



## RECOMMENDATION ADMINISTRATION FORM

Please provide the following information using the Chan Zuckerberg Initiative online grants administration portal (<http://apply.chanzuckerberg.com/>). Please also have this form signed by an official authorized to sign on your organization's behalf, endorsing this application and verifying that the information entered/uploaded into the grants portal is accurate. This signed form must be uploaded into the grant portal for your final application to be considered complete. Please contact Nina Cardoza, Science Grants Manager, with any administrative questions ([nina@chanzuckerberg.com](mailto:nina@chanzuckerberg.com)) or Jeremy Freeman, Director of Computational Biology, with any scientific questions ([jeremy@chanzuckerberg.com](mailto:jeremy@chanzuckerberg.com)).

**Please enter the following information where indicated in the grants portal:**

### **Applicant Details:**

- **General:** Applicant name, title, address, phone number, email

### **Organization Details:**

- **General:** Organization name, address, tax ID number
- **Organizational/Administrative Contact:** Name, title, address, phone, email for administrative contact (not the applicant) to discuss additional information needed for the the recommendation of award
- **Signing Official:** Name, title, address, phone, email for the person authorized to sign on behalf of your organization and who will be signing this form

### **Project Details:**

- **Project Title**
- **Project Purpose** (1 sentence)
- **Project Summary** (250 words maximum): You may use the abstract from your original application, if appropriate.
- **Total budget amount** in US dollars
- **Deliverables:** Succinctly describe the deliverables expected from this research. Examples of deliverables include: software libraries / modules, code repositories, algorithms, curated datasets, cells / sequences / images, and protocols. Please also confirm that you can attend at least 2-3 meetings and hackathons, both in person and remote, with the whole group as well as with smaller subgroups of collaborators working on similar projects.

## Please upload the following documents where indicated in the grants portal:

**Project Proposal Part I:** Please upload a single PDF document containing the following information. There are no page limits or font/margin requirements.

- **Research Plan:** You may: use the plan that you submitted previously; alter the scope of the original plan to adjust to a reduced budget; or revise based on discussions with your Science Officer (Jeremy Freeman). Please include literature cited and any figures. Please also mention any specific coordination planned with your collaborators, either as originally planned or updated based on discussions with your Science Officer as appropriate.

**Project Proposal Part II:** Please upload a single PDF containing the following sections. There are no page limits or font/margin requirements.

- **Detailed Budget:** Describe in detail how the budget will be allocated, including personnel, supplies, equipment, travel, subcontracts, other costs, and indirect costs (limited to 15% of direct costs). Names of “to be determined” appointments should be provided, if possible. Detailed budgets should be provided for each subcontractor. Indirect costs may not be assessed on capital equipment or subcontracts, but subcontractors may include up to 15% indirect costs of their direct costs. You may use the budget from your original application, if appropriate.
- **Other Support / Funding Overlap:** Describe the other financial support available to the lab (grant source, number, title, amount). State whether there is overlap with this proposal, and, if so, explain. Please include for all key personnel, including subcontractors.
- **Statement on Sharing / Code and Data Dissemination / Collaboration:** Be specific. We require: a) that code be developed in the open on Github, by creating repositories on Github for each library / module / software component at the start of the project, and coordinating development with collaborators (through Slack, Github Issues, Pull Requests, semantic versioning, etc.), with help and coordination from CZI; b) that full proposals be submitted to a Github repository / wiki that CZI will set up for grantees; c) that any sequence and imaging data collected or curated be deposited in the HCA Data Coordination Platform (details will be provided); d) that any experimental protocols be deposited in a publicly available form (such as Protocols.io); e) that manuscripts be submitted to a preprint server (such as BioRxiv) at the time of submission for publication; and f) that publications cite the grant number or equivalent, as specified in the grant agreement.
- **Statement on Human Tissue / Animal Welfare:** All animal research must follow your institution’s policies on ethical treatment of animals. Human data must be fully consented for research and public access without restriction. Provide the name of the institution official that can confirm your statement.

**Signed Recommendation Administration Form:** Upload this form signed by a person authorized to sign on behalf of your organization, endorsing and verifying your application materials submitted in the grants portal.

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**Endorsement and verification of application materials:** Executed by a person authorized to sign on behalf of your organization

Name: Laura Tyler

Title: Grants Associate

Signature:



Date 1/19/2018