

Chan Zuckerberg Initiative

APPLICATION INSTRUCTIONS Essential Open Source Software for Science (Cycle 4)

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 EOSS 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.
- **Important Dates:**

March 2, 2021	Application portal opens to receive Letters of Intent
March 30, 2021	Letters of Intent due by 5 p.m. Pacific Time (PT)
By April 20, 2021	Notification for invitation to submit Full Applications
May 19, 2021	Full Applications due by 5 p.m. Pacific Time (PT)
Late July 2021	Earliest notification of decisions (subject to change)
September 1, 2021	Earliest start date (subject to change)
- **Application specifics:**
 - The application process is a two-stage process: Letter of Intent (LOI) 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 two years in duration with a start date of no earlier than September 1, 2021. Actual start date may vary.

- **Budget:** Applications can request funding between \$50k and \$200k total costs **per year** for two years (inclusive of up to 15% for indirect/overhead costs) for a total amount requested between \$100k and \$400k for the two-year duration of the grant (inclusive of 15% for indirect/overhead costs). Budgets will be evaluated for appropriateness relative to the scope of work proposed. Indirect costs cannot exceed 15% of direct costs. **A detailed budget is not required at the LOI stage.**

GETTING STARTED

Account setup: The applicant (i.e., the person completing the application on behalf of the applicant organization) 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, decision-making related to grants, and analysis of our grant practices), subject to the limitation in the Equal Opportunity and Diversity section. 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 corner. Your application will pre-populate with the name and email listed in your account information; 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 SMapply 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, where 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 (Letter of Intent):

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. Proposal title is limited to 75 characters, including spaces. If you need to **edit your proposal 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 the 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 required tasks are completed, click the green Review & 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 part 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, you can access it through the My Applications link in the upper right corner.

For the purpose of the application, we will use the following terms:

- **Applicant:** The person submitting the application materials on behalf of the software project(s)
- **Organization:** The organization directly receiving and distributing funding
- **Software Project(s):** The software project(s) that will be supported by the funding
- **Proposal:** The proposed use of funding
- **Key Personnel:** People involved in the software project(s) described in the proposal and supported by the funding

LETTER OF INTENT

The application (Letter of Intent) consists of the following sections (called tasks in the grants portal): Applicant Details, Equal Opportunity & Diversity, Organization Details, Proposal Details.

- **Applicant Details:** Complete all fields in this task; **all fields are required.** The information entered should be for the individual submitting the application who will act as the main person responsible for the application and as its point of contact.
 - 1 and 2. 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.
 3. Degrees
 4. Current Employer/Affiliation (enter n/a if self-employed/unemployed)
 5. Title/Position
 6. Country of Residence

7. Applicant Organization: Organization that would be directly receiving and distributing funding if a grant is successfully awarded. Note that this may be different from the Applicant's main affiliation/current employer.

- **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 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 track 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 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.

The information below may be entered for the applicant, 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 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)
- **Organization Details:** Complete all sections in this task; **all sections are required.** The information entered should be for the organization that would be directly receiving and distributing funding if a grant is successfully awarded (e.g., academic institution, fiscal sponsor). Note that this may be different from the Applicant's main affiliation.
 1. Type of Organization: Academic, Other non-profit, Industry/company, Government, Fiscal sponsor, Fiscal sponsor not yet identified, or other
 - If Industry/company is selected, an additional set of questions will need to be completed in the portal to determine eligibility.
 2. Organization:
 - Name, Address, City, State/Province and Country
 - Tax ID: If your organization has an Employer Identification Number (EIN), as assigned by the United States Internal Revenue Service, enter it in the 9-digit

format (XX-XXXXXXX; 10 characters total). Organizations who do not have an EIN should enter 44-4444444

- Organization website

- **Proposal Details:** Complete all sections in this task. **All sections are required.**

1. Proposal Title: Auto filled. 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 (maximum of 75 characters, including spaces)
2. Did you previously apply for funding for this or a related proposal under the CZI EOSS program? If yes, please enter the application number, e.g. EOSS-0000005345 or EOSS2-0000005145
3. Have you previously received funding for this proposal under the CZI EOSS program? If yes, please enter the application number, e.g. EOSS-0000005345 or EOSS2-0000005145 and name of Grant Lead
4. Proposal Purpose: One sentence (maximum of 255 characters including spaces)
5. Amount Requested: Enter total budget amount requested in USD, including indirect costs; this number should be between \$100k and \$400k total costs over a two-year period
6. Proposal Summary/Scope of Work: A short summary of the application (maximum of 500 words)
7. Landscape Analysis: Briefly describe the other software tools (either proprietary or open source) that the audience for this proposal primarily uses. How do the software projects in this proposal compare to these other tools in terms of user base size, usage, and maturity? How do existing tools and the project(s) in this proposal interact? (maximum of 250 words)
8. Value to Biomedical Users: Briefly described the expected value the proposed scope of work will deliver to the biomedical research community (maximum of 250 words)
9. Open Source Software Projects: Indicate the number of software projects involved in your proposal (up to five). Complete the table with the following information for each software project. You may need to use the scroll bar at the bottom of the table to scroll right to view and to complete all fields. Alternatively, you can tab to move through and complete the fields. If multiple software projects are involved, details must be entered for all of them. All fields are required. All URLs should be in the format <https://example.com> and **only one primary link should be provided where requested**:
 - a. Software project name
 - b. Homepage URL
 - c. Hosting platform (GitHub, GitLab, Bitbucket, Other)
 - d. Main code repository (e.g. GitHub URL)
 - e. Short description of the software project (maximum of 100 words)

The formatting and component requirements, including word 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 April 20, 2021 if they have been invited to submit a Full Application. Detailed application instructions will be provided at that time. The Full Application will require additional materials such as a budget description, biosketches, software project metrics, 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 May 19, 2021.

QUESTIONS?

For administrative and programmatic inquiries pertaining to this RFA, please contact sciencegrants@chanzuckerberg.com.

For technical assistance with SMAppl, please contact support@smapply.io, or while logged into SMAppl, click on the information “i” link in the upper right corner and submit a help request ticket.