

# Chan Zuckerberg Initiative

## APPLICATION INSTRUCTIONS

### Advancing Imaging Through Collaborative Projects

#### 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 Advancing Imaging Through Collaborative Projects 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:**

June 21, 2022	Application portal opens
September 8, 2022	Applications due by 5 p.m. Pacific Time (PT)
January 2023	Earliest notification of decisions (subject to change)
March 1, 2023	Expected start date
- **Application Specifics:**
  - **Eligibility:** Please refer to the [RFA announcement](#).
  - **Award period and start date:** Awards will be two years (24 months) in duration with an expected start date of March 1, 2023.
  - **Award amount:** Given the varying amount needed for the different projects, the applicant will request the appropriate award amount. Applications requesting more than \$350,000 total costs (inclusive of 15 percent indirect costs) for the overall project period (two years) will be subjected to additional scrutiny.
  - **Number of Principal Investigators (PI and Co-PIs):** In addition to the Coordinating PI, each application should have a minimum of one Co-PI and up to a maximum of ten Co-PIs.
  - Institutional sign-off is required.

## GETTING STARTED

**Account setup:** The applicant (Coordinating PI) must first set up an account in the CZI online grants portal at <https://apply.chanzuckerberg.com/>. Only the Coordinating PI needs to set up an account.

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](mailto: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:** If you have forgotten your username or password, please navigate to the grants portal at <https://apply.chanzuckerberg.com/> and click on the **Log In** link located in the upper right corner. 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. Please note that your username is your email address.

**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](mailto: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 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](mailto: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](mailto: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.

**The application consists of the following sections (called tasks in the grants portal):**

Coordinating PI Details, Equal Opportunity and Diversity, Organization Details for Coordinating PI, Project Details, Project Proposal, Budget, CVs for Coordinating PI and Co-PIs, and Letters of Commitment

- **Coordinating PI Details:** Complete all fields in this task; **all fields are required.** The information entered should be for the **Imaging Scientist who will fill the Coordinating PI role** and submit the application on behalf of the team. The Coordinating PI will take responsibility for managing the group collaboration and be the administrative point of contact for CZI and any partners. Information about the Co-Principal Investigator(s) on the proposal should be entered where requested in the Project Details part of the application.
  - Name and email (auto-filled): 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.
  - Degrees.
  - Organization, Title/Position, Department or equivalent.
  - Career status: Select early-career (0 to 6 years), mid-career (6+ to 10 years), or neither. **Note: Early- or mid- career status is not required to be eligible for this RFA.**
    - i. Early-Career Definition: In the context of this RFA, an early-career investigator is someone who has been in an independent position (or equivalent) for zero to six years at the time of application, i.e. started their first independent position between September 8, 2016 and September 8, 2022.
    - ii. Mid-Career Definition: In the context of this RFA, a mid-career investigator is someone who has been in an independent position (or equivalent) for more

than six to 10 years at the time of application, i.e. started their first independent position between September 8, 2012 and September 7, 2016.

- Short narrative biography of the Coordinating PI (maximum of 100 words).
- 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](mailto:sciencegrants@chanzuckerberg.com) if you wish to opt out).

- **Equal Opportunity & Diversity:** 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. Everyone is affected by disease, yet 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 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. Based on our learnings, we take steps to broaden or adjust our strategies to improve our reach and to help ensure members of underrepresented or marginalized groups in science are aware of CZI opportunities and able to apply. **Please note that answering all questions below is voluntary, and demographic information will not be used to make final grant funding decisions.** All responses will be shared only with limited personnel, 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](mailto:sciencegrants@chanzuckerberg.com).

The information below may be entered for the Coordinating PI, who will be submitting the application. **Please note that completing the below is voluntary, and demographic information will not be used to make final grant funding decisions.**

- 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 LGBTQ community? (optional)
- Do you have one or more disabilities? (optional)

The information below may be entered for the Co-Principal Investigators listed (up to ten maximum) in the Project Details section. **Please note that completing the below is**

**voluntary, and demographic information will not be used to make final grant funding decisions.** Please also let your Co-Principal Investigators know if you choose to enter the below in case they object to your providing that information to CZI.

- Do any of the Co-Principal Investigators self-identify as one of the following? Woman, Man, Non-binary/Third gender, Prefer not to state, Prefer to describe (optional)
  - If yes, how many of the listed Co-Principal Investigators self-identify as one of the above gender identities? **Please do not include requested information on a per person basis; we are looking for aggregated information (optional)**
- Do any of the Co-Principal Investigators self-identify as one of the following? Two or More Races, Black and/or African American, Asian, White, Hispanic or Latinx, Middle Eastern or North African, Native Hawaiian or Other Pacific Islander, American Indian or Alaska Native, Prefer not to state, Prefer to describe (optional)
  - If yes, how many of the listed Co-Principal Investigators self-identify as one of the above race/ethnicities? **Please do not include requested information on a per person basis; we are looking for aggregated information (optional)**
- **Organization Details for Coordinating PI:** Complete all fields in this task; **all fields are required.** The information entered should be for the organization of the Coordinating PI who will be the person submitting the application on behalf of the team. The Coordinating PI must be affiliated with the organization listed, and grant funds will be awarded to this organization, which will take responsibility for distributing funds to the institutions of the other team members.
  - Organization name/Street address/City/State/Country/Website
  - Type of organization: Academic, Other Nonprofit, 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.
    - i. 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.
    - i. 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.
    - i. 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, all funds will be awarded to the Coordinating PI institution as the prime institution, and the Coordinating PI institution will be responsible for ensuring compliance of all of the terms, including compliance of all partners/subcontract institutions. **These policies are non-negotiable. 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.**

