

GOVERNANCE INITIATIVE PROPOSAL GUIDELINES: TRAVEL/PROPOSAL DEVELOPMENT GRANTS

Round 24 - Fall 2024 | Request for Proposals (RFP)

This document contains an [Overview](#), [Budget Guidelines](#), an [Application Checklist](#), and an [Application Template](#) for the Governance Initiative's (GI) Travel/Proposal development grants. Please read this document carefully before submitting your proposal.

OVERVIEW

Submission instructions: All applicants must first **submit the [required Letter of Interest](#) on our grant management system (GMS)**. Successful applicants will receive an invitation to proceed with their full proposal materials.

These grants are intended to facilitate very preliminary, exploratory research, and funding typically supports costs related to researcher travel and/or facilitating access to administrative data for designing or conducting a future RCT. Examples of these activities include, but are not limited to, negotiating data use agreements, conducting exploratory data analysis and cleaning, or setting up technical access mechanisms.

Funding per Travel/Proposal development grant award: a maximum of \$10,000. Travel grants are provided as travel reimbursements in accordance with MIT travel policies and should use the specific budget template (see details in the Budget Guidelines section, below). If you cannot bear the costs out of pocket, we recommend that you apply for a pilot grant.

Timeline: Grantees must complete their project development work and submit final reports within six months of receiving the award.

BUDGET GUIDELINES

Survey and other in-country expenses: While designed for travel reimbursements, travel grants can in some cases be used to cover expenses for in-country costs such as hiring enumerators, procuring translation or transcription services, developing instruments, and others. If these expenses are in the budget, J-PAL will provide the forms necessary to document them with your award notice, and you can claim these expenses as a reimbursement once the travel is completed. **J-PAL is not able to directly reimburse survey firms or local organizations for these costs. If you need a fieldwork organization to be reimbursed for such work, we encourage you to reach out to gi@povertyactionlab.org before finalizing your proposal materials** to confirm whether we will need you to submit pilot proposal materials instead (to avoid requiring you to rework your proposal materials, thus slowing down award set up).

Please note: If your scope of work requires reimbursing your host organization (e.g. for fieldwork conducted with a partner such as focus groups or limited surveys) it is your responsibility that your budget follows your host institution's policies for costs, and **you must submit a letter from the institution to receive the award that states that they have reviewed your proposal and accept your budget.**¹ MIT now requires that at least one project PI be employed by the organization receiving the subaward and funds.

Guidelines for completing a Travel/Proposal development grant proposal budget:

Be sure to use the Travel/Proposal Development Budget Template on the [GI RFP release page](#), providing detailed notes in the column provided in the template):

1. Travel grants are paid as reimbursements. Travel/Proposal Development grants are for a maximum of \$10,000.
2. International travel: J-PAL will put you in touch with an MIT travel agent who can book international travel and charge J-PAL directly. If you choose to buy your own ticket, we will not be able to reimburse you until your flights have been completed.
3. Grantees must complete their work and submit final reports within six months of receiving the grant award letter. Expenses will be reimbursed upon submission of an expense report. All expenses must be claimed within 30 days of your return. Expenses should be supported by receipts whenever possible, and all expenses over \$50 must be supported by receipts.
4. **If your project includes human subject research:**
 1. **IRB Requirements:** MIT requires that the IRB determination must be held by the institution that enters into the subaward agreement with MIT. 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](#) and [Solutions](#) 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](#). Consult with J-PAL regarding including the cost of this commercial entity in the project budget.
 1. J-PAL 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.](#)
 2. **Institute to Receive Award (ITRA) Requirements:** If your project requires paying an organization directly, MIT requires that at least one project PI have an official affiliation with the organization receiving the subaward.
5. J-PAL is not able to cover travel or trip protection insurance, lost luggage insurance, incidental expenses, or grantees' time. **In most cases, J-PAL is not able to directly**

¹ If the organization allows you to submit your proposal without such a letter (due to time constraints or some other reason), please describe this in the notes section. **Please note** that this applies to all projects, including those going through J-PAL and IPA offices. You should contact them in advance to make sure you are aware of their policies for proposal review and give them enough time to meet the proposal deadline.

reimburse any individuals or organizations other than the grantees awarded the travel grant.

6. **Please note that GI does not cover PI salaries with the exception of PIs who completed a PhD and are based at an academic institution in a middle- or low-income country.** There are no individual PI limits, but the total budgeted amount for LMIC researcher PI time in aggregate across all co-PIs should not exceed \$3,750 per award.
7. *Allowable Direct and Indirect Costs*
 1. Unallowable costs include those labeled as “incidental,” “miscellaneous,” or “contingency.” Any costs for rent should be explained in the budget narrative.
 2. *Medical insurance:* All grantees are required to provide proof of emergency medical insurance coverage before travel. As many universities provide this to their students, faculty, and staff at no cost, this is not a reimbursable cost under this award. J-PAL can provide information on affordable coverage if needed.
 3. *Per diem:* A per diem stipend of \$25/day-in-country can be claimed to cover food and miscellaneous expenses.
 4. Universities in high-income countries (according to the World Bank classification) can charge up to 10% in indirect costs, applied to total direct costs.
 5. Non-university non-profits from any location and universities from mid- or low-income countries may charge up to 15% in indirect costs, applied to total direct costs.
 6. We understand that the cap on overhead or indirect costs under this initiative is low and that grantees may have reasonable project support costs included in budgets as direct costs. Such costs should be reasonable and explained in the budget narrative.

APPLICATION CHECKLIST

Please complete all sections in the [GMS](#) by the full proposal deadline. You must upload several documents to complete your full proposal. All templates for these documents are provided at the [RFP release webpage](#) and listed below.

1. **Travel Narrative:** Guidance pertaining to the narrative prompts is included in the [Narrative Template](#) below.
2. **Proposal Budget:** Carefully review the Budget Guidelines in this document, and then use the matching excel template, Travel/Proposal Development Budget Template, 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).
3. **Budget Narrative:** Detail the costs within the budget, referring to the Budget Guidelines above, in a Word document with the title [PI Last Name, First Name][Budget Narrative].doc(x). This document is required in addition to the Proposal Budget -- i.e. notes included in the Excel sheet do not suffice.
4. **Letter(s) of Support:** Please obtain a letter of support from the following, each saved as a single PDF file with the title [PI Last Name, First Name] [Name of Organization Letter of Support].pdf:



- a. (*optional*) a letter from any implementing partner(s) indicating the details of their commitment or willingness to engage in discussions to partner on the research
- b. (*required*) a letter/document stating the proposed grant host institution's approval of the proposal materials (if anything beyond PI travel is included in the scope of work).
- c. **Graduate students applying as the primary PI are required to include a letter of support from a researcher adviser eligible for this call.** The letter should indicate the adviser's willingness to remain involved in a supervisory role throughout the lifetime of the project

APPLICATION TEMPLATE

The text provided below each bolded subsection helps provide guidance on what the GI Board is looking for to effectively evaluate your proposal.

LETTER OF INTEREST QUESTIONS

Important Information

1. Please note that this application is for travel/proposal development projects. If you would like to apply for another grant type (RCT, pilot, or multidisciplinary), please see the [GI RFP webpage](#) for application instructions.

Please note that applicants can move back and forth between sections to edit answers before submitting. Applicants can also save their applications, then come back later to make changes before submitting. For more details about how to navigate WizeHive, please see [these instructions](#).

2. **Subaward Setup**

For grants with **human subject research**, once all materials including IRB approvals/exemptions have been received, MIT typically takes 60 days to establish the subaward. Please provide conservative rather than optimistic estimates for start and end dates to reduce the likelihood of needing to submit no-cost extension requests.

