

# Chan Zuckerberg Initiative

## APPLICATION INSTRUCTIONS

### Chan Zuckerberg Initiative Imaging Scientists Program (Cycle 2)

#### 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 Imaging Scientists \(Cycle 2\) RFA](#)
- Please review the Request for Applications (<https://www.chanzuckerberg.com/science/rfa/imaging-scientists>).
- 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:**

June 4, 2020	Application portal opens
July 30, 2020	Applications due by 5 p.m. Pacific Time (PT)
October 2020	Earliest notification of decisions (subject to change)
January 1, 2021	Earliest start date (subject to change)
- **Application Specifics:**
  - **Award Period:** The award period is three years plus an additional two years, awarded as a separate grant, if the Imaging Program passes a review at year three. The start date should be no earlier than January 1, 2021. Actual start date may vary.
  - **Budget:** The maximum budget that can be requested is \$250,000 total costs per year for five years (no more than \$1,250,000 total for five years). Note that it will be an initial three-year period followed by a potential two-year renewal. No more than \$200,000 per year can be requested for salary and fringe benefits of the Imaging Scientist, \$20,000 per year for teaching and travel expenses, and 15% indirect costs for the institution. Indirect costs are limited to 15% of direct costs. *Note: Restrictions may*

*apply to international grantees using grant funds to travel to the U.S., but CZI will be in contact with successful applicants to discuss options.*

- **Eligibility:**
  - 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.
  - An imaging core may submit only one application, but different imaging cores from a single institution may submit separate applications.
  - The person submitting the application on behalf of the imaging core should be the Imaging Scientist.
  - The Imaging Scientist must be currently employed at the institution submitting the application. The Imaging Scientist's Biosketch and Personal Statement must be provided in the application.
  - Imaging cores should serve a broad community of scientists at their institutions, not just a small number of labs.
  - Imaging Scientists should have expertise with either hardware or software. We welcome applications from both medical and basic science imaging cores.
  - CZI encourages applications from underrepresented minorities, women, and early career scientists.
  - Facebook employees, including employees of any subsidiary Facebook entities, are not permitted to apply.
  - CZI reserves the sole right to decide if an applicant and applicant organization meet the eligibility requirements.

CZI requires institutional sign-off at this stage of the application process and suggests that you consult your home institution to determine eligibility to apply for this grant and your institutional policy on indirect costs. For questions about eligibility for this award or the application process, please contact us in advance of the proposal deadline at [sciencegrants@chanzuckerberg.com](mailto:sciencegrants@chanzuckerberg.com). Deadline extensions will not be granted.

## GETTING STARTED

**Account setup:** The Imaging Scientist (i.e., the person completing the application on behalf of the imaging core/institution) must first set up an account in the CZI online grants portal at <https://apply.chanzuckerberg.com/>. Only the Imaging Scientist 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). 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. 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 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](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 SMaply. 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](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):** Imaging Scientist/Applicant Details (Part 1 and 2); Organization Details; Proposal Details; Imaging Core Details; and Project Proposal.

- **Imaging Scientist/Applicant Details Part 1:** Complete all fields in this task; all fields are required. The information entered should be for the Imaging Scientist.
  - 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.
  
- **Imaging Scientist/Applicant Details Part 2:** Complete all required fields in this task. The information entered should be for the Imaging Scientist. 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 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](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 Imaging Scientist/Applicant (maximum of 100 words) (required).
  
- **Organization Details:** Complete all fields in this task; all fields are required. The information entered should be for the organization of the Imaging Scientist/Applicant.
  - Organization name/Street address/City/State/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.
    - i. 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.
    - i. 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.
    - i. First name, Last name, Title/Position, Email.

- [Institutional Approval Form](#): Upload as a single PDF. This form (file: [Inst\\_Sign\\_off\\_form\\_Imaging\\_Sci\\_June\\_2020](#)) 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 field is not designed to support encrypted documents or digital signatures; please sign, scan, and upload this form as a PDF.**
  
- **Proposal Details:** Complete all fields in this task; all fields are required.
  - [Proposal Title \(auto-filled\)](#): Proposal title is limited to 75 characters, including spaces. 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.
  - [Imaging Core Details](#): Name of Imaging Core; Imaging Core website (if no imaging core website, please use university or organization website); Name of Director (of the Imaging Core); Name of Dean/Chair who oversees the Imaging Core.
  - [Budget Requested](#): Should match budget total in proposal and include no more than 15% of direct costs for indirect costs; the maximum allowed, including indirect costs, is \$250K total costs per year for five years or a total of \$1.25M total costs. *Note: Restrictions may apply to international grantees using grant funds to travel to the U.S., but CZI will be in contact with successful applicants to discuss options.*
  
- **Imaging Core Details:** Complete all fields in this task; all fields are required. For the tabular questions, 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. **To add another row in a table, click the box at the end of the row.**
  - [Core Type](#):
    - Select one: Service Provider, Research Center, Both, Other (please specify).
    - Does your core facility primarily concern (check all that apply): A) Optical microscopy; B) Electron microscopy; C) Medical imaging; D) Other (please specify)?
  - [Core Users](#): Indicate the number of users for each category: 1) number of labs using the core, 2) number of individual core users, 3) number of active individual users (who have used the facility for 20 hours or more over the last year).
  - [Major Imaging Machines](#): Enter the following (for up to 25). 1) Modality, 2) Vendor, 3) Quantity, 4) Relative usage: "a few hours per week", "a few hours per day", "many hours per day", "nonstop". Enter N/A in all fields, if not applicable.
  - [Major Tissue Preparation Equipment](#): Enter the following (for up to 25): 1) Modality, 2) Vendor, 3) Quantity, 4) Relative usage: "a few hours per week", "a few hours per day", "many hours per day", "nonstop". Enter N/A in all fields, if not applicable.
  - [Personnel](#): List all Imaging Core personnel (up to 25): 1) Name, 2) Position, 3) Full-time or part-time.
  - [Physical Space](#): Enter the square footage of the Imaging Core for the following: 1) Total space; 2) Office space.
  - [Overall Imaging Core Budget](#): Enter the following for the overall Imaging Core budget: 1) total budget expenses for the previous fiscal year (in USD); 2) the percent for personnel; 3) the percent for equipment maintenance.

- **Financial Support:** Please enter N/A if any of the following funding categories do not apply.
  - Active Grant Support: Enter (up to 15): 1) Funding agency, 2) Grant number, 3) Funding start date (format as mm/dd/yy), 4) Funding end date (format as mm/dd/yy), 5) Funding for current year (in USD), 6) Total funding (in USD).
  - Pending Grant Support: Enter (up to 15): 1) Funding agency, 2) Funding start date (format as mm/dd/yy), 3) Funding end date (format as mm/dd/yy), 4) Funding for first year (in USD), 5) Total funding (in USD).
  - Institutional Support: Enter (up to 15): 1) Source, 2) Funding start date (format as mm/dd/yy), 3) Funding end date (format as mm/dd/yy), 4) Funding for current year (in USD).
  - Other: Enter (up to 15): 1) Source, 2) Funding start date (format as mm/dd/yy), 3) Funding end date (format as mm/dd/yy), 4) Funding for current year (in USD).
  - Recharge/Users Fees: Enter the amount collected in 2019 (in USD).
- **Project Proposal:** Upload a single file formatted as a PDF.
  - **Format:**
    - Start with a Table of Contents as listed below and place bookmarks that lead from the Table to each of the nine sections.
    - Number the pages.
    - No less than single-spacing between lines.
    - Font must be 11 points or larger.
    - Margins must be at least one-half inch (top, bottom, left, and right) for all pages.

Section 9 must be prepared by the Dean or Chair responsible for the Imaging Core. Other sections are prepared by the Imaging Scientist/Applicant.

Table of Contents:

1. COVER PAGE
2. PERSONAL STATEMENT OF THE IMAGING SCIENTIST
3. VALUE OF THE POSITION
4. BIOSKETCH OF THE IMAGING SCIENTIST CANDIDATE
5. BIOSKETCH OF THE CORE DIRECTOR (OR EQUIVALENT)
6. DESCRIPTION OF SOFTWARE AND DATA HANDLING
7. ACCOMPLISHMENTS OF THE IMAGING CORE
8. BUDGET
9. LETTER FROM THE DEAN OR CHAIR

1. COVER PAGE (limit 1 page). On separate lines, A through G, please provide:

- A. Title of Program
- B. University or Institute name AND Tax ID number
- C. Grant Amount Requested
- D. Proposed Start Date
- E. Name of Imaging Scientist AND email address
- F. Name of Imaging Core Director
- G. Name of Dean or Chair that oversees the Imaging Core

2. PERSONAL STATEMENT OF THE IMAGING SCIENTIST CANDIDATE (limit 2 pages). Concisely describe in four labeled sections:

- A. Your expertise and relevant experience,
- B. Your vision of how and what to teach biologists about modern imaging,
- C. Your vision about the needs for image analysis and compute infrastructure in the next 10 years, and
- D. Your vision for a single technical advance that would dramatically drive the imaging field forward.

To guide you in this statement, note that CZI seeks to support experts in either imaging hardware or software who will: a) work one-on-one with experimental biologists; b) lead discussion with the institutional IT team about data handling; c) participate in courses that disseminate advanced microscopy methods and analysis; d) train students and postdocs in imaging technology; and e) form a network to discuss advances and needs of the imaging field. Imaging Scientists will be expected to have expertise in either hardware or software, collaborate broadly with biologists at the home institution and interface with the local IT team, teach in at least one practical course that is advertised and open to scientists outside the home institution, and learn and evaluate new analysis software and teach it to inexperienced users.

3. VALUE OF THE POSITION (limit 0.5 page). Describe the role the Imaging Scientist will play at the imaging core.

4. BIOSKETCH OF THE IMAGING SCIENTIST CANDIDATE (limit 5 pages). Use [NIH format](#) or equivalent.

- A. Describe education
- B. Describe employment history
- C. Identify up to five of your most significant contributions and describe the significance of each in no more than three sentences. Contributions might include publications (with direct object identifier, doi), preprints (with URL), shared datasets (with doi), software (with doi or other reference), courses taught, patents, or other evidence of contribution
- D. List selected authored publications
- E. List selected publications that acknowledge your contributions

5. BIOSKETCH OF THE CORE DIRECTOR (OR EQUIVALENT) (limit 5 pages).

Please fill out this section if the Imaging Core Director is different from the applying Imaging Scientist. Use [NIH format](#) or equivalent to describe education, employment history, and evidence of scientific productivity as described above.

6. DESCRIPTION OF SOFTWARE AND DATA HANDLING (limit 1 page).

- A. List the heavily used acquisition and analysis software utilized in your core.
- B. Describe analysis, compute, and data handling infrastructure.

7. ACCOMPLISHMENTS AND DESCRIPTION OF THE IMAGING CORE (limit 5 pages).

- A. Is your core a services provider, a research center, or both? If it is a service provider, what services are offered? If both, what is the relative fraction of energy spent on each, and do you see that distribution as ideal?
- B. Describe the user base for the previous two years (number of users, not their names)
- C. List selected papers, patents, or software code that have arisen from the facility for up to the previous five years, providing links where possible. List both the contributions authored by imaging core staff and the contributions that acknowledge contributions from the imaging core; please separate these into two lists.
- D. Does your core encourage users to cite/acknowledge the core in publications that used the core's resources? If yes, how often do you believe that happens?

**8. BUDGET** (limit 1 page). The maximum total budget (including indirect costs) is \$250,000 per year, with an initial three-year period followed by a potential two-year renewal. Please submit a budget for five years. No more than \$200,000 can apply to the salary and fringe benefits of the Imaging Scientist, no more than \$20,000 to teaching and travel expenses, and no more than 15% overhead to the institution. If \$200K is insufficient for the salary and benefits of the candidate, state the proposed salary and explain what will be the source of additional funds. Funding from recharge or fee-for-service will not be accepted as the source of additional salary support. *Note: Restrictions may apply to international grantees using grant funds to travel to the U.S., but CZI will be in contact with successful applicants to discuss options.*

**9. LETTER FROM THE DEAN OR CHAIR** (limit 2 pages). CZI seeks to fund Imaging Scientists at salaries similar to those of the institution's faculty that have similar seniority. Separately label five paragraphs that describe:

- A. The starting salary levels for Assistant, Associate, and Full Professors, or the equivalent positions, at your institution.
- B. Justification of the level in which the applicant would fit.
- C. Your vision for imaging at your institution.
- D. How this imaging core is supported.
- E. A plan to sustain support of the candidate beyond the five years of CZI funding.
- F. Please sign and date.

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