PROPOSAL GUIDELINES: POLICY OUTREACH GRANTS

This document contains an [Overview](#8xal6buct67q), [Budget Guidelines](#u96re3oe99m), an [Application Checklist](#8c0b4zj5ukyv), and a [Cover Sheet and Narrative Template](#_6a5v9lxe8x4c) for Policy Outreach grants. Please read this document carefully before submitting your proposal.

## OVERVIEW

Evidence use and policy outreach support funds are intended to support the take-up and dissemination of evidence from CVI-funded evaluations, or other randomized evaluations conducted by J-PAL affiliates and CVI invited researchers that address the initiative’s research priorities. These funds can support activities such as conferences, workshops, or events to disseminate results and policy lessons from evidence. In addition, funds can support the take-up of evidence, such as by providing technical assistance to or embedding staff in an organization, either with a partner from the original study or with other entities interested in using evidence. Finally, these funds may also cover outreach in which a team reports the findings of their research back to the participants and/or frontline workers from the study. **Applications should be submitted to** [**cvi@povertyactionlab.org**](mailto:cvi@povertyactionlab.org) **and are accepted on a rolling basis.**

***Funding limit:*** The maximum funding amount for this support is **$20,000**.

***Eligibility***: Any J-PAL affiliate, J-PAL postdoc, J-PAL invited researcher, or CVI-funded graduate student is eligible to apply. In addition, J-PAL regional offices and IPA country offices are eligible to apply, with support from an eligible researcher as collaborator. While priority will be given to activities featuring randomized evaluations that have received CVI funding, CVI will consider support for activities featuring randomized evaluations by eligible researchers that clearly addresses research themes identified in the CVI RFP Overview and demonstrates strong potential for policy impact.

***Timeline*:** Funding requests should not extend beyond December 2027. We encourage applicants to be realistic when setting the projected period of performance/end date for their project.

## APPLICATION INSTRUCTIONS

Application materials for evidence use and policy outreach support should be submitted to [**CVI@povertyactionlab.org**](mailto:CVI@povertyactionlab.org)and are **accepted on a rolling basis.**

**Applications for this grant type consist of:**

1. [Cover Sheet and Narrative Template](#_6a5v9lxe8x4c), detailed and provided below.
2. Proposed work plan or preliminary event agenda.
3. Budget - Please use the matching Policy Outreach Budget Excel Template provided at [CVI’s RFP webpage](https://www.povertyactionlab.org/initiative/crime-and-violence-initiative-rfp), which must be completed in its entirety and saved as a single Excel file with the title: [PI Last Name, First Name][Budget].xls(x).
4. Documentation of the research results to be disseminated or taken-up.
5. Letters of support from partner organizations and researcher collaborators when relevant.

**Application cover sheet and narrative:** Please include the following information in your application cover sheet and narrative (please draft your application in the [Cover Sheet and Narrative Template](#_6a5v9lxe8x4c) below):

1. A description of the proposed evidence use or policy outreach activities, including the major activities, the evidence to be disseminated or taken-up, and overall objectives.
2. A list of key stakeholders (e.g. partners, policymakers, and researchers), including a description of their proposed roles. Please also indicate whether there is demonstrated demand from stakeholders to use this research to inform policy or decisions.
3. A discussion of how the proposed activities connect to CVI’s research themes (as described [on CVI’s webpage](https://www.povertyactionlab.org/initiative/crime-and-violence-initiative-rfp) under Application Materials - CVI RFP Overview) and how they contribute to CVI’s goals of disseminating and supporting the take-up of policy relevant research results on preventing, mitigating, and responding to the effects of crime and violence.
4. A discussion of the potential policy impact of the proposed activities, including reference to existing policy windows or debates that the evidence may help inform or potential avenues for scale-up for either a proven policy or the process of using evidence in policymaking.
5. A description of potential participation and support from J-PAL affiliates, CVI invited researchers, or J-PAL CVI or regional office staff. Please note that actual participation is contingent on availability and that J-PAL is unable to take on significant event-planning responsibilities.

