Humanitarian Protection Initiative

RFP II: Letter of Interest (LOI) Application Instructions

RFP Overview

The second Request for Proposals (RFP) of [Humanitarian Protection Initiative](#) (HPI), managed by J-PAL in collaboration with Innovations for Poverty Action (IPA) and supported by the Foreign, Commonwealth and Development Office of the UK government is now open. **Letters of Interest (LOI) are due by Wednesday October 30, 2024 and full proposals are due by Monday December 09, 2024, Noon ET.**

Those interested in applying are asked to first read the initiative's [RFP document](#) and consult the information available on the [RFP webpage](#). Applicants must carefully consider whether their team composition and project comply with the following requirements outlined in the aforementioned document:

- HPI scope (see RFP section *II. Scope*)
- Research team eligibility (see RFP section *V. Eligibility*)
- Choice of grant type (see RFP section *III. Grant Types and Purpose*)
- HPI funding criteria (see RFP section *IV. Funding Criteria*)

This document contains an [overview of the LOI application](#) and the [application questions](#). Please reach out to hpi@povertyactionlab.org with any questions.

I. Letter of Interest (LOI) Overview

To apply to this RFP, please note that **a link to HPI's new online application portal, WizeHive, will be available on the website by October 17, 2024**. All LOI questions are listed below and applicants should submit the required LOI by **Wednesday October 30, 2024** at **12:00 PM/Noon US Eastern Time** via WizeHive.

The information provided as part of the LOI will help determine research team eligibility, whether the proposed project fits HPI's scope and addresses its research priorities, and whether it fits the selected grant type. Successful applicants will receive an invitation to proceed with their full proposal materials within three weeks.

After submitting the LOI and receiving an invitation to submit the full proposal for your grant (travel, pilot or full RCT), complete the online application and submit the materials found in your specific grant application checklist below by **Monday December 09, 2024 at Noon ET** through J-PAL's application portal (WizeHive)

II. LOI Application Questions

The online portal will require you to address the below prompts. Exact wording and sequencing of questions is subject to change. *When a question title has a ***,** mark it is required in WizeHive. **[word max in brackets]** refers to instructions for maximum word count applied to fields in WizeHive.*

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.

   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 see this [memo](#) and [FAQs document](#) 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, you will need to provide 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

2. **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]

3. **Select PI Eligibility Category*** - Indicate how the researcher is eligible for J-PAL Initiative funding. If applying through the Regional Scholars program, please select "Regional Scholars." [J-PAL Affiliate; Invited Researcher; PhD Student; J-PAL Postdoc]
   a. **[If PhD Student] 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.

4. **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.

5. **Organization ID**
   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.

6. **Organization Type of Eligible Researcher***

7. **Organization Website of Eligible Researcher***

8. **Country Where Organization of Eligible Researcher is Based or Headquartered***

9. **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]

10. **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.

11. **PI Certification* -** Do you certify the above statements?

12. **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.

13. **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.

Project Details
14. **Full Title of Proposal*** [30 words max]
15. **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 HPI round of funding?
    a. **[If Yes] 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]

16. **Funding Amount*** -

17. **Proposed Period of Performance Project Start Date*** - What is the proposed start date for this J-PAL grant's subaward activities?

18. **Proposed Period of Performance Project End Date*** - What is the proposed end date for this J-PAL grant's subaward activities?

19. **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)

20. **Project Description*** - Please briefly describe the research proposal. Please ensure to include information on the following points:
    - For full studies: research methodology employed
    - For travel/proposal development grants and pilot studies: details on the methodology you envisage to use for subsequent full studies

    Please be as specific as possible as this information will help us determine eligibility for J-PAL funding. In addition, please consider providing information on how you will approach matters of accountability, safety and security in the research implementation. [250 words max]

21. **Research Focus Areas and/or Cