

Chan Zuckerberg Initiative

APPLICATION INSTRUCTIONS

Neurodegeneration Challenge Network Collaborative Pairs Pilot Project Awards (Cycle 2)

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 Collaborative Pairs 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:**

May 9, 2023	Application portal opens
June 22, 2023	LOIs due by 5 P.M. (Pacific Time)
Mid-August 2023	LOI decisions announced
	Full application portal opens
September 21, 2023	Applications due by 5 P.M. (Pacific Time)
January 2024	Earliest notification of decisions (subject to change)
March 1, 2024	Expected start date of award period (subject to change)
- **Application specifics:**
 - **Eligibility:** Please refer to the [RFA announcement](#).
 - **Award Period:** The award period is 18 months in duration with an expected project start date of March 1, 2024.

- **Budget:** \$200,000 total costs, inclusive of indirect costs (\$100,000 total costs per collaborative pair investigator over 18 months, unless otherwise stated).
 - **Number of Principal Investigators/labs:** Two.
- One application should be submitted per collaborative pair. However, funds will be awarded directly to each PI's institution if selected for funding.
 - Institutional sign-off by the institutions of both PIs in the pair is required at the time of the LOI submission.
 - The application must be prepared in the grants portal by both principal investigators together in the collaborative pair, so please **designate one principal investigator (PI) as the primary applicant (“owner” in the portal), who should then invite the other PI to be a “collaborator” in the portal** (see [instructions for inviting application collaborators](#)). The primary applicant is the PI in the pair who creates the application, invites the collaborating PI to be a “collaborator” on the application, and is responsible for submitting the application on behalf of the pair. It is expected that each PI will independently complete their designated Applicant Details, Equal Opportunity & Diversity, Organization Details, and Budget tasks within the portal and then collaborate to jointly complete the remaining tasks in the portal. **Once all tasks are complete, the primary applicant PI will need to click submit on behalf of the pair.**

GETTING STARTED

Account setup: The primary applicant PI 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 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 in to 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

The application requires each of the collaborating principal investigators (PIs) to both complete their respective applicant details, organization details, and budget sections within the application portal. One PI should start the application in the portal (instructions below) and the second PI should be invited as a “collaborator” (instructions below). **Note: the applicant designated as the primary applicant (and the “owner” of the application in the portal) will be the only one who is able to submit the application on behalf of the collaborative pair.**

Inviting application collaborators:

Once an application has been created, complete the following steps to add your collaborating PI:

1. Click the **Add Collaborator** button on the left side of the page on the initial application screen to invite your collaborating investigator, OR from within an application task marked as “Collaborator only task” click the **Add Collaborator** button.
 - a. Enter the email address of your collaborating PI in the first line.
 - b. By default the type of access should be set to “View & edit.” Do not change this option.
 - c. Add an optional message notifying your collaborating PI that they are invited to edit your application and should complete their portion.
 - d. Click the green Send Invite button in the bottom right corner.
 - e. To remove, resend invite, or change access, select the three dots next to the email address of the invited collaborator. Once a collaborator has registered and accepted, there is an option to change the primary applicant by selecting “Make Owner.”

Submitting 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 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 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 did not receive your confirmation email, please email sciencegrants@chanzuckerberg.com.
8. If you would like to view your application after you have submitted it, click the My Applications link in the upper right corner.
9. Complete the sections below and **submit by no later than 5 P.M (Pacific Time) on the due date.**
10. Applications must be submitted by the primary applicant PI on behalf of the collaborative pair.

The Letter of Intent (LOI) consists of the following sections (called tasks in the grants portal): Applicant Details, Equal Opportunity & Diversity, Organization Details, Biosketches, Pilot Project Details, and Research Statement.

The PIs of the collaborative pair are both responsible for filling out all relevant application sections. Each PI should complete the following sections independently: Applicant Details, Equal Opportunity & Diversity, Organization Details. The Biosketches, Pilot Project Details, and Research Statement sections should be completed jointly by both PIs.

- **Principal Investigator 1 (PI #1):** The primary applicant is responsible for submitting the application on the team's behalf and completing their individual tasks in addition to the collaborative project details and proposal.
- **Principal Investigator 2 (PI #2):** The collaborating PI is responsible for completing their individual tasks in addition to the collaborative project details and proposal.
- **Applicant Details (PI #1 & PI #2):** Complete all fields in this task; all fields are required. The information entered should be for the primary applicant (Principal Investigator #1), who will be the person submitting the application on behalf of the pair. Information about the collaborating PI should be entered in the "Principal Investigator #2 (PI #2)" sections.
 - Name and email
 - PI #1:(auto-filled for primary applicant): To edit your name or email, please do so in your account information by clicking your name in the upper right corner and clicking My Account in the dropdown menu.
 - PI #2: Enter your First name, Last name, and Email.
 - Degree(s).

- Organization, Title/Position, Department or equivalent.
- Career status: Select early-career (0 to 6 years), mid-career (6+ to 10 years), or neither.
 - Early-Career Definition: In the context of this RFA, an early-career investigator is someone who has been in an independent position for zero to six years at the time of the Letter of Intent due date, i.e. has started their first independent position between June 22, 2017 and June 22, 2023.
 - Mid-Career Definition: In the context of this RFA, a mid-career investigator is someone who has been in an independent position for more than six but not more than 10 years at the time of the Letter of Intent due date, i.e. has started their first independent position between June 22, 2013 and June 21, 2017.
- 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>. (Please contact us at sciencegrants@chanzuckerberg.com if you wish to opt out).
- **Equal Opportunity & Diversity (PI #1 & PI #2):** 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 the sole or determinative 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 may be entered for the primary applicant (Principal Investigator #1), who will be the person submitting the application on behalf of the pair. Information about the collaborating PI may be entered in the “Principal Investigator #2 (PI #2)” sections. 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 the year of your last academic degree? (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? Please specify (optional)
- **Organization Details (PI #1 & PI #2):** Complete all fields in this task; all fields are required. The information entered should be for the organization of the applicable PI.
 - 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). Foreign organizations or others who do not have an EIN should enter 44-4444444.
 - 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 for 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 organization 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. In the event of an award, funds will be awarded to the institutions of each PI in the pair as the prime institution, and those institutions will be responsible for ensuring compliance of all of the terms, including compliance of all partners/subcontract institutions. **These policies are non-negotiable so this form should only be signed if the organization is able to comply with the terms as stated.** While CZI does not require sign-off by all of your partner institutions, please refer to what your institution requires. **Note: digital signatures are permitted as long as the document is not encrypted or password-protected.**

- **Biosketches (PI #1, PI #2):** Upload the biosketches in PDF format for each PI in the Collaborative Pair. Biosketches can be uploaded in a combined PDF or one PDF for each PI; maximum of five pages per biosketch; [NIH](#) format or similar.

- **Pilot Project Details:** Complete all fields in this task; all fields are required.
 - **Project Title:** (maximum of 60 characters, including spaces) If you need to edit your project title, navigate to your application summary page, click on the three dots to the right of the application title (next to the Preview link) and select Rename from the dropdown menu.
 - **Project Purpose:** (maximum of 200 characters, including spaces) Summarize your research project; limited to one sentence. Please use a third-person voice.
 - *Example: To leverage a CRISPR-based functional genomics platform in human iPSC-derived neurons and glia to elucidate cell-type selective and non-cell autonomous mechanisms of neurodegeneration*
 - **Statement on Diversity and Equity:** (maximum of 250 words) Describe how your proposal and team seek to promote diversity and equity in this project. Examples can include your approach to diversity/equity on your team; diversity in the context of your scientific approach, for instance, engagement with diverse cohorts/populations; or a focus on diseases that are prevalent or overrepresented among populations living in high-potential countries that are historically under-resourced.

- **Research Statement:** Upload a narrative statement of your research project in a single PDF; font must be 11 point or larger, and margins must be at least one-half inch (top, bottom, left, and right) for all pages. Include the following sections:
 - **Statement Body** (maximum of 500 words) Address the following points:
 - Describe the question your proposed project is aiming to address and why this is an important gap in the field.
 - A high-level summary of your research plan for addressing the challenge/gap identified, highlighting in particular how your work stands out from other efforts in the field of neurodegeneration, sleep biology, and/or memory and cognition.
 - Highlight how the unique expertise of each PI in the pairing will enable progress toward addressing this scientific question through new collaborative efforts.
 - Highlight any innovative technologies and/or computational approaches your team will bring to the neurodegeneration, sleep biology, or memory and cognition research.
 - **References Cited** in your research project (optional, one page limit): Provide PubMed links or DOIs where applicable; preprints are acceptable and should include the link to the preprint.
 - **Explanatory Figure** (optional): An explanatory figure of your research project may be included with an accompanying figure legend. If you choose to include an explanatory figure, the figure and figure legend must fit on one page. 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 mid-August 2023.

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 by September 21, 2023, 5 P.M. (Pacific Time).