**Preliminary Work Plan:** Please attach a preliminary work plan for the evidence use and policy outreach activities. If applying for a specific policy outreach event, please include a preliminary agenda with a tentative list of speakers and topics to be discussed.

**Budget:** Please submit a preliminary budget in the provided Excel template on [CVI’s RFP webpage](https://www.povertyactionlab.org/initiative/crime-and-violence-initiative-rfp) that describes the expected amounts to be spent on field costs, travel, accommodations, meals, venue, and other related costs. If there is co-funding, please complete both the “Total Cost” and the “CVI Funded” columns in the budget template. The suggested budget range for these requests is $10,000-20,000. **Funds will be paid on a cost-reimbursable basis.** A contact person at the institution receiving the funds should be indicated in the application.

It is your responsibility that your budget follows your host institution’s policies for costs. As part of your proposal, you must submit a letter from the institution to receive the award that states that they have reviewed your proposal and accept your budget. If the organization allows you to submit your proposal without such a letter (due to time constraints or some other reason), please note this on the Proposal Cover Sheet (under the “Institution to Receive Award” field). Please note that this applies to all projects, including those going through J-PAL and IPA offices. You should contact J-PAL and IPA offices in advance to make sure you are aware of their policies for proposal review.

**Documentation of Research Results:** Please provide information on the research results to be disseminated or taken-up by a policymaker in the form of a published paper, working paper, or – for unpublished results – a two page summary of preliminary results.

**Review Process:** Application materials should be **submitted to** [**CVI@povertyactionlab.org**](mailto:CVI@povertyactionlab.org) **and are accepted on a rolling basis.** The CVI co-chairs will review these applications and make a funding decision within 2-4 weeks. The co-chairs may decide to award funding, request a revise and resubmit, or reject the proposal for funding.

# ADMINISTRATIVE NOTES

**Reporting Requirements:** Recipients of evidence use and policy outreach support funds are expected to report on the use of these funds in regular CVI project reports. In the case that these activities are not linked to a specific CVI-funded project, recipients will be asked to submit project and expense reports within 30 days of completion of the work plan specified in the proposal. The project report should include:

1. An overview of the evidence use and policy outreach activities (e.g. number and types of meetings held, number and type of attendees, discussion topics, key takeaways, etc.).
2. Copies of presentation materials when applicable.
3. A discussion of resulting policy impact or relationship development.

Any presentations and publications, including academic papers, policy briefs, press releases, blogs, and organizational newsletters that emerge from this event should credit the J-PAL Crime and Violence Initiative. In your grant agreement, appropriate acknowledgment language will be shared.

# COVER SHEET AND NARRATIVE TEMPLATE

**CVI Policy Outreach Application -** Please download and complete this form as part of your policy outreach application.

