



CHAN  
ZUCKERBERG  
INITIATIVE

## APPLICATION INSTRUCTIONS

### Pilot Projects for a Human Cell Atlas

#### Some helpful information as you get started:

- Please review the Request for Applications (<https://chanzuckerberg.com/initiatives/rfa/>).
- The Chan Zuckerberg Initiative uses Fluxx as its grants management portal. All applications must be submitted through this portal (<https://chanzuckerberg.fluxx.io/>). Fluxx 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.
- Before submitting an application, you must first register through the Fluxx grants portal at <https://chanzuckerberg.fluxx.io/>. It can take up to two business days to receive your login credentials via email after submitting your registration so please plan ahead. Note that this notification will be sent as an automated email from the Fluxx system. Please consider that these emails may end up in your spam filter.
- Completed applications must be submitted electronically through Fluxx and received no later than 5:00 PM PT on April 17th, 2017.
- Application specifics:
  - Start date: Requested start date should be no earlier than August 1st, 2017. Actual start date for awarded applications may vary.
  - Award Period: Proposed pilot projects should be no longer than one year in duration.
  - Budget: An estimated budget is requested. The Chan Zuckerberg Initiative will work closely with successful applicants to arrive at a suitable budget after review. For Human Cell Atlas (HCA) pilot projects funded by the Chan Zuckerberg Initiative, indirect costs are limited 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.

**Please note that this application is considered a pre-proposal. For successful applications, we will request additional materials, co-signed by your institutional officials, to determine final budget and administrative details of the award. The Chan Zuckerberg Initiative does not require Institutional sign-off at this stage of the application process, but we strongly suggest that you consult your home institution to determine your eligibility to apply for this grant and your institutional policy on indirect costs.**

## GETTING STARTED

**Eligibility:** All applicants must hold a PhD, MD, or equivalent degree and have a faculty position or equivalent independent investigator status at a college, university, medical school, or other research facility. Applications may be submitted by scientists at domestic and foreign non-profit and for-profit organizations; public and private institutions, such as colleges, universities, hospitals, laboratories, units of state and local government, companies, and eligible agencies of the federal government. Projects including any activities in Office of Foreign Asset Control (OFAC) sanctioned countries are not eligible to apply (OFAC reference:

<https://www.treasury.gov/resource-center/sanctions/Programs/Pages/Programs.aspx>). Facebook employees, including employees of any subsidiary Facebook entities, are not permitted to apply for this grant. We encourage applications from women, underrepresented minorities, and early career scientists.

### Key Dates:

- 3/15/17: Application portal is open for registrations and applications.
- 4/17/17: Applications due by 5:00 PM PT.
- 6/15/17: Earliest notification of decisions (subject to change).
- 8/1/17: Earliest start date of pilot project (subject to change).

**Registration:** Prospective applicants must first register through the Chan Zuckerberg Initiative's online grants management portal at <https://chanzuckerberg.fluxx.io/>. If your registration is approved, you will receive login credentials to the portal within two business days. This notification will be sent to you as an automated email from the Fluxx system, so please consider that these emails may end up in your spam filter. All applications must be submitted through Fluxx, so timely registration is a must.

To register:

1. Go to <https://chanzuckerberg.fluxx.io/>
2. Click the "Register Now" button.
3. Complete all required fields. Required fields are indicated by bolded text.
  - a. Applicant Information:
    - i. Applicant name, degrees, title/position, department, phone, email.
    - ii. Short narrative biography of the applicant limited to approximately 100 words (maximum of 700 characters including punctuation and spaces).
    - iii. Research Area (drop down menu) of the applicant.
  - b. Organization Information:
    - i. Organization name, address, phone, URL.
    - ii. Type of organization (drop down menu: academic/non-profit, industry, government, other).
    - iii. Primary organizational contact name, title and email: enter the information for the administrative contact (not the applicant) to be notified if additional information is needed and/or if an award is granted.
    - iv. Institutional signing official name and title: enter the information for the person who is authorized to sign on behalf of your organization.
    - v. 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.
4. Once all required fields are completed, click the "Submit Request" button.

Within two business days, you will receive an email with your login credentials. If you do not receive it within two business days, please email [sciencegrants@chanzuckerberg.com](mailto:sciencegrants@chanzuckerberg.com). If you have previously

registered in the Chan Zuckerberg Initiative Fluxx portal and already have login credentials, there is no need to register again.

