

Chan Zuckerberg Initiative

APPLICATION INSTRUCTIONS Deep Tissue Imaging

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 Deep Tissue Imaging RFA](#)
- Please review the [Request for Applications](#).
- The Chan Zuckerberg Initiative uses SurveyMonkey Apply (SMAppl) as its grants management portal. All applications — both the Letter of Intent and Full Application — 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:**

July 9, 2020	Application portal opens to receive Letters of Intent
August 6, 2020	Letters of Intent due by 5 p.m. Pacific Time (PT)
Late August 2020	Earliest notification for invitation to submit Full Applications
September 22, 2020	Full applications due by 5 p.m. Pacific Time (PT)
November 2020	Earliest notification of decisions (subject to change)
January 1, 2021	Earliest start date (subject to change)
- **Application Specifics:**
 - The Phase 1 pilot application process is a two-stage process: Letter of Intent and Full Application (if invited).
 - A budget is not required at the Letter of Intent stage, but is required for Full Applications (if invited).
 - Institutional sign-off is not required at the Letter of Intent stage, but is required for Full Applications (if invited).
 - **Eligibility:** Please refer to the [RFA announcement](#).
 - **Award Period:** Proposals should be 2.5 years (30 months) in duration with a project start date of no earlier than January 1, 2021. Actual start date may vary.

- **Award amount:** Those Letters of Intent that are invited to do a Full Application will be asked for budget specifics (more information to follow). Award amounts will be no more than \$1,000,000 total costs for a 2.5-year pilot project, inclusive of 15% indirect costs. Indirect costs cannot exceed 15% of direct costs. Budgets for Full Applications will be evaluated for appropriateness relative to the scope of work proposed.
- **Number of Principal Investigators (PI and co-PIs):** Each application should have a minimum of one PI but may designate up to three total PIs (one Coordinating Principal Investigator and up to two co-Principal Investigators (Co-PIs)).

GETTING STARTED

Account setup: The applicant 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, decision-making related to grants, and analysis of our grant practices), subject to the limitation in the Equal Opportunity & Diversity section. The Chan Zuckerberg Initiative will be the “data controller” 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: 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.

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 SMaply. 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 75 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, it can be accessed through the My Applications link in the upper right corner.

The Letter of Intent (LOI) consists of the following sections (called tasks in the grants portal):

Applicant Details, Equal Opportunity & Diversity, Organization Details for Coordinating PI, Project Details, Project Proposal, and Biosketches for Coordinating PI and Co-PIs.

- **Applicant Details:** Complete all fields in this task; all fields are required. The information entered should be for the Coordinating Principal Investigator (Coordinating PI), who will be the person submitting 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 (faculty 0 to 6 years), mid-career (faculty 6+ to 10 years), or neither. **Note: Early- or mid- career status is not required to be eligible for this RFA.**
 - Early Career Definition: In the context of this RFA, an early career investigator is someone who has been in an independent faculty position (or equivalent) for zero to six years at the time of application, i.e. have started their first independent position between August 6, 2014 and August 6, 2020.
 - Mid-Career Definition: In the context of this RFA, a mid-career investigator is someone who has been in an independent faculty position (or equivalent) for

more than six to 10 years at the time of application, i.e. have started their first independent position between August 6, 2010 and August 5, 2014.

- Short narrative biography of the Applicant (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 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 track 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 in 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, feel free to reach out to sciencegrants@chanzuckerberg.com.

The information below may be entered for the Coordinating PI, who will be submitting the application on behalf of the team. **Please note that completing the below is voluntary, and demographic information will not be used in 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)

The information below may be entered for the co-Principal Investigators listed in the Project Details section. **Please note that completing the below is voluntary, and demographic information will not be used in grant funding decisions.**

- Do any of the co-Principal Investigators self-identify as one of the following? Woman, Man, Non-binary/Third gender, Prefer not to say, Prefer to describe (optional)

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

- **Significant Contributions:** List any of the following sources for **up to five** of the most significant contributions made **by members of the project team** that are relevant to the proposal: publications/preprints (with PubMed or bioRxiv links), GitHub repository links, Protocols.io submissions, data repositories, and/or similar documentation.
- **Project Proposal:** Upload your project proposal as a single PDF; font must be 11 points 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 1250 words, which includes 250 words for the Abstract)
 - Abstract: Copy your Abstract/Project Summary entered in the Project Details section here.
 - Background: Describe the current state of the art technology you are working on.
 - Project Goals: Detail the technology goals of the project.
 - Significance: Describe the scientific significance if the technology goals are met.
 - Project Plan: Describe clearly the research and development strategy to be employed and main milestones.
 - **Figures** (optional): Limited to one page, 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.
- **Biosketches for Coordinating PI and Co-PIs:** Upload the biosketches in PDF format for the Coordinating PI and for each of the co-PIs. Biosketches can be uploaded in a combined single PDF or one PDF for each co-PI; maximum of five pages per biosketch; [NIH](#) format or similar.

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.

FULL APPLICATION

Applicants will be notified by email by late August 2020 if they have been invited to submit a Full Application for the Phase 1 pilot project. Detailed application instructions will be provided at that time. The Full Application will require additional materials such as a budget description, biosketches, letters of support, and a detailed project proposal. Full Applications will require institutional sign-off (see [Institutional Approval Form](#) for details), so please be sure that your institution is able to comply with all requirements before submitting a Letter of Intent. Please also review the Full Application submission timeline before submitting a Letter of Intent; deadline extensions will not be granted. Full Applications (if invited) must be submitted by 5 p.m. Pacific Time on September 22, 2020.

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.