Collaboratory Platforms 2023: Democratizing Access to Technologies

Application Instructions

Information required for application

Please refer to the following guidelines as you prepare your application to the RFP "Collaboratory Platforms 2023: Democratizing access to technologies".

Your application includes:
- ➢ Applicant profile and information – completed via our application portal
- ➢ Proposal – uploaded as a Microsoft Word® or Adobe® PDF file
    - ○ Maximum 2 pages
    - ○ Figures and references are included in this page count
- ➢ Budget table and narrative (1 page, use template provided) - uploaded as a Microsoft Word® or Adobe® PDF file

Please note that template for the budget narrative and table can be found within the application portal within the corresponding upload task. Details on each section can be found below.

Applicant Profile

To begin your application, you will first need to create an account within our online application system. If you already have an account, you can log in using your previously established credentials. If you are new to the application site, you will receive an email from "**Gates Foundation – no reply**" inviting you to create an account using the email we have on file for you. If you do not receive the email, please check your spam or junk folder. If you have any challenges or need the invitation email re-sent, please reach out to grandchallenges@gatesfoundation.org. Once you have created an account (or if you already created one previously), you will be able to access the system through this link: https://submit.gatesfoundation.org.

Once you have logged into the system, you will be able to navigate to the "Collaboratory Platforms 2023: Democratizing access to technologies" program and begin your application by filing out the applicant profile.

Proposal File – 2 pages maximum

Proposal Format

Your proposal must be formatted as follows.

- No longer than 2 pages maximum
- 11-point font or larger
- At least 0.5" margins all around
- Single line spacing
- Standard character spacing (neither expanded nor condensed)

- Arial or Times New Roman font
- Microsoft Word® or Adobe® PDF filetype
- Entire file size of 3MB or less
- Please do not include a cover sheet with your proposal. A cover sheet will be automatically generated from your registration data.

Applications that do not adhere to these restrictions may be blocked from submission and review.

Proposal Content

Along with this application instructions document, we encourage you to reference the [Request for Proposals](#) document and the [Rules and Guidelines](#) document to ensure that your proposal responds to the challenge. You are required to submit either a Microsoft Word® or PDF® document; no more than 2 pages in length describing your project as well as a one-page budget table and narrative. Please do not include a cover sheet with your proposal. A cover sheet will be automatically generated from your registration data.

Please include the following in your application: (suggested lengths in parentheses)

1. Introductory information (1/2 page):
   - A short description of your idea and how you intend to test it.
   - Indicate in one or two sentences **in bold** the essence of your idea for a solution (1-2 sentences)
   - Why your idea is unconventional or creative
2. Proposal information (1 page):
   - The name of the Collaboratory Platform(s) you wish to work with during your project and why this platform will enable you to more effectively test your idea(s)
   - A clear hypothesis for the proposed work
   - A brief description of the work you will undertake at your institution with the funds provided (note: We do not expect proposals to contain detailed descriptions of work done by the Platforms)
   - What essential data you expect to generate
3. Path to impact: What would your next steps be if you are successful in this work? How would you bring your idea to impact? (1/2 page)

Budget Table and Narrative – 1 page maximum

Please use the [budget template](#) (linked and on the application portal) to include a breakdown of allowable direct costs under the following categories. Your budget should include costs for your proposed project, however, it should not include costs for the Platform.

- Personnel
- Capital Assets/Equipment
- Travel
- Supplies
- Other Expenses
- Indirect Costs (please review the [Indirect Cost Policy](#))

Additionally, please provide a one (1) paragraph Budget Narrative to explain the major cost drivers and how costs relate to planned activities and target outcomes.

Frequently Asked Questions
Answers to many application questions can be found on the [Frequently Asked Questions (FAQs)](#) document.

Inquiries
Please direct all questions about this initiative, selection criteria or application instructions by e-mail to the following address: grandchallenges@gatesfoundation.org