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| RESEARCHER(S) AND INSTITUTIONAL AFFILIATION | | | | | | |
|  | | | | | | |
| **J-PAL REGIONAL OFFICE or IPA COUNTRY OFFICE (*if applicable)*** | | | | | | |
|  | | | | | | |
| PROJECT/EVENT NAME | | | | LOCATION | | |
|  | | | |  | | |
| **RELATED CVI-FUNDED STUDY OR STUDIES ON CVI RESEARCH THEMES TO BE DISSEMINATED OR TAKEN UP BY A POLICYMAKER**  *Priority will be given to activities featuring CVI-funded studies, but CVI will consider support for any activities featuring randomized evaluations by eligible researchers that clearly address CVI research themes.* | | | | | | |
|  | | | | | | |
| GRANT PERIOD | | | | | | |
| Start Date:(yyyy-mm-dd) | |  | End Date: (yyyy-mm-dd) | | |  |
| PROPOSED PARTNER(S) | | | | | | |
|  | | | | | | |
| AMOUNT REQUESTED | **$** | | | **TOTAL CO-FUNDED** | **$** | |
| **CO-FUNDER** | | | | **AMOUNT FUNDED** | | |
|  | | | | **$** | | |
|  | | | | **$** | | |
|  | | | | **$** | | |
| **INSTITUTION TO RECEIVE AWARD** | | | | **CONTACT (Name, Email, Phone)** | | |
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| **DESCRIPTION OF PROPOSED ACTIVITIES** |
| *Please describe the proposed evidence use or policy outreach activities including a description of the major activities, the evidence to be disseminated or taken-up, and overall objectives.* |
| **PARTNERSHIPS AND ATTENDEES** |
| *Please describe the key stakeholders and their roles in the proposed activities (including partners, policymakers, and researchers). Please also indicate whether there is a demonstrated demand from stakeholders to use evidence from this research to make a key decision or institutionalize the use of evidence in a decision-making process.* |
| **CONNECTION TO CVI THEMES** |
| *How do the proposed activities connect to CVI’s research themes and how do they contribute to CVI’s goals of disseminating and supporting the take-up of policy relevant research results on preventing, mitigating, and responding to the effects of crime and violence.* |
| **POTENTIAL POLICY IMPACT** |
| *How will these activities use evidence to inform policy? Is there an existing policy window or ongoing policy debate that the evidence will help inform? Is there potential to widely scale-up either a proven policy or the process of using evidence in policymaking?* |
| **POTENTIAL FOR J-PAL PARTICIPATION & ACKNOWLEDGMENT** |
| *How might J-PAL affiliates, J-PAL invited researchers, or J-PAL CVI or regional office staff be able to participate? Please note that actual participation is contingent on availability and that J-PAL is unable to take on significant event-planning responsibilities. Please describe how J-PAL’s role will be acknowledged in any dissemination activities or related materials (e.g. co-branding).* |

**Required appendices to include with your application**: Please attach a preliminary work plan, a budget, and information on the research results to be disseminated or taken-up. If applicable, please also attach letters of support from any partner organizations who will be closely involved in the proposed activities. For J-PAL regional offices and IPA country offices, please also include a letter of support from the eligible researcher collaborator detailing their commitment to and role in the proposed evidence use and policy outreach activities.

1) Applicants must provide a letter from the receiving institution of the award to show that they have reviewed your proposal and accept your budget. Please follow the MIT approved language for the Letter of Transmission as follows:

a) (On ITRA letterhead) *The <name of ITRA> is pleased to support the <Name of research> proposal and will plan on carrying out the work in accordance with the submitted budget. <NAME OF PI at ITRA> will serve as <ITRA's> Principal Investigator for this work. The <ITRA> takes full responsibility for the actions and well-being of <PI’s name> in the course of the activities related to the scope of work for this research project. For any concerns about the technical aspects of the project, please contact <PI’s name and email>. For administrative or contractual issues, please contact <ITRA’s grant manager name and email>.*

**PLEASE NOTE:** MIT now requires that at least one project PI be employed by the organization receiving the subaward and funds, also known as the Institute to Receive the Award, or ITRA. **Please be mindful that MIT also requires that the IRB determination be held by the institution that enters into the subaward agreement with MIT** ([**See here for further details and FAQ**](https://drive.google.com/file/d/14rI132Sjwll76EEZGp5GU32h1Kjwt9Au/view) on MIT’s policy on subawards, ITRA, and IRB alignment)**.** If the institution does not have its own IRB, the institution must engage the services of a commercial IRB to review and provide oversight for the research activities. [Heartland](https://heartlandirb.org/how.html) and [Solutions](https://www.solutionsirb.com/) provide review of international research and satisfy J-PAL's IRB requirements; fees can be found on their respective websites. Further information about this MIT policy can be found [here](https://drive.google.com/file/d/1OW8ngfgA1McsXxUCl7-N_XQDu6nhTvWa/view). Please consult with J-PAL regarding including the cost of this commercial entity in the project budget. J-PAL also requires that the reviewing IRB have IRB Organization (IORG) status with the US Office of Human Protections. [You can look up the IORG status of an IRB here](https://ohrp.cit.nih.gov/search/search.aspx?styp=bsc).