Institute to Receive Award (ITRA)

PLEASE NOTE: MIT now requires that at least one project PI be based at or affiliated with the institute that award funds are allocated to. Please enter the ITRA here. Please see this [memo](#) for more information

Institutional Review Board (IRB)

Please be mindful that MIT requires that the IRB determination must be held by the

institution that enters into the subaward agreement with MIT. 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. BRANY, Heartland, and HML all 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](#). 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.](#)

Institutional Review Board (IRB) of Record

If the project has not received an IRB exemption and IRB review is required, please look up the current or expected IRB of record. IRB Requirements - If this proposal receives initiative funding, we will ask that you submit the following in the Additional Attachments section:

- All IRB approval(s) or exemption(s)
 - All IRB-approved protocols
 - Any IRB-approved consent forms
3. **Primary Eligible Researcher*** - Please identify one researcher who is eligible for J-PAL Initiative funding. This may be the principal PI or any eligible co-PI. Details for only one primary eligible researcher are required in cases where there's more than one eligible researcher. Other PIs who are eligible can be added as co-PIs. [First Name; Last Name; Email Address]
 4. **Select PI Eligibility Category*** - Indicate how the researcher is eligible for J-PAL Initiative funding. [J-PAL Affiliate; Invited Researcher; PhD Student; J-PAL Postdoc]
 - a. **PhD Student Applicants*** - If you are a PhD student, please indicate the J-PAL-affiliated researcher who serves or will serve as an advisor on your dissertation committee. [First Name; Last Name; Email Address]
 5. **Organization Name of Eligible Researcher*** - Please tell us the name of the organization the eligible researcher (i.e., the professor or PhD student) is affiliated with.
 6. Below, if you choose "Other" instead of "University," please contact the initiative team to provide more details. The organization mentioned below is the eligible researcher's organization type.
 7. **Organization Type of Eligible Researcher*** [University; Other]
 8. **Organization Website of Eligible Researcher***
 9. **Country Where Organization of Eligible Researcher is Based or Headquartered***



10. **Team Members & Roles*** - Please add all your project team members and indicate their role(s) on the project/application below. **If you do not have any other team members please add yourself below as applicant and Primary PI.**

Role options are: Applicant; Primary PI; Co-PI; Research Lead at Implementing Organization; Reporting Contact; Secondary Reporting Contact; IRB Contact; Finance Contact; Collaborator; Contact for Contracting (e.g., grant manager or research administrator); Other (please specify role or title).

If you are the applicant and a PI (or another role), indicate so by adding yourself as an applicant and then again as a PI. As the applicant, you will be receiving all notifications related to this application. [First Name; Last Name; Role or Title; Email Address]

11. **PI Certification**

- a. I certify that any listed eligible researchers have agreed to be active, engaged, and responsive PIs or advisors on this project. Eligible researchers who are involved have confirmed they will be dedicated to guaranteeing quality control on all aspects of this research and that their participation is not merely to provide access to resources and funding to other project team members who would otherwise be ineligible.
- b. I certify that all eligible researchers are up to date on reporting for all existing grants, across all J-PAL initiatives.

12. **PI Certification*** - Do you certify the above statements? [Yes; No]

13. **Demographic Information**

J-PAL is collecting information about all project teams, including demographic information, to support our efforts to promote diversity in our research network and funding opportunities. As the applicant, please send the language and [link](#) included below to all PIs/Co-PIs on your proposal research team. Provide your proposal name and each member's role (as you listed them on the application) when you send out the blurb.

Completion of this step is required for all primary investigators on your research team. If you have any technical problems with completing this step please email help@povertyactionlab.org or the initiative team directly.

Feel free to cut and paste this suggested language in an email to send to the PIs and Co-PIs on your team:

J-PAL is collecting information about all project teams, including demographic information, to support J-PAL's efforts to promote diversity in the J-PAL research network and funding opportunities. J-PAL is requiring all PIs and Co-PIs on our research team to complete this [short form](#). This data will only be accessible in disaggregated,

identifiable form to select J-PAL staff. Aggregate, anonymized data will be used to report to key partners such as donors and may be included on our website.

14. **Demographic Information Confirmation*** - Please confirm that every PI/co-PI has completed the questions in the above-linked survey. You may select "Not Yet" so as to finish other questions. However, if you submit the application without "Yes" selected, your application will not be considered (until the surveys are complete). If you select "Yes" and PIs or co-PIs have not completed their surveys, their applications will not be considered until the surveys are complete. [Yes; Not Yet]

