administrative contact to discuss additional information needed if selected for award.
 - First name, Last name, Title/Position, Email.
 - Signing Official: List the name and contact information of the person authorized to sign on behalf of your organization.
 - First name, Last name, Title/Position, Email.
 - Press Contact / Public Relations Official: List the name and contact information for the person to discuss press releases and media.
 - First name, Last name, Title/Position, Email.
 - Institutional Approval Form: Upload as a single PDF. This [form](#) should be reviewed and signed by a person authorized to sign on behalf of your institution agreeing to the stated institutional and investigator requirements and commitments on data, resource sharing, and publication policies, as well as endorsing/verifying your application materials and confirming their ability to receive funding for the proposal. **These policies are non-negotiable so this form should only be signed if the organization is able to comply with the terms as stated. Note: digital signatures are permitted as long as the document is not encrypted or password-protected.**

- **Biosketch:** Upload the applicant's biosketch in PDF format. Maximum of five pages; [NIH format](#) or similar. Applicants may upload the same biosketch provided for the LOI or an updated version.

- **Program Details:** Complete all fields in this task; all fields are required.
 - Program Title: (maximum of 60 characters, including spaces) Auto-filled from LOI information. **This is not an editable section.**
 - Program Overview: (maximum of 200 characters including spaces) Brief description of your program.
 - Abstract/Summary: (maximum 250 words) Describe your program (Research & Service). Please use a third-person voice ([example](#)).

- **Program Proposal:** Upload as a single PDF (text must be 11 point or larger, margins must be at least one-half inch, and in US letter size). Include the following components:
 - **Section 1 - Research Narrative/Proposal** (maximum of 1500 words, not including references): A description of your independent research program and a proposal for work that will be supported by this award. Key areas to address include, but are not limited to:

- Describe three key publications that represent your research program.
 - Give a summary of the overall research projects currently active in your group.
 - Describe the proposed research project(s) you plan to conduct if funded by this grant.
 - If appropriate, include a description of how your research contributes to representative science.
 - **Section 2 - Professional Statement/Service Narrative** (maximum of 1000 words, not including references): Detail service work, such as programs and projects, that have been planned or are currently active in which the applicant is a major contributor. Key areas to address include, but are not limited to:
 - Describe your experiences and motivations for interest in diversity, inclusion, and equity in the biomedical sciences.
 - Describe your engagement with underserved, marginalized, and/or underrepresented communities.
 - Describe the project(s) you plan to engage in during the five years of this grant.
 - **Reference Cited:** References cited in your proposal (no word/page limit; Include complete source references)
 - **Figures** (optional): Limited to one page, including legends. Figure legends do not count toward the word count.
- **Budget (one-page maximum):** Upload as a single PDF (text must be 11 point or larger, margins must be at least one-half inch, and in US letter size). Provide a detailed description of the costs to be funded by this grant at a high level and in tabular form, outlining costs for personnel, supplies, equipment, travel, meetings/hackathons/sprints, subcontracts, other costs, and up to 15 percent indirect costs (excluding equipment and subcontracts).
 - The Science Diversity Leadership Award grantee will receive \$230,000 per year for 5 years (\$1,150,000 USD total costs).
 - Institutional indirect costs are set at a maximum of 15 percent of the direct costs. Indirect costs may not be assessed on capital equipment or subcontracts, but subcontractors may include up to 15 percent of indirect costs of their award amount.
 - Funds from this award are intended to support research activities. Grants are made to organizations to support the work of the named Principal Investigator, and reasonable flexibility on how these funds are utilized is allowed, provided that funds are used to support the awardee's overall academic program. Upon award, any budget changes must be approved by CZI.

The formatting and component requirements, including word and page limits indicated above, will be enforced by the review team. Any submitted materials that exceed the word and page limits or do not follow the requirements will not be considered during the application review process.

QUESTIONS?

For administrative and programmatic inquiries pertaining to this RFA, please contact sciencegrants@chanzuckerberg.com. For technical assistance with SMAApply, please contact support@smapply.io, or while logged into SMAApply, click on the information "i" link in the upper right corner and submit a help request ticket.