

Chan Zuckerberg Initiative

APPLICATION INSTRUCTIONS

Pediatric Networks for the Human Cell Atlas

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 Pediatrics 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:**

January 19, 2021:	Application portal opens
March 30, 2021:	Applications due by 5 p.m. Pacific Time
July 13 - July 21, 2021:	Video call interviews of finalists
August 2021:	Earliest notification of decisions (subject to change)
October 1, 2021:	Earliest start date of award period (subject to change)
- **Application specifics:**
 - **Eligibility:** Please refer to the [RFA announcement](#).
 - **Award Period:** Proposals should be three years in duration with a project start date of no earlier than October 1, 2021. Actual start date may vary.
 - **Budget:** Because varying projects require different resourcing levels, a budget limit has not been set on a per project basis. Proposed budgets should reflect the project scope and will be evaluated for appropriateness relative to the scope of work proposed. CZI will work closely with successful applicants to arrive at a mutually

acceptable budget after review and incorporating reviewer feedback. Indirect costs cannot exceed 15% of direct costs.

- **Number of Principal Investigators:** Each application must have a minimum of three PIs (one Coordinating Principal Investigator and two Co-Principal Investigators (Co-PIs)), but may designate up to 10 total PIs (one Coordinating Principal Investigator and up to nine Co-PIs) in the application portal. If your application proposes more than 10 PIs, please contact sciencegrants@chanzuckerberg.com to explain and discuss how to submit the application.
- Institutional sign-off is required at the time of submission.

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

Coordinating PI Details, Equal Opportunity & Diversity, Organization Details for Coordinating PI, Project Details, Project Proposal, Budget Description, Biosketches 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 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. Note that institutions outside the U.S. may not

subcontract to U.S. institutions, so please be mindful when selecting the Coordinating PI/institution. 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.
 - 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. **Note: Early- or mid- career status is not required to be eligible for this RFA, although we encourage participation and leadership from early-career researchers.**
 - 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 application, i.e. have started their first independent position between March 30, 2015 and March 30, 2021.
 - 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 to 10 years at the time of application, i.e. have started their first independent position between March 30, 2011 and March 30, 2015.
 - Short narrative biography of the Coordinating PI (maximum of 100 words).
 - Role on Project: Check all that apply: Pediatrician, Computational Biologist, Community-Engaged Researcher, Single-Cell Expert.
 - 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 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 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 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)

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 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 Principal Investigator (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 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, 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 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.**
- **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). Please use a third-person voice.
 - Example: *To develop a comprehensive, validated atlas of the human kidney at single-cell resolution open to the entire scientific and clinical community.*
 - Abstract/Project Summary: Describe your project (maximum of 250 words). Please use a third-person voice ([example](#)).
 - Milestones: Summarize the annual milestones for your project, including yearly deliverables that demonstrate progress and iteratively contribute to resources available to the community. Please use a third-person voice (list format, maximum of

250 words).

- Disease Relevance: Describe the relevance and utility that your project will provide to future work on childhood disease. This may include considerations that have been accounted for in the selection of organs, regional sampling of specific regions of a given organ or organs, or dedicated focus on sample collection during specific time windows of pediatric development. This opportunity is focused on better understanding early life, including periods of infancy, juvenile, and early adolescent ages. Applications examining prenatal and fetal development are not eligible for this opportunity, nor are applications proposing sampling of tissues from late adolescence or adults (greater than 18 years of age) (maximum of 250 words).
- Diversity, Equity, and Inclusion (DEI) Statement: Advancing DEI is a core value for CZI, and we are requesting information on how your project and/or team will incorporate the values of equity, diversity, and inclusion into the proposed project (maximum of 250 words).
 - Donor representation: We strongly encourage the majority of samples to be from donors who are part of underrepresented communities, with particular emphasis on understudied ancestries. Inclusion of [underrepresented and ancestrally diverse communities](#) will help ensure that reference data can help clarify cellular mechanisms for diseases that impact as wide a cross-section of the global population as possible, and not a small subset. Indicate if the focus on a specific underrepresented community is due to factors such as proximity, existing relationships, or the intention to clarify disease with disproportionate burden (i.e., the reference data generated will provide a platform to clarify diseases that are prevalent or overrepresented among underserved global populations). Please be explicit in describing your goals for the inclusion and representation of participants who come from a diversity of ethnic and ancestral backgrounds. We encourage applicants to include a table at the end of the Project Proposal in the Project Proposal section/task of the application as an efficient way to clearly outline your plans and annual goals for your analysis. This table will not count against the overall word count.
 - Team diversity and equity: Construction of a diverse, representative, and equitable reference resource will be accelerated by contributions from teams that have diverse backgrounds, experiences, and expertise. This includes participation of labs and researchers from underrepresented regions and institutions. This RFA is meant to support both existing and new teams of researchers, including international teams. We support international collaboration and want to provide opportunities for new teams to form, generate pilot data, and receive initial support.
- Community Engagement Plan: Community engagement is important for interacting with and generating support from patients, their families, underrepresented communities, and other stakeholders that will ensure the success of projects. We strongly encourage community-engaged researchers to be active PIs or Co-PIs on all teams that propose to work with patients, their families, or external communities.