Project Details

15. **Full Title of Proposal*** [30 words max]
16. **Past and Future Submissions*** - Have you submitted or do you plan to submit this LOI and proposal to any other J-PAL Initiative RFP, including in any previous [initiative] round of funding? [Yes/No]
- a. **Details about Past and Future Submissions*** - If you answered yes above, please state which initiative(s), year/season of RFP, and the name of the LOI/proposal you submitted or plan to submit. Example: GI Spring 2019 Using Mobile Phones to Improve Service Delivery. Are the PI team, context, and research question the same as in the previously submitted proposal? Please explain whether the project received funding and what type of funding it received (Travel/Proposal Development, Pilot, RCT, Scale, Multidisciplinary). Additionally, please explain how the project has progressed since it was last submitted to the initiative, and explain how you addressed the feedback that was provided with your last submission. [350 words max]
17. **Funding Amount*** - Amount of requested funding in USD. [2 decimal places]
18. **Proposed Period of Performance Project Start Date*** - What is the proposed start date for this J-PAL grant's subaward activities?
19. **Proposed Period of Performance Project End Date*** - What is the proposed end date for this J-PAL grant's subaward activities?
20. **Abstract*** - Write a study abstract, including the project description, research question, and intervention or treatment to be evaluated. Discuss the project's technical design, what is going to happen during the project, the practical value of your project, the conceptual value of your research, and the distributional implications of your work. Provide context about proposed partners. Please note that this abstract will be added to the Initiative's webpage if the project receives funding. [250 words max] (Abstract__c | 15,000)
21. **Research Focus Areas and/or Cross-Cutting Themes*** - Please indicate which GI focus areas or themes your proposal relates to; these are described in detail in the RFP materials. [Political Participation, Corruption and Leakages, State Capacity]

22. **Initiative Alignment*** - Please briefly describe how the project aligns with the initiative's research focus areas and/or cross-cutting themes, as described in the RFP materials, initiative research agenda, or initiative review paper. [250 words max]

Location

23. **National Location*** - In which country or countries will your research or travel take place?

TRAVEL/PROPOSAL DEVELOPMENT APPLICATION QUESTIONS

Important Information

1. **Subaward Setup:** For grants with human subject research, once all materials including IRB approvals/exemptions have been received, MIT typically takes 60 days to establish the subaward. Please provide conservative rather than optimistic estimates for start and end dates to reduce the likelihood of needing to submit no-cost extension requests.
2. Please note that applicants can move back and forth between sections to edit answers before submitting. Applicants can also save their applications, then come back later to make changes before submitting. For more details about **how to navigate WizeHive**, please see [these instructions](#).
3. **Timeline*** - Please write out a timeline with key project activities. [250 words max]
4. **Name & Role of Partner Organization** - Indicate the name and role of the partner organization on this project, if known at this time [100 words max]
5. **Existing Research Project*** - Are you applying to fund additional research as part of an existing research project previously funded by J-PAL (e.g., a second proposal development grant continuing from a prior proposal development grant, a pilot grant building on a travel/proposal development, a full RCT building on a pilot, etc.)? [Yes;No]
 - a. **Existing Research Project Details** - If the above answer is yes, please provide the title and/or J-PAL grant number of your previously funded project. [250 words max]

Narrative

6. **Research Focus Areas and/or Cross-Cutting Themes*** - Tell us if your focus areas or themes have changed since submitting your Letter of Interest. GI's research focus areas and cross-cutting themes are: [Political Participation, Corruption and Leakages, State Capacity]. [250 words max]
7. **Prompts for Topic Statement:**
 1. Travel/proposal development grants are intended to facilitate very preliminary, exploratory research, so proposals need only address the general topic of interest and

