

# Chan Zuckerberg Initiative

## APPLICATION INSTRUCTIONS

### Patient-Partnered Collaborations (PPC) for Single-cell Analysis of Rare Inflammatory Pediatric Disease

#### 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 Rare Inflammatory Disease 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:**

February 1, 2022:	Application portal opens
May 24, 2022:	Applications due by 5 p.m. Pacific Time
Late October 2022:	Earliest notification of decisions (subject to change)
December 1, 2022:	Expected start date of award period
- **Application specifics:**
  - **Eligibility:** Please refer to the [RFA announcement](#).
  - **Award Period:** The award period for each RFA is for an initial two years of funding, followed by an additional two years, pending evaluation. The expected start date is December 1, 2022.
  - **Number of Principal Investigators (PIs):** Multi-disciplinary project teams composed of members with the necessary skill sets and engagement with patient communities are required to maximize the success of these projects. Each project must have a designated Coordinating Principal Investigator who will serve as an administrative point

of contact for all research activities and help coordinate progress within the group as well as a Lead Patient Organization PI. All other participants will be co-PIs and are expected to contribute to the project. A clinician must be included in each collaborative project. It is allowable for the clinician to either be located at a research institution or be designated as the Lead Patient Organization PI. Teams should have a minimum of two PIs and a maximum of five PIs to fulfill the eligibility criteria.

- **Budget:**
  - **Total project budgets** should be \$500,000 USD total costs (inclusive of up to 15 percent indirect costs) per year for a total of \$2,000,000 USD total costs for 48 months.
    - We anticipate funding research teams for \$400,000 USD total costs (inclusive of up to 15 percent indirect costs) per year for a total of \$1,600,000 USD over a 48 month period. Indirect costs cannot exceed 15 percent of direct costs.
    - Budgets should include allocations for the patient organization for \$100,000 USD total costs (inclusive of up to 15 percent indirect costs) per year for a total of \$400,000 USD total costs per institution over a 48 month period. This will be awarded separately and directly to the patient organization and is in addition to the \$400,000 USD to the research institution per year.
- Institutional sign-off by the research institution 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](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 SMapply 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 SMapply. 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):**

Coordinating PI Details, Research Institution Details for Coordinating PI, Lead Patient Organization PI Details, Patient Organization Details, Equal Opportunity & Diversity, Project Details, Project Proposal, Budget Description, and Biosketches for Coordinating PI/Lead Patient Organization PI/Co-PIs.

- **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. **The Coordinating PI must be affiliated with the academic/research institution submitting the application.** 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).
  - Institution, 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 May 24, 2016 and May 24, 2022.
    - 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 May 24, 2012 and May 23, 2016.
  - Short narrative biography of the Coordinating PI (maximum of 100 words).
  - 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](mailto:sciencegrants@chanzuckerberg.com) if you wish to opt out).
  
- **Research Institution Details for Coordinating PI:** Complete all fields in this task; **all fields are required.** The information entered should be for the research institution 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 institution listed, and **research grant funds will be awarded to this institution**, which will take responsibility for distributing funds to the institutions of the other research team members. **Patient organization funds will be awarded separately.**
  - Institution name/Street address/City/State or Province/Country/Website.
  - Type of Institution (Academic, Other Non-profit, Government, Other).

- Tax ID: Enter your institution's Employer Identification Number (EIN), as assigned by the Internal Revenue Service in the 9-digit format (XX-XXXXXXX; 10 characters total). Foreign institutions or others who do not have an EIN should enter 44-4444444.
  - Institutional/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 institution.
    - 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 institution 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.**
- **Lead Patient Organization PI Details:** The information entered should be for the Lead Patient Organization PI (Executive Director, Chief Scientific Officer, Research Coordinator, etc.) who will be taking responsibility for the grant from the patient organization (as the Lead Patient Organization PI) and will be the administrative point of contact for the patient organization for CZI.
    - Name and email
    - Organization
    - Degrees(s)
    - Title/Position at organization
    - Short narrative biography (maximum of 100 words)
  - **Patient Organization Details:**
    - Eligibility requirements: In an effort to ensure your patient organization meets the eligibility requirements to apply, this eligibility questionnaire must be completed.
      - Is the organization a patient-led organization? This is defined as an advocacy group/disease foundation or organization that represents patients, employs patients in key leadership roles (e.g., Founder, Executive Director, Board of Directors) and is patient-centered in its programming.

- Is the organization focused on a rare disease, disorder, or syndrome, or group of closely related rare diseases, disorders, or syndromes? For the purposes of this application: as [defined in the U.S.](#) as a condition that affects fewer than 200,000 people in the U.S., or as [defined in the European Union](#) as a condition that affects no more than 1 in 2,000.
  - Is the organization tax-exempt under section 501(c)(3) of the Internal Revenue Code? Or does the organization have a valid fiscal sponsor that is tax-exempt under section 501(c)(3) of the Internal Revenue Code? Or, if international, is the organization a registered non-profit that is equivalent to 501(c)(3) organizations in the United States?
  - Does the organization have an annual budget of less than \$10 million USD averaged over a two-year period?
- Enter the Patient Organization's Name/Street address/City/State or Province/Country/Website/Year established.
- Will your organization be applying with a fiscal sponsor? (Yes/no) If yes:
  - Fiscal Sponsor Organization Name
  - Fiscal Sponsor street address/City/State/Website
  - Fiscal Sponsor Contact Information
    - First name, Last name, Title/Position, Email.
- Enter the Patient Organizations Employer Identification Number (EIN), as assigned by the Internal Revenue Service in the 9-digit format (XX-XXXXXXX; 10 characters total). If you are a fiscally sponsored organization, please enter the Tax ID of your fiscal sponsor. Foreign organizations that do not have an EIN should enter 44-4444444.
- Other Organization Details:
  - Indicate the number of paid employees at the Patient Organization, including the Lead Patient Organization PI.
  - Share the Patient Organization's mission/mission statement (maximum of 75 words).
  - Mark all regions in which the Patient Organization is active. Check all that apply.
    - State/regional, U.S., North America, Central/South America, Africa, Asia, Europe, Australia
  - Are there other advocacy organizations working directly in the disease area the organization represents? (Yes/No)
    - If Yes: For each advocacy organization (maximum of 10):
      - Name of advocacy organization
      - Description of if and how you work with that organization (maximum of 30 words).

**To add another row in a table**, click the box at the end of the row.
- Budget:
  - Provide the Patient Organization's total operating budget for the current fiscal year in U.S. dollars.

- Indicate what percentage of the Patient Organization budget is currently allocated to research (including funding research directly, the development of research-enabling infrastructure, etc).
- **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 request 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](mailto:sciencegrants@chanzuckerberg.com).

The information below may be entered for the Coordinating PI. **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)
- Do you have one or more disabilities? Please specify (optional)

The information below may be entered (up to four total) for the Lead Patient Organization PI and 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 and Lead Patient Organization PI 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 and/or Lead Patient Organization PI self-identify as one of the following? Woman, Man, Non-binary/Third gender, Prefer not to state, Prefer to describe (optional)



Charcot-Marie-Tooth disease type 2	<a href="https://monarchinitiative.org/disease/MONDO:0018993">https://monarchinitiative.org/disease/MONDO:0018993</a>	
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- Disease Description: Include basic information related to incidences, prevalence, life expectancy, affected population demographics, age of diagnosis, known cases, etc (maximum of 200 words).
- Patient Experience: Describe the typical experience of patients with the disease including but not limited to common symptoms, treatment options, disease progression, quality of life. Please also describe any diagnostic challenges, including but not limited to typical method(s) of diagnosis (genetic testing, clinical, imaging, etc.), percent of undiagnosed in the affected population, subpopulations, global regions, ethnic, or racial groups that are undiagnosed (maximum of 200 words).
- Single-Cell Biology Focus: Please describe the relevance and utility that the project will provide and how application of single-cell methods to this rare disease(s) will advance understanding of pathogenesis, biomarker discovery, diagnosis, stratification, or other areas relevant to making progress in understanding this disease and improving diagnosis and patient care. 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 (maximum of 200 words).
- Focus Area: Explain why the focus area described above is a current priority in the disease area. Specifically, explain how patients' needs and priorities have been identified and how this research focus area reflects and advances those priorities (maximum of 400 words).
- Diversity, Equity, and Inclusion (DEI) Statement: Advancing DEI is a core value for CZI. Describe how your project and/or team will incorporate the values of equity, diversity, and inclusion into the proposed project in the following areas (maximum of 250 words):
  - Describe goals for the inclusion and representation of participants who come from a diversity of racial, ethnic, and ancestral backgrounds, and if your project addresses a racial health disparity in rare disease. This could include projects that are focused on a rare disease with high prevalence in, and/or which disproportionately impacts communities of color; or/and studies that propose a plan to recruit tissue donors from communities of color and other ancestries underrepresented in biomedical research and data. More generally, we strongly encourage the inclusion of samples from patients who are members of communities that are underrepresented in biomedical research, with particular emphasis on [underrepresented/understudied ancestries](#).
  - Sex parity is expected where appropriate. If there is an opportunity to analyze significant numbers of samples from intersex individuals, such work is encouraged.
  - Teams proposing to work with communities that have been historically marginalized or exploited are encouraged to incorporate ethics guidelines into their research plans. For work with Indigenous communities in the United States

- in particular, it is encouraged that [NIH guidelines](#) for working with Native American communities be incorporated into the research plan, where applicable. Groups outside of the United States are encouraged to adopt regional guidelines for working with Indigenous or historically marginalized communities.
- **Number of Research Institution Co-Principal Investigators:** Indicate the number of Co-Principal Investigators. **Do not include the Coordinating PI or the Lead Patient Organization PI in this section.** Complete the table with the following information for each co-PI (maximum of three). 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
      - 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 May 24, 2016 and May 24, 2022.
      - 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 May 24, 2012 and May 23, 2016.
    - 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 and expertise in the context of project delivery of each PI on the project (maximum of 500 words).
  - **Collaboration:** Please describe the collaborative team including: any existing collaborations, the diversity of the team, how the collaboration is structured to promote equity amongst those involved, and how the team will work together to ensure good communication and productivity (maximum of 500 words).
- **Project Proposal:** Upload your project proposal as a single PDF; font must be 11 points or larger and margins must be at least one-half inch (top, bottom, left, and right) for all pages (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 the research, as well as the contribution to the wider rare disease and single-cell biology communities. How will the application of single-cell methods advance progress

on the chosen rare disease(s) and how do these advancements reflect the priorities of patients?

- Patient organization collaboration: Inclusion of one Lead Patient Organization PI (Executive Director, Chief Scientific Officer, Research Coordinator, etc.) on this project is required. Describe how the patient organization and research team envision working together. Specifically, describe how the patient organization has been involved in the identification of research project priorities, and how they will be involved in the project from project design through to the dissemination of results.
  - Patient engagement plan: Describe how the project team, including the patient organization, intends to engage the patient community/communities, the research team/patient organizations' history with those communities, and other institutional, local, or regional partners that will be relied on.
  - Tissue resources: Describe how the team will obtain the samples necessary for the project. Who will be involved in the collection of samples (i.e. patient organization or other)? Will samples be banked for future studies, and if so, how and where, and who will have access to these samples? If using biobanked samples, please address how the biobank resource(s) will be replenished, maintained, and or expanded via patient engagement activities, as well as how the results and benefits of the research will be shared with the donor patient communities from which they were acquired or have relevance to.
  - Tools and resources: Please describe the tools, resources, and/or specific expertise that your group would like to develop or bring to this collaborative network of other projects working on rare diseases, and the tools/resources that could be generated by other networks—both within the rare disease community and perhaps other CZI programs—that would benefit your work.
  - Figures/Preliminary Data (optional): Maximum of two pages, inclusive of legends. Figure legends do not count towards the word count.
  - References Cited in Your Proposal: No word/page limit; include complete source references.
- **Budget Description (5 page maximum)**: Upload in PDF format; budgets should be uploaded in a combined 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). Provide a detailed description of the costs to be funded by this grant at a high level and in table format, 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).
    - **Total project budgets** should be \$500,000 USD total costs (inclusive of up to 15 percent indirect costs) per year for a total of \$2,000,000 USD total costs for 48 months.
      - We anticipate funding the research team for \$400,000 USD total costs (inclusive of up to 15 percent indirect costs) per year for a total of \$1,600,000 USD over a 48 month period. Indirect costs cannot exceed 15 percent of direct costs.

- Budgets should include allocations for each patient organization for \$100,000 USD total costs (inclusive of up to 15 percent indirect costs) per year for a total of \$400,000 USD total costs over a 48 month period. This will be awarded separately and directly to the patient organization and is in addition to the \$400,000 USD to the research team per year.
  - 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.
  - Note that institutions outside the U.S. may not subcontract to U.S. institutions, so please be mindful when selecting the Coordinating PI/institution. 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/resumes for Coordinating PI, Lead Patient Organization PI, and co-PIs:**  
 Upload the biosketches in PDF format for the Coordinating PI, Lead Patient Organization PI, and for each of the co-PIs (for the Lead Patient Organization PI, please upload resume.) Biosketches/resumes can be uploaded in a combined single PDF or one PDF for each PI/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, Lead Patient Organization PI, and co-PIs listed.

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