

# Chan Zuckerberg Initiative

## APPLICATION INSTRUCTIONS Single-Cell Analysis of Inflammation

### 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 Inflammation 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:**
  - September 17, 2019: Application portal opens
  - November 19, 2019: Applications due by 5 pm PT
  - February 2020: Earliest notification of decisions (subject to change)
  - March 1, 2020: Earliest start date of award period (subject to change)
- **Application specifics:**
  - **Eligibility:** Please refer to the [RFA announcement](#).
  - **Award Period:** Proposals should be two years in duration with a project start date of no earlier than March 1, 2020. Actual start date may vary.
  - **Budget:** \$175,000 total costs per participating Principal Investigator for two years, including a maximum of 15% direct costs for indirect costs.
    - *If there are two Principal Investigators, the total grant budget will be \$350K.*
    - *If there are three Principal Investigators, the total grant budget will be \$525K.*
  - **Number of Principal Investigators:** Minimum of two and maximum of three.

## 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). 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](mailto: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 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, 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](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. 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 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 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 at the bottom of the 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):** Applicant Details Part 1, Applicant Details Part 2, Organizational Details, Project Details, Project Proposal, Biosketches for all participating PIs, Budget, and Letters of Commitment.

- **Applicant Details Part 1:** 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 collaborative team. The Coordinating PI will take responsibility for managing the group collaboration and be the administrative point of contact for CZI and any partners. The Coordinating PI must be affiliated with the institution submitting the application, and grant funds will be awarded to that institution, which will take responsibility for distributing funds to the institutions of the other members of the collaboration. 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.
  - Organization, Title/Position, Department (or equivalent), Degrees, Early Career status (faculty position 0-6 years).
    - In the context of this RFA, we are defining early career investigator as someone who has been in their faculty role for zero to six years at the time of application, i.e. have started their first independent position between November 2013 and November 2019.
- **Applicant Details Part 2:** Complete all required fields in this task. The information entered should be for the Coordinating PI who will be the person submitting the application on behalf of the collaborative team. Please note demographic information will not be used as a basis for review.

- ORCID iD (required): Enter in format XXXX-XXXX-XXXX-XXXX. ORCID iDs are unique, digital identifiers that distinguish individual investigators 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).
  - Highest degree (required) and year granted (optional).
  - Additional degrees and year granted (up to three) (optional).
  - Gender (optional).
  - Race/Ethnicity (optional).
  - Short narrative biography of the applicant (maximum of 100 words) (required).
- **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 collaborative 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 members of the collaboration:
    - Organization:
      - Name: Auto filled from Applicant Details.
      - Address, City, State/Province, and Country.
      - Type of organization (drop down menu: academic/non-profit, industry/company, 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, Email.
    - Institutional Approval Form: Upload as a single PDF. This [form](#) should be printed, 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. In the event of an award, all funds will be awarded to the applicant institution as the prime and the applicant institution will be responsible for ensuring compliance of all of the terms, including compliance of all partners/subcontract institutions. While CZI does **not** require sign-off by all of your

partner institutions, please refer to what your institution requires. **This field is not designed to support encrypted documents or digital signatures; please sign, scan, and upload this form as a PDF.**

- **Project Details:** Complete all fields in this task; all fields are required.
  - Project Title: Auto filled; limited to 75 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: Summarize your research project; limited to one sentence; maximum of 255 characters, including spaces.
  - Abstract/Project Summary: Describe your collaborative project; limited to 250 words.
  - Amount Requested: \$175,000 maximum total costs per Principal Investigator, including no more than 15% indirect costs; therefore, \$350,000 maximum for two PIs and \$525,000 maximum for three PIs.
  - Collaborative team/co-principal investigators: Complete the table with the following information for each co-PI (**minimum of one, maximum of two; do not include the Coordinating PI in this section**). 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. For each co-PI, please provide:
    - Co-PI name, Title/Position, Degrees, ORCID ID (format: XXXX-XXXX-XXXX-XXXX), Email, Early Career status (faculty position for 0-6 years).
      - In the context of this RFA, we are defining early career investigator as someone who has been in their faculty role for zero to six years at the time of application, i.e. have started their first independent position between November 2013 and November 2019.
    - Organization Name, Country.
    - Type of organization (drop down menu: academic/non-profit, industry/company, 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; total of 10 characters). Foreign organizations or others who do not an EIN should enter 44-4444444.
  - Statement on Diversity and Equity: Describe how your proposal and team seek to promote diversity and equity in this project. Examples can include engagement with diverse cohorts/populations, participation of labs in underrepresented regions, or a focus on inflammatory diseases that are prevalent, or overrepresented among underserved global populations. Limited to 250 words.
- **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:** (750 words maximum) Summary of the project, which should include in three parts:

- **I. Scientific Goals of the Project:** Define the scientific question or problem that the team aims to explore. Clarify the rationale for why it requires an interdisciplinary approach, has been historically difficult to address, and how the team is poised to clarify it.
    - **II. Tools & Resources:** Provide a summary of the tools, technology, and other resources that your team previously developed, aims to develop as a part of the project, and may hope to gain from others teams of investigators. This list should highlight resources you can share with other projects and those that you feel you would benefit having access to.
    - **III. Team Contribution:** Briefly describe the specific contributions of each participating lab.
  - **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.
  - **References Cited** in your proposal (no word/page limit).
- **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.
  - **Budget (one page maximum per PI):** Upload in PDF format; budgets can be uploaded in a combined single PDF or one PDF for each co-PI; one page maximum per PI; font must be 11 points or larger and margins must be at least one-half inch (top, bottom, left, and right).
    - Description can be at a high level and in narrative or tabular form, outlining costs for personnel, supplies, equipment, travel, subcontracts, other, and indirect costs.
    - Budget is a max amount of \$175,000/lab total costs for the two-year duration. Indirect costs are limited to 15% of total costs. There is a firm cap of \$350,000 or \$525,000 total costs per team depending on whether there are two or three labs participating.
    - 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 US dollars.
    - 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 and all activities conducted in the United States) should not be covered from the requested grant funds.
    - Application budgets must reflect the actual needs of the proposed project.
  - **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. Letters should be in PDF format; letters can be uploaded in a combined single PDF or one PDF for each co-PI. A letter is not needed from the Coordinating PI.

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 SMApplly, please contact [support@smapply.io](mailto:support@smapply.io) or while logged into SMApplly, click on the information "i" link in the upper right corner and submit a help request ticket.