- current ideas on how the question might be explored through a pilot and a randomized evaluation in the future.
2. They do not need to include a detailed program or evaluation design, but should clearly indicate how this grant will help the research team develop a strong proposal in a future RCT.
 3. If there is any survey component, please explicitly include the number of individuals surveyed. Please list activities, which could include preliminary data collection such as focus groups or small sample surveys to understand the barriers that program participants may face, working to set up data sharing agreements and/or MOUs.
8. **Topic Statement*** - Please answer the prompts above in the space below: [500 words max]
 9. **Policy Motivation*** - Provide a summary of the policy problem that motivates this preliminary research and how it fits with the topics outlined in the RFP materials. [250 words max]
 10. **Potential Policy Impact*** - Please briefly describe the potential policy impacts of this potential intervention (policies, programs, processes, or delivery mechanisms), including whether and how the project could inform policy or program design in this context or more broadly. How will it meet the needs of your partner? [250 words max]
 11. **Uncertainty of Study's Results*** - Demonstrate meaningful ex ante uncertainty about the results of the study, i.e., that given existing evidence there are both reasons to believe the potential intervention(s) studied are promising and also reasons to doubt whether they will achieve their goals. [250 words max]
 12. **Anticipated Target Population and Context*** - What population(s), if known at this time, will the intervention attempt to impact? What characteristics do they have? If applicable, do you have any comments on the target population and context's alignment with the initiative's priorities? [350 words max]
 13. **Unique Contribution to the Field*** - What knowledge gap are you addressing, and how will it advance the field? Explain the project's potential to provide a unique scientific contribution. Provide a brief literature review to demonstrate the uniqueness of your project. Note that a full reference list can be attached in the "Additional attachments" section. [500 words max]
 14. In the Pathway to an RCT and Impact question below, describe how results from this travel/proposal development grant would inform a future RCT? Describe, specifically, what researchers and practitioners can expect to learn from this travel/proposal development grant:
 1. Will it provide qualitative data to inform intervention design?
 2. How could the findings meet the needs of policymakers or development practitioners?
 3. In what specific ways will the travel/proposal development grant prepare researchers for a full RCT project?

4. Outline the hypothesized pathway and scope for impact. Clearly establish a plausible and promising link between the proposed approach to be tested and the hypothesized channel for impact.
 5. Indicate the reliability of existing evidence from relevant expert opinion in your research context
15. **Pathway to an RCT and Impact*** Please answer the prompts above in the space below [500 words max]
16. **Implications on Equity and Social Inclusion*** – Please provide a comment on whether the research proposal addresses equity or social inclusion, in any way. Topics of social inclusion include, but are not limited to, gender, income level, location, ethnicity, race, language, citizenship status, disability, and at the intersection of those factors. Explain whether and how the project design allows us to learn about baseline differences between and differential impacts on groups mentioned above. Explain what reasons (if any) there are to expect that the potential intervention(s) studied may have disproportionate benefits for disadvantaged groups. [500 words max]
17. **Gender Implications, Analysis, and Reporting**
- Does the proposal address any gender issues? For example, have you taken into account how gender considerations could affect the outcomes of the intervention?
 - Does the proposal disaggregate data and outcomes by gender? Since funded projects are required to report on gender-disaggregated impacts, briefly explain whether you will disaggregate gender impacts or why this would not be feasible.
18. **Gender Implications, Analysis, and Reporting*** - Please answer the prompts above in the space below: [500 words max]
19. **Local Researcher Involvement*** - Please describe whether/how the project involves researchers local to the project context. [300 words max]
20. **Validation and Test Accuracy Data**
- Proposals that include Artificial Intelligence (AI) or any new specialized technology should include validation and test accuracy data in the proposal, showing that the technology successfully does what it intends. If applicable, please provide that validation and test accuracy data here, or attach it in the "additional attachments" section.

Potential Risks

21. Please answer the following questions below in detail:
- a. **Completion** - Are there any technical, logistical, ethical, or political obstacles and risks that might threaten the completion of the project (e.g., implementation capacity, government authorization, or other funding)? How do you plan to monitor and prevent/address these types of risks throughout the project?
 - b. **Implementing Partners** - Please discuss any information about the implementing partner(s) that could pose ethical, reputational, or legal risks (e.g., child safeguarding, corruption or misuse of funds, etc). If applicable, what proactive measures have you

- taken or will you take to assess, monitor, and mitigate/prevent any such potential risks?
- c. **Child Safeguarding** - Particularly for projects working with children, what child safeguarding risks exist?
 - d. **Participants, Staff, Community Members** - For each of the groups below, please describe any potential unintended consequences or risks of this project to them. What proactive measures have you taken or will you take to assess, monitor, and mitigate/prevent any such potential risks?
 - i. Program and research participants
 - ii. Staff (e.g., implementing partners, research assistants, enumerators)
 - iii. Community members (e.g., untreated members of a household, untreated neighbors, or broader communities if the treatment might have spillover or downstream effects beyond the study sample)
 - e. **Contractual Limitations** - Are there any contractual limitations on the ability of the researchers to report the results of the study? If so, what are those restrictions, and who are they from?
22. **Potential Risks*** - Please answer the prompts above in the space below: [1000 word limit]

