

Science Diversity Leadership Application Instructions

The application is divided into the following sections:

- Eligibility
- Applicant Profile
- Personal Information
- Optional Information
- Uploads
- Letters of Reference
- Institutional Approval Form

Please note that all parts of the application, including Letters of Reference, must be submitted before you can submit the final application. Please read the following instructions. Specific questions regarding the application may be directed to czl-sdl@nas.edu.

ELIGIBILITY

Eligibility is limited to investigators who:

- Hold an M.D., Ph.D., Sc.D., M.D./Ph.D., DDM, DVM, or equivalent degree, and perform research relevant to biomedical science; **AND**
- Lead an independent research laboratory—defined as having control of its budget, grants, and space—in a university, medical school, or nonprofit research institution in the U.S. or a U.S. territory; **AND**
- Started their first independent laboratory ***after January 1, 2012.***

In addition, the grantee institution must agree to the requirements described in the CZI Institutional Approval Form (see below) and must sign the form as part of the application process. Applications may be submitted by U.S. and U.S. territory nonprofit organizations, public and private institutions such as colleges, universities or hospitals, and eligible agencies of federal, state, or local government. For-profit organizations are not eligible. Grants will be awarded to institutions, not individuals.

APPLICANT PROFILE

Includes full name and email address, collected at registration.

PERSONAL INFORMATION

Includes educational history (degrees, institutions, dates), details of your current (and prior) institutional affiliation as a researcher, and other information you can provide such as laboratory and institution website and ORCID iD number.

You are also required to provide information regarding the CZI Institutional Approval Form, specifically the employing institution EIN.

OPTIONAL INFORMATION

Questions in this section request information on your Race and Ethnicity, Disability status, and Gender Identity. Answering these questions is voluntary. If you do not wish to answer any question, check the “Prefer not to say” box to proceed with the application. The demographic information you provide in this section will not be shared with reviewers and will not be used to make final grant funding decisions.

UPLOADS

The “uploads” section requires the following:

NIH Biosketch

Provide a Biosketch in [NIH format](#), describing your professional positions, training history, important mentors, select publications, and other contributions. Sections of the NIH Biosketch form that describe accomplishments may be dropped if they are redundant with the essays on Significant Scientific Contributions.

Essays (see formatting instructions)

Significant Scientific Contributions (three (3) pages maximum, double-spaced)

Limiting your response to no more than one page per accomplishment, describe up to three of the most significant scientific accomplishments from your research career, explaining the context and significance of each. Provide one complete reference for each accomplishment (such as a publication, patent, protocol, published software, published designs, etc.), including a working link to the reference. Additional supporting references, if necessary, can be cited in the body of the essay.

Personal Statement and Outreach Plan (four (4) pages maximum, double-spaced)

Describe personal experiences and motivations that led to both your scientific career and to your interest in diversity, equity, and inclusion in the biomedical sciences. Describe any engagement you have had or have with underserved, marginalized, and/or underrepresented communities, which may include the study of health disparities. Include roles you have had in mentoring, training, collaborations, etc., and any specific outcomes. Describe how diversity, equity and inclusion in the biomedical sciences will be advanced in the five-year research project that this grant, if funded, will support.

If you have a disability that limits a major life activity or if you identify as a member of a racial or ethnic group whose underrepresentation in the sciences or engineering in the U.S. has been severe and longstanding, you may include an explanation here if you so choose. Data on representation can be found on websites maintained by the [National Science Foundation](#) and the [National Institutes of Health](#).

Research Plan (four (4) pages maximum, double-spaced)

Describe a research plan that you will undertake during the five-year course of this award. Frame your proposal with background of your scientific field, including major unanswered questions and any technical bottlenecks that inhibit progress. Describe a research project that will address one or more of these unanswered questions that this grant, if funded, can support. Describe potential outcomes for your plan and how your scientific field will advance if the research project is successful.

Considering the plan you have described above, describe how diversity, equity, and inclusion in the biomedical sciences will be advanced in the five-year research project that this grant, if funded, will support. Include details of staffing, mentoring, student engagement and other activities that will impact underrepresented individuals and contribute to diversity in the biomedical sciences.

Formatting Essays

- Essays must be uploaded as .pdf files and must not exceed 4 MB.
- Do not use long file names or special characters in file names.
- Double-space using a standard 12-point font.
- Set margins at 1" (top and bottom) and .5" (left and right sides).
- Do not exceed the maximum page limits.
- Do not include headers or footers (this includes your name, document titles, and page numbers).
- Figures or citations are allowed, but will count towards the total page count.
- Write all materials in English.

LETTERS OF REFERENCE

Applications must include two Letters of Reference for the Principal Investigator who will lead the project. One letter must be from a colleague or mentor and one must be from a mentee. Enter the names, titles, and email addresses for your reference writers. In making your selections, please note the following:

- **The letter from the colleague or mentor** should:
 - briefly introduce themselves and their connection to the applicant and
 - describe in depth their assessment of their scientific accomplishments and potential and their assessment of their potential to fulfill the goals of this program
- **The letter from the mentee** should:
 - briefly introduce themselves and their connection to the applicant and
 - describe in depth how they personally benefited from the applicant's mentoring and their assessment of their potential to fulfill the goals of this program

After entering your reference writers, save the information, and then you can notify them by clicking on the “Initiate Email Request” button. Letters of reference will be submitted separately by the references you contact and you will receive notification when a letter is submitted. It is your responsibility to confirm that letters have been submitted, and **you will not be able to finalize your application submission until letters are received**. If necessary, you may re-invite letter writers from the Reference Writer module.

INSTITUTIONAL APPROVAL FORM

You are required to provide the name, title, and contact information for the individual who will sign the Institutional Approval Form. The [Institutional Approval Form](#) must be uploaded as a single PDF. This form should be 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 and confirming their ability to receive funding for the project. **These policies are non-negotiable. This form should only be signed if the organization is able to comply with the terms as stated. Note: digital signatures are permitted as long as the document is not encrypted or password-protected.**