**Navigating the portal:** Once you have registered and have received your login credentials, you can log in to the grants portal at <https://chanzuckerberg.fluxx.io/>. Using the navigation panel on the left of the page, you can access your draft and submitted applications, as well as information on reporting and payments, if you are funded. The organization and user sections are pre-populated with information that you entered during registration. You can view your organization's information in the "Organization" section; please email [sciencegrants@chanzuckerberg.com](mailto:sciencegrants@chanzuckerberg.com) if you require edits to this section. You can view your personal profile in the "User" section and edit it by clicking the "Edit" button in the upper right corner of the window. In the "Instructions and Forms" section, you will find links to the RFA and Application Instructions document, as well as an "Apply Now" button.

**Forgotten username or password:** If you have forgotten your username or password, please navigate to the grants portal at <https://chanzuckerberg.fluxx.io/> and click on the "Reset or create password" link located below the "Sign in" button. When prompted, enter your email address associated with your Fluxx account and you will receive an email with information to reset your username and/or password.

## SUBMITTING AN APPLICATION:

**To submit an application:**

1. Go to <https://chanzuckerberg.fluxx.io/>
2. Log in.
3. Click the blue "Apply Now" button on the lower left corner and complete all sections (details below).
  - a. You can save your application and come back to it later by clicking the "Save" button in the lower right corner of the window. If you would like to continue working after saving, click the "Edit" button in the upper right corner of the window. **There is no auto-save so be sure to save often.**
  - b. If you have already started an application and previously saved it, click on the "Draft Requests" link in the left navigation panel and select the application you would like to edit. The application will open and you will need to click "Edit" in the upper right corner of the window to edit your application.
4. Once all sections are completed and all required documents are uploaded as PDFs, click the "Submit" button in the lower right corner of the window. A "Note" box will appear -- click OK. If any required fields or PDFs are missing, you will receive an "unable to promote" error message. Please complete the missing items, save and submit again. **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).
5. Once your application is submitted, you should receive an email confirming submission within two to three hours. If you do not receive a confirmation email within three hours, please email [sciencegrants@chanzuckerberg.com](mailto:sciencegrants@chanzuckerberg.com).

**The application is made up of the following sections:** Project Details and Attachments.

**Project Details:** Please complete all fields in this section.

- Proposed Title: enter the title of the project; no character limit.
- Project Start Date: enter a proposed start date of no earlier than August 1, 2017; please note that actual start date of successful applications will be determined with the Chan Zuckerberg

- Initiative staff.
- Project Duration: enter the number of months of the project; project duration should be no longer than twelve months.
  - Project End Date: this field will auto-populate based on the entered proposed start date and project duration; this field will auto-populate the next time the application is saved (the “Save” button is in the lower right corner of the window).
  - Amount requested: enter total budget amount requested; should match total described in the proposal budget.
  - Brief Project Summary: enter a summary of the project; limited to approximately 250 words (1,750 character maximum, including punctuation and spaces).
  - Significant publications: enter full citations for up to five of your most significant publications relevant to the project; please include the PubMed link for each publication listed.

**Attachments:** In this section, please upload the following documents in PDF format. To upload an attachment, click on the blue + sign and click “Add files”. Choose the file you would like to upload and click “Start upload”. Close the “Upload files” window by clicking the “X” in the upper right corner of the window when the upload is complete (e.g. 100%). If you add a document and delete it, you will need to save your application before attempting to upload a new document of the same type. **All text in all documents listed below should be 11 point Arial font and no less than single spaced. All documents listed below are required for submission and must be uploaded as separate documents in PDF format. Each PDF can be no larger than 200 MB in size.**

- A. Proposal (1,600 words maximum for text and one page maximum for figures). Proposal should be organized as follows:
  - i. Summary.
  - ii. Project aims and how they address program goals.
  - iii. Experimental plan and deliverables.
  - iv. Prior contributions in this area and preliminary results (not required).
  - v. Commitment to full pre-publication sharing of primary data, metadata, methods, and software.
- B. References Cited (no page limit).
- C. Biosketch (five pages maximum, [NIH format](#) or equivalent): for the applicant only
- D. Brief preliminary budget (one page maximum): 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 travel and subcontracts). Please include a description of number and type of deliverables. The Chan Zuckerberg Initiative will work closely with successful applicants to arrive at a suitable budget after review. All funds must be used for project-related costs.

**Please note that while the system will allow you to upload other file types, PDF file format is required for all attachments.**

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, technical assistance, or other questions pertaining to this RFA, please contact [sciencegrants@chanzuckerberg.com](mailto:sciencegrants@chanzuckerberg.com).