The engagement researchers are incorporated into this opportunity to help provide, promote, and build culturally competent connections with the research participants and members of their community in such a manner that they are empowered to participate in Pediatric Networks research and also benefit from potential findings. Larger teams (greater than five members) will be required to have a community-engaged researcher to meet the application eligibility criteria. For new teams, a plan to engage specific communities is important to establish from the outset, with an allowance that budget is reserved in years two and three to incorporate a new collaborator on the team that will bring this expertise as the project and collaboration mature (maximum of 500 words).

- Please describe your community engagement plan, including communities that you intend to engage, your history with those communities, and other institutional, local, or regional partners that you will rely on. Clarify how the Community-Engaged Researcher on your team will interface with both the community/communities and with the research team as a bonafide member of the collaborative research team.
- Amount Requested: Enter the amount requested per year (including indirect costs), as well the total budget requested for all years in USD, including indirect costs; these numbers should match those described in the Budget Description. Enter whole numbers only (no dollar signs, commas, or cents).
- Number of Co-Principal Investigators: Indicate the number of Co-Principal Investigators, not including the Coordinating PI. Complete the table with the following information for each Co-PI (maximum of nine). **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, Career status
 - 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 application, i.e. have started their first independent position between March 30, 2015 and March 30, 2021, and mid-career as someone who has been in an independent position for more than six to 10 years at the time of application, i.e. have started their first independent position between March 30, 2011 and March 30, 2015.
 - Role on Project: Check all that apply: Pediatrician, Computational Biologist, Community-Engaged Researcher, Single-Cell Expert.
 - Organization Name, 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; total of 10 characters). Foreign organizations or others who do not have an EIN should enter 44-4444444.

- Role Description of Each PI: Describe the role of each PI on the project (maximum of 500 words).
- Significant Contributions of Team Members: 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 (letter size required). Include the following sections:
 - Proposal Body: (maximum of 2500 words, which includes 250 words for the Abstract)
 - Abstract: Copy your Abstract/Project Summary entered in the Project Details section here.
 - Scientific goals of the project: Define the scientific goals of your research, as well as the contribution to the wider Human Cell Atlas and pediatrics community and how the project will benefit from being a part of the CZI network.
 - Tools and resources: We are particularly interested in the tools, resources and/or specific expertise that your group would like to develop or bring to the collaborative network of projects working on pediatric reference atlases, and the tools/resources that could be generated by other networks, both within the pediatrics community and perhaps other CZI programs, that would benefit your work.
 - Tissue resources: Clarify how you intend to obtain the samples necessary for your project. You should clarify whether the project will utilize previously collected samples or will prospectively collect samples throughout the project. Are you able to extend this resource to other interested groups, and/or are there biospecimen resources that you would look to acquire from other suitable sources?
 - Figures/Preliminary Data (optional): Maximum of two pages, inclusive of legends. Figure legends do not count towards the word count.
 - Table Detailing the Ancestral Diversity Among Tissue Donors and Overall Data Generation (optional): Maximum of one page; does not count toward the word count.
 - References Cited in Your Proposal: No word/page limit; include complete source references.
- **Budget Description (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) for all pages (letter size required). 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), supplies, equipment, travel, meetings/hackathons/sprints, subcontracts, other costs, and up to 15% indirect costs (excluding equipment and subcontracts). If budgets are provided for individual components, the PI should also generate a summary of no more than one page highlighting the distribution of grant funds across the PIs.

- Indirect costs are limited to up to 15% 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 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.
- **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. Do not include any biosketches for any additional collaborators beyond the Coordinating PI and Co-PIs listed.
 - **Letters of Commitment:** Upload a signed letter from each Co-PI briefly describing their role and contribution of the Co-PI to the overall team and project; **do not** include a letter from the Coordinating PI. Please also include relevant letters (up to two maximum) from partners or institutional resources that are central to your community engagement plan. Letters should be in PDF format (letter size) and can be uploaded in a combined single PDF or one PDF for each Co-PI and/or partner. **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. 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.