

# Chan Zuckerberg Initiative

## LETTER OF INTENT INSTRUCTIONS Essential Open Source Software for Science (Cycle 5)

This document contains:

- [Important information](#)
- [Getting started](#)
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- [Appendix: Submission portal detailed instructions](#)

### IMPORTANT INFORMATION

Please review the [Request for Applications](#) before applying.

#### Important Dates

|                  |   |
|------------------|---|
| March 8, 2022    | Application portal opens to receive Letters of Intent   |
| April 19, 2022   | Letters of Intent due by 5 pm Pacific Time              |
| May 5, 2022      | Notification for invitation to submit Full Applications |
| June 2, 2022     | Full Applications due by 5 pm Pacific Time              |
| September 2022   | Earliest notification of decisions (subject to change)  |
| November 1, 2022 | Expected start date of award period                     |

#### Application specifics

- The application process is a two-stage process: Letter of Intent (LOI) and Full Application (if invited).
- **Eligibility:** Please refer to the [RFA announcement](#).
- **Award Period:** Proposals should be two years in duration with a start date of November 1, 2022.
- **Budget:** Applications can request funding between \$50,000 USD and \$200,000 USD total costs per year for two years (inclusive of up to 15% for indirect/overhead costs) for a total amount requested between \$100,000 USD and \$400,000 USD for the two-year duration of the grant. **A detailed budget is not required at the LOI stage.**

CZI uses SurveyMonkey Apply (SMAApply) as its grants management portal. All applications must be submitted through this portal (<https://apply.chanzuckerberg.com>). SMAApply is configured to work best using the Google Chrome browser.

## GETTING STARTED

The applicant must first set up an account in the CZI online grants portal:

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.
5. Verify your account via email.
6. 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) and any applications you have in preparation or previously submitted.

## SUBMITTING THE LETTER OF INTENT

For more detailed instructions about how to use the application portal, please refer to the [Appendix](#) below.

For the purpose of the application, we will use the following terms:

- **Application:** At this stage, the “application” refers to the Letter of Intent
- **Applicant:** The person submitting the application materials on behalf of the software project(s)
- **Software project(s):** The open source software project(s) that will be supported by the funding
- **Proposal:** The proposed use of funding

### Process

The application (Letter of Intent) consists of the following sections (called tasks in the grants portal): Applicant Details, Proposal Details, Equal Opportunity & Diversity (optional).

1. Log into <https://apply.chanzuckerberg.com/>.
2. Click the green View Programs button. **Find the program/RFA** you may need to scroll down. Click the green More button.
3. Click the green Apply button in the upper right and complete all sections.
4. **Enter the title** of your application. Proposal title is limited to 60 characters, including spaces. If you need to edit your proposal 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 and select Rename from the dropdown menu.
5. **Task 1: Applicant Details.** The information entered should be for the individual submitting the application who will act as the main person responsible for the application and as its point of contact.

- a. Name and email are 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.
- b. Institution/Affiliation: Add your home institution, company, or organization. This does not need to be the organization to which a grant would ultimately be awarded, if selected for funding.

**6. Task 2: Proposal Details.** All sections are required.

- a. Proposal Title: Auto-filled; Maximum of 60 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; and select Rename from the dropdown menu.
- b. Amount Requested: Total budget amount requested in USD, including indirect costs; this number should be between \$100,000 USD and \$400,000 USD total costs over a two-year period.
- c. Proposal Summary/Scope of Work: Provide a short summary of the work being proposed (maximum of 500 words).
- d. Value to Biomedical Users: Describe the expected value of the proposed work to the biomedical research community (maximum of 250 words).
- e. Open Source Software Projects: Indicate the number of software projects involved in your proposal (up to five). Complete the table with the following information for each software project.
  - Software project name
  - Main code repository (e.g. GitHub URL)
  - Homepage URL (if none, re-enter the main code repository URL)
- f. Landscape Analysis: Briefly describe the other software tools (either proprietary or open source) that the audience for this proposal primarily uses. How do the software project(s) in this proposal compare to these other tools in terms of user base size, usage, and maturity? How do existing tools and the project(s) in this proposal interact? (maximum of 250 words)
- g. Category: Choose the two categories that best describe the software project(s) audience:
  - Bioinformatics
  - Single-cell biology
  - Structural biology
  - Clinical research
  - Genomics
  - Neuroscience
  - Infectious disease
  - Imaging
  - Data management and workflows
  - Machine learning and data analysis
  - Visualization
- h. Previous CZI funding:
  - Did you previously apply for funding for this or a related proposal under the CZI EOSS program? Select Yes or No.

- Have you previously received funding for this proposal under the CZI EOSS program? Select Yes or No.

**7. Task 3: (Optional) 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 Applicant. **Please note that completing the below is voluntary, and demographic information will not be used to make final grant funding decisions.**

- a. What is your race/ethnicity? (optional)
- b. What is the year of your last academic degree? (optional)
- c. What is your gender? (optional)
- d. Are you transgender? (optional)
- e. Are you a member of the LGBTQ community? (optional)
- f. Do you have one or more disabilities? Please specify (optional)

**8.** Mark all tasks as complete.

- 9. Submit your application:** Once all required tasks are completed, click the green Review & Submit button. Note that **once your application has been submitted, it cannot be edited.**
- a. If the Submit button is grayed out, it means your application is not yet complete—check that all required fields are entered and you have clicked the Mark as Complete button within each task.
  - b. Click the green Submit Your Application button on the left side of the window. Confirm your submission by clicking the Submit button in the pop up window.

10. Once your application is submitted, you will **receive an email** confirming submission. 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).

## **FULL APPLICATION**

Applicants will be notified by email by May 5, 2022 if they have been invited to submit a Full Application. Detailed application instructions will be provided at that time. The Full Application will require additional materials such as a budget description, biosketches, software project metrics, and a detailed project proposal. Full Applications will require institutional sign-off (see [Institutional Approval Form](#) for details), so please be sure that your institution is able to comply with all requirements before submitting a Letter of Intent. Please also review the Full Application submission timeline before submitting a Letter of Intent; deadline extensions will not be granted. Full Applications (if invited) must be submitted by 5 pm Pacific Time on June 2, 2022.

## **QUESTIONS?**

For administrative and programmatic inquiries pertaining to this RFA, please contact [sciencegrants@chanzuckerberg.com](mailto:sciencegrants@chanzuckerberg.com).

For technical assistance with SMAppl, please contact [support@smapply.io](mailto:support@smapply.io), or while logged into SMAppl, click on the information “i” link in the upper right corner and submit a help request ticket.

## APPENDIX: SUBMISSION PORTAL DETAILED INSTRUCTIONS

**Account setup:** The applicant must first set up an account in the CZI online grants portal at <https://apply.chanzuckerberg.com/>. 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.

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 SMAApply account. You will then receive an email with information to reset your password. Please note that your username is your email address.

**Other questions:** If you have other questions about using the portal, please use the information (“i”) link in the upper right corner of the window. Here you will find a link to FAQs about using the portal, as well as links to submit specific help requests. If you have specific questions about the RFA, please contact us at [sciencegrants@chanzuckerberg.com](mailto:sciencegrants@chanzuckerberg.com).

**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 60 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.