



APPLICATION INSTRUCTIONS

Neurodegeneration Challenge Network: Collaborative Science Awards

Some helpful information as you get started:

- Please review the Request for Applications (<https://chanzuckerberg.com/science/rfa>).
- The CZI Collaborative Science Award is a three-year grant for small group interdisciplinary collaborations.
- The Chan Zuckerberg Initiative uses Survey Monkey 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.
- This is a multi-Principal Investigator (PI) collaboration grant:
 - There should be a minimum of two PIs and maximum of 4 PIs in the collaboration.
 - One PI must serve as the Coordinating PI. The Coordinating PI will submit the application on behalf of the other PIs.
 - At least one PI in the collaboration should be a physician with active clinical engagement in an area relevant to the proposal.
 - Collaboration members may be from the same or different institutions. However, 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. Note that foreign institutions may not subcontract to US institutions so please be mindful when selecting the Coordinating PI/institution.
- The application process is a three-step process: Letter of Intent; Full Application (if invited); and in-person interview (if invited).
- Applicants may only apply for one program in the Neurodegeneration Challenge Network. If you are applying for a CZI Collaborative Science Award, you may not apply for a CZI Ben Barres Early Career Acceleration Award. If you apply for a CZI Ben Barres Early Career Acceleration Award, you may not apply for a CZI Collaborative Science Award.

- A budget is not required at the time of submission of the LOI, but is required for invited Full Applications. Budget is a fixed amount: \$350,000 total costs per year for three years for a total of \$1,050,000 total costs for the project. Indirect costs are limited to up to 15% of direct costs and are included within the \$350,000 annual budget.
- Institutional sign-off is not required at the Letter of Intent stage.
- Institutional sign-off is required for Full Applications (if invited) as part of the application process. Please have your organization review and sign the [Institutional Approval Form](#) and upload the signed form where indicated in the application portal.
- Letters of Intent must be submitted electronically through SMAppl and received no later than 5:00 pm PT on April 3, 2018.
- If invited, Full Applications must be submitted electronically through SMAppl and received no later than 5:00 pm PT on June 21, 2018.

GETTING STARTED

Eligibility:

- Applicants must hold a PhD, MD, or equivalent degree.
- Applicants must have an academic appointment and be in an independent faculty position or equivalent at an accredited college, university, medical school or other research facility.
- Applications may be submitted by domestic and foreign non-profit organizations; public and private institutions, such as colleges, universities, hospitals, laboratories, units of state and local government; and eligible agencies of the federal government.
- Applications are strongly encouraged from women and underrepresented minorities.
- Proposals including any activities in [Office of Foreign Asset Control \(OFAC\) sanctioned countries](#) are not eligible to apply.
- Facebook employees, including employees of any subsidiary Facebook entities, are not eligible to apply.
- CZI reserves the sole right to decide if an applicant and applicant organization meet the eligibility requirements.

For questions about eligibility for this Award or the application process, please contact us in advance of the proposal deadline at sciencegrants@chanzuckerberg.com. Deadline extensions will not be granted.

Key Dates:

February 20, 2018:	Application portal is open to receive Letters of Intent
April 3, 2018:	Letters of Intent due by 5 pm PT
May 2018:	Earliest notification for invitation to submit Full Applications
June 21, 2018:	Full Applications due by 5 pm PT
August 2018:	Notification of invitation to interview
Sept 10-13, 2018:	Interviews in the Bay Area (applicants and Co-PIs must be available to attend in-person)
October 2018:	Earliest notification of decisions (subject to change)
December 2018:	Earliest start date of award period (subject to change)

Finalists who are invited for an interview will be notified in early August, but as the interview dates are firm, we request that all applicants, as well as all PIs in the collaboration, hold **September 10-13, 2018** for the interview period.

Awards will be three years in length with project start date of no earlier than December 2018. Actual start date may vary.

Account setup:

Prospective applicants must first set up an account in the Chan Zuckerberg Initiative's online grants management 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.

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 Log In link located in the upper right corner. Click the Forgot your password link and then enter the email address associated with your SMaply 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 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 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 on any pop-up blockers that maybe 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.

- 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.
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: Part 1, Applicant Details: Part 2, Organization Details, Project Details, Collaboration/Project Description, Biosketches, 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 PI, who should 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, including Silicon Valley Community Foundation (SVCF). 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.
 - 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.
- **Applicant Details: Part 2:** Complete all required fields in this task. The information entered should be for the Coordinating PI, who should 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.
 - Work phone (required).
 - Highest degree (required; dropdown menu) and year granted.
 - Additional degrees and year granted (up to three).
 - Gender (optional).
 - Race/Ethnicity (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 should be the person submitting the application on behalf of the collaborative team.
 - Organization
 - i. Name: auto filled from Applicant Details.
 - ii. State/Province and Country.