Institutional Review Board and Institute to Receive Award

23. According to US federal regulations, a human subject is a living individual about whom an investigator conducting research obtains 1) data through intervention or interaction with the individual (e.g., through an interview, focus group, or survey), or 2) identifiable private information (e.g., individual-level health or education data).
24. **Human Subject Research*** - Do you plan to conduct human subjects research during your travel/proposal development? If your project scope of work includes collecting the types of data above, please select Yes. [Yes; No]
25. **[If yes to human subject research question] IRB Organization Information** - Please be mindful that MIT requires that the IRB determination must be held by the institution that enters into the subaward agreement with MIT. The PI at the ITRA must be listed as the main PI on the IRB. 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](#) and [Solutions](#) 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](#) and [here](#). 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.](#) (IRG_Institute__c: Lookup(organization))
26. **[If yes to human subject research question] Institutional Review Board (IRB) of Record** - If the project has not received an IRB exemption and IRB review is required (i.e.,

you plan to conduct human subject research), please enter the IRB of record. IRB Requirements - If this proposal receives initiative funding, we will ask that you submit:

All IRB approval(s) or exemption(s)

All IRB-approved protocols

Any IRB-approved consent forms

27. **[If yes to human subject research question] IRB of Record** - Provide the name of the IRB of Record below.
28. **[If yes to human subject research question] Is this IRB of Record IORG certified?** [Yes;No]
29. **Institute to Receive Award (ITRA) Information** - PLEASE NOTE: MIT now requires that at least one project PI be employed by the organization receiving the subaward and funds. Please see this [memo](#) and [FAQs document](#) for more information.
30. **Institute to Receive Award (ITRA)** - If applicable: Please indicate the institution that will receive the grant funds.
31. **Local Legal Requirements Certification** - All PIs and Co-PIs certify that they understand they must adhere to all local legal requirements, including obtaining local IRB approval and government research permits, where applicable. Do you agree? [Yes;No]

Budget

32. Budget Template

From the [RFP website](#), download and complete the travel/proposal development budget template. There are two tabs: one for the initiative-specific budget and one for the project budget (i.e., the initiative-specific budget plus any other sources of funding you may have). When done, please reupload the budget in the budget section of the online application portal. Please note that the budget is formatted specifically for this application. Please do not remove the formatting, change any of the formatting, or create new columns.

33. Budget Upload*

34. **Budget Narrative Upload*** - Please justify the expenses outlined in your budget in a Word document with the title [PI Last Name, First Name][Budget Narrative].doc(x), and upload it here. This document is required in addition to the Proposal Budget. Notes included in the Excel sheet do not suffice.

Letters of Support & Additional Attachments

35. Are you applying as a PhD Student?*

[Yes; No]

a. J-PAL Affiliate or Invited Researcher Letter of Support

PhD student applicants are required to submit a letter of support from a J-PAL affiliate or invited researcher who serves as an adviser on the applicant's dissertation committee. This letter should indicate the adviser's willingness to advise the student

throughout the project's lifetime. Please note that in some cases, the adviser may be asked to add their name to the financial award and IRB documents.

- i. **Request for Letter of Support*** - Please enter the following information to send a request to your advisor to upload their letter of support. Your application cannot be submitted until they upload their letter of support.
[Email; Name; Role or Title]
36. **Letter of Transmission** - For travel/proposal development projects that will be setup as subawards, a letter or document stating approval of the proposal materials and budget from each proposed institute to receive award (ITRA) is required. Please note that MIT policy states that the project PI needs to be employed at the ITRA and that the ITRA should provide the IRB (either using the Institute's IRB or a third party IRB). The Project PI must be the PI on the IRB.
37. **Additional attachments** - Please attach any relevant materials discussed in your answers to the previous questions, as well as letters of support from partners.

ADDITIONAL INFORMATION

Please review GI's RFP Overview (provided at the RFP release page) for the evaluation criteria. Please ensure that your answers address the evaluation criteria.