The Full Application will consist of the following additional sections (called tasks in the grants portal): Biosketch, Project Details, Project Proposal, Budget Description.

The PIs of the collaborative pair are both responsible for filling out all relevant application sections. Each PI should complete the following sections independently: Biosketch and Budget Description. The Project Details and Project Proposal sections should be completed jointly by both PIs.

- **Principal Investigator 1 (PI #1):** The primary applicant is responsible for submitting the application on the team's behalf and completing their individual tasks in addition to the collaborative project details and proposal. **The primary applicant identified in the LOI should be the primary applicant for the full application.**
- **Principal Investigator 2 (PI #2):** The collaborating PI is responsible for completing their individual tasks in addition to the collaborative project details and proposal.
- **Biosketches (PI #1, PI #2):** Upload the biosketch for each PI of the collaborative pair in PDF format. Applicants may upload either the same biosketch provided for the LOI or an updated version. Biosketches can be uploaded in a combined PDF or separate PDFs for each PI. Maximum of five pages per biosketch; [NIH format](#) or similar.
- **Project Details:** Complete all fields in this task; all fields are required.
 - **Project Title:** (maximum of 60 characters, including spaces) Auto-filled from LOI information. **This is not an editable section.**
 - **Project Purpose:** (maximum of 200 characters including spaces) Auto-filled from LOI information. **This is not an editable section.**
 - **Abstract/Project Summary:** (maximum of 250 words) Describe your project. Please use a third-person voice.
- **Project Proposal:** Upload your project proposal as a single PDF; font must be 11 point or larger, and margins must be at least one-half inch (top, bottom, left, and right) for all pages. Include the following sections:
 - **Proposal Body:** (maximum of 1500 words) Summary of the project, which should include the following parts:

- **I. Scientific goals:** Define the scientific question or problem that the team aims to explore. Clarify the rationale for why it requires an interdisciplinary approach, why it has been historically difficult to address, and how the team is poised to clarify it.
 - **II. Deliverables and timeline:** In bulleted format describe the deliverables and timeline for deliverables.
 - **III. Research Outline:** Describe the research proposed in the Pilot phase.
Note: No preliminary data is required for the pilot phase.
 - **IV. Transformative Research:** (maximum of 150 words) Describe how your research is transformative for neurodegenerative disease, sleep or memory and cognition research. How do you see this work as standing out from other efforts in the field?
 - **V. Risk:** (maximum of 250 words) A goal of this grant mechanism is to encourage the pursuit of bold, potentially high impact but high-risk science. What do you view as the riskiest parts of this project? Consider both conceptual and operational risks of the project. How are you planning to address these risks in your work?
 - **VI. Tools & Resources:** Provide a summary of the tools, technology, and other resources that your team may bring to the project, aims to develop as a part of the project, and/or hopes to gain from collaborations in the Challenge Network. This list should highlight resources you can share with other projects and those that you feel you would benefit from having access to.
 - **References Cited** in your proposal (no word/page limit).
 - **Figures** (optional): **There is no requirement for preliminary data.** This RFA is intended to stimulate new collaborations and scientific directions. If you would like to provide figures of any kind, limit to one page, inclusive of legends. Figure legends do not count toward the word count.
- **Budget Description (PI #1 & PI #2): (one page maximum per PI)** Upload a separate budget for each PI of the collaborative pair team in PDF format; font must be 11 point or larger and margins must be at least one-half inch (top, bottom, left, and right) for all pages (letter size required). Provide a high-level budget description in narrative or tabular form, outlining costs for personnel, supplies, equipment, travel, subcontracts, other and indirect costs.
 - The collaborative pair team will receive \$200K total costs for 18 months, wherein the assumption is that the budget will be distributed evenly between the PIs (i.e. each PI will receive \$100K total costs for 18 months). If the overall grant breakdown deviates from this assumption, please contact sciencegrants@chanzuckerberg.com before submission.
 - Indirect costs are limited to up to 15 percent of direct costs. Indirect costs may not be assessed on capital equipment or subcontracts, but subcontractors may include up to 15% indirect costs of their direct costs.
 - Budget should be requested in U.S. dollars.

- International grantees must use all grant funds exclusively for activities conducted outside the United States of America. Travel expenses to the U.S. (including round-trip tickets) should not be covered from the requested grant funds. Any attendance at CZI meetings in the U.S. will be covered by CZI outside of requested grant funds.

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 SMaply, please contact support@smapply.io or while logged into SMaply, click on the information "i" link in the upper right corner and submit a help request ticket.