- iii. Type of organization (drop down menu: academic/non-profit, industry, government, other).
 - iv. Tax ID: Enter your organization's Employer Identification Number (EIN) or Taxpayer Identification Number (TIN), as assigned by the Internal Revenue Service. Foreign organizations who do not have either of the above may enter n/a.
- **Project Details:** Complete all fields in this task; all fields are required.
 - Project Title: auto filled; limited to 75 characters, including spaces.
 - Project Summary: Summarize your collaborative project; limited to 100 words.
 - Collaborative team/co-principal investigators: Complete the table with the following information for each co-PI; **do not include the Coordinating PI in this section**. You may need to use the scroll bar at the bottom of the table to view and to complete all fields. For each co-PI, please provide:
 - i. Co-PI name, title/position, degrees.
 - ii. Organization name, state/province, country.
 - iii. Type of organization (drop down menu: academic/non-profit, industry, government, other).
 - iv. Tax ID: Enter organization's Employer Identification Number (EIN) or Taxpayer Identification Number (TIN), as assigned by the Internal Revenue Service. Foreign organizations who do not have either of the above may enter n/a.
 - v. Co-PI email.
 - Clinical PI: At least one member of the collaboration should be a physician with active clinical engagement in an area relevant to the proposal.
 - Is at least one of the co-PIs a clinician: Select yes or no.
 - Name of the clinical PI: Enter the name of the PI who is serving as the clinical PI; the Coordinating PI can also serve as the clinical PI and should be named here if so.
 - Description of each PI's role on the project, including a description of the role that will be played by the clinical PI; limited to 400 words.
- **Collaboration/Project Description:** Upload the collaboration/project description 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:
 - Summary of the project: limited to 1000 words; should include two parts:
 - I. **Scientific goals of the project**: Define the scientific goals of your research, relevance to understanding neurodegenerative disease, as well as the ways in which you will contribute to and benefit from the Challenge Network.
 - II. **Tools and resources**: Tools and resources that you will develop for the Challenge Network and tools/resources you would like to see CZI and the Challenge Network develop collaboratively.
 - References cited in your Project Description: no word/page limit; include complete source references.
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- **Biosketches for Coordinating PI and all co-PIs** listed above: Upload in PDF format; biosketches can be uploaded in a combined single PDF or one PDF for each co-PI; maximum of five pages per biosketch in [NIH](#) format or similar.

- **Letters of Commitment:** Include a signed letter from each co-PI in PDF format; letters can be uploaded in a combined single PDF or one PDF for each co-PI.

Applicants will be notified if they have been invited to submit a Full Application by May 2018 (by email). To submit a Full Application (if invited):

1. Go to <https://apply.chanzuckerberg.com>
2. Log in.
3. Click on the My Applications link in the upper right corner.
4. Click the green Start button on your application.
5. Complete the sections below and submit by no later than 5 pm PT on June 21, 2018.

The Full Application consists of the following sections (called tasks in the grants portal):

Organization Details, Project Details, Project Proposal, Updated Biosketches, and [Institutional Approval Form](#).

- **Organization Details for Coordinating PI:** Complete all fields in this task; all fields are required. The information entered should be for the Coordinating PI, who should be the person submitting the application on behalf of the collaborative team.
 - Organization
 - i. Name and address: partially auto-filled from LOI; update if needed.
 - ii. Type of organization (drop down menu: academic/non-profit, industry, government, other).
 - iii. Tax ID: auto filled from LOI; update if needed. This is your organization's Employer Identification Number (EIN) or Taxpayer Identification Number (TIN), as assigned by the Internal Revenue Service. Foreign organizations who do not have either of the above may enter n/a.
 - Primary organizational contact name, title, address, phone and email: Enter the information for the administrative contact (not the applicant) to be notified if additional information is needed and/or if an application is recommended for funding.
 - Institutional signing official name, title, address, phone and email: Enter the information for the person who is authorized to sign on behalf of your organization.
- **Project Details:** Complete all fields in this task; all fields are required.
 - Project Title: auto filled from LOI; update, if needed.
 - Full citations for up to five papers relevant to the proposal: Enter the full citations (with PubMed links where applicable) for up to five papers relevant to the proposal. Preprints are acceptable and should include link to the Preprint.
 - Project Purpose: Summarize your collaborative project; limited to one sentence.
 - Abstract/Project Summary: Succinctly describe your collaborative project; limited to 250 words.
 - Co-Principal Investigator Details: auto filled from LOI; updated, if needed.
- **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:

- Abstract: Succinctly describing your research program; can be the same as entered in Project Details; limited to 250 words.
 - Research Proposal Body: limited to 2000 words; should include two parts:
 - I. **Scientific goals of the project**: Define the scientific goals of your research, as well as the ways in which you will contribute to and benefit from the Challenge Network.
 - II. **Tools and resources**: We are particularly interested in the tools, resources and/or specific expertise that you would like to develop or bring to the Challenge Network and what tools/resources you would like to see CZI and the Challenge Network pursue.
 - Figures (optional): limited to one page, inclusive of legends.
 - References cited in your proposal: no word/page limit; include complete source references.
- **Budget** (one page maximum): Upload your budget as a single PDF; one page maximum; 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 costs, and up to 15% indirect costs (excluding capital equipment and subcontracts). Budget should be requested in US dollars. Application budgets must reflect the actual costs of the proposed project. Budget is a fixed amount: \$350,000 total costs per year for three years for a total of \$1,050,000 total costs for the project. Indirect costs are limited to up to 15% of direct costs and are included within the \$350,000 annual budget.
 - **Updated Biosketches for Coordinating PI and all co-PIs** listed above: Upload in PDF format; biosketches can be uploaded in a combined single PDF or one PDF for each co-PI; maximum of five pages per biosketch in [NIH](#) format or similar.
 - **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. **This form is not set up to be completed online with a digital signature, so you will need to print it, have it signed, and then upload as a PDF.**

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 SMaply, please contact support@fluidreview.com or while logged into SMaply, click on the information "i" link in the upper right corner and submit a help request ticket.