- **Project Details:** Complete all fields in this task; all fields are required.
  - Project Title (auto-filled): Project title is limited to 60 characters, including spaces. If you need to edit your proposal 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: Summarize your research project; limited to one sentence (maximum of 200 characters including spaces). Please use a third-person voice.
    - i. Example: *to develop a series of workshops to increase utilization of microscopy in biomedical research in the region*
  - Abstract/Project Summary: Describe your project in brief (maximum of 250 words). Please use a third-person voice ([example](#)).
  - Type of Project: Designate if the project is for: Validation and dissemination of new imaging technologies, Building capacity, or Training and education. Check all that apply. Definitions can be found in the [RFA announcement](#).
  - Amount Requested: Enter total budget amount requested in USD, including indirect costs; this number should match the total described in the Budget section. Enter whole numbers only (no dollar signs, commas, or cents).
  - Milestones: Summarize the main milestones for your project (list format, maximum of 500 words). Please use a third-person voice.
  - Expected Impact: An quantitative estimate of the impact of the project (e.g., how many applications a new imaging technology will have, how many people will be trained with a new training event or resource) (maximum of 250 words).
  - Co-Principal Investigators: Indicate the number of Co-Principal Investigators, not including the Coordinating PI (minimum of one and maximum of 10). **Do not include the Coordinating PI in this section.** For each Co-PI, please provide:
    - i. Co-PI name, Title/Position, Degrees, ORCID iD (format: XXXX-XXXX-XXXX-XXXX), Email, Career status
      - In the context of this RFA, an early-career investigator is someone who has been in an independent role (or equivalent) for zero to six years at the time of application, i.e. started their first independent position between September 8, 2016 and September 8, 2022, and mid-career as someone who has been in an independent position (or equivalent) for more than six to 10 years at the time of application, i.e. started their first independent position between September 8, 2012 and September 7, 2016.
    - ii. Organization Name, Country, Website.
    - iii. Type of organization (drop down menu: Academic, Other nonprofit, Government, Other).
    - iv. Tax ID: Enter your organization's Employer Identification Number (EIN), as assigned by the Internal Revenue Service in the 9-digit format (XX-XXXXXXX);

total of 10 characters). Foreign organizations or others who do not have an EIN should enter 44-4444444.

- **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 (letter size required). Include the following sections:
  - Proposal Body: (maximum of 2,500 words, which includes 250 words for the Abstract)
    - Abstract: Copy your Abstract/Project Summary entered in the Project Details section here.
    - Background: Describe the reason for the project. For example, what gaps in access to imaging technology, training a new generation of imaging specialists, or capacity-building is this project going to address?
    - Project Goals: Detail the goals of the project.
    - Significance: Describe the impact of this project.
    - Project Plan: Describe clearly the strategy to be employed, expected outcomes, deliverables, and associated timeline.
    - Project Metrics: Describe the metrics that can be used to evaluate the success of your project. Ideally, the metrics will be quantitative (e.g. number of applications for a new imaging technology installed in a lab or an imaging core, number of people attending a training course or using an online training resource).
  - Figures (optional): Limited to two pages, inclusive of legends. Figure legends do not count towards the word count.
  - References Cited in your Proposal: No word/page limit; include complete source references.
  
- **Budget:** Upload 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); no page limit. 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 (including names, if known), travel, meetings/hackathons/sprints, subcontracts, other costs, and up to 15 percent indirect costs (excluding equipment and subcontracts).
  - 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 percent indirect costs of their direct costs.
  - Budget should be requested in U.S. dollars.
  - Note that institutions outside the U.S. may not subcontract to U.S. institutions, so please be mindful when selecting the Coordinating PI/institution.
  - International grantees must use all grant funds exclusively for activities conducted outside the United States of America. Travel expenses to the United States (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.

- Application budgets must reflect the actual needs of the proposal. The Chan Zuckerberg Initiative will work closely with successful applicants to arrive at a mutually acceptable budget after review.
- **CVs for Coordinating PI and Co-PIs:** Upload the CVs in PDF format for the Coordinating PI and for each of the Co-PIs. CVs can be uploaded in a combined single PDF or one PDF for each CV; maximum of three pages per CV. U.S. letter-sized is required with 11 point or larger font and margins at least one-half inch (top, bottom, left, and right) for all pages. Do not include a CV for any additional collaborators beyond the Coordinating PI and Co-PIs, as listed in the Project Details section. Required fields are: 1) Name, 2) Current Position Title, 3) Education/Training (Institution and Location, Degree, Completion Date, Field of Study), 4) Positions and Scientific Appointments (Date, Title, Organization), 5) Publications (please provide the total number (integer format) and a selected list of 10 citations), 6) How many years have you been managing imaging cores (if applicable)?
- **Letters of Commitment:** Upload a signed letter from each Co-PI briefly describing the role and contribution of the Co-PI to the overall team and project; **do not include a letter from the Coordinating PI.** Letters should be in PDF format (U.S. letter-sized) and can be uploaded in a combined single PDF or one PDF for each Co-PI. **Note: digital signatures are permitted as long as the document is not encrypted or password-protected.**

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](mailto:sciencegrants@chanzuckerberg.com). For technical assistance with SMaply, please contact [support@smapply.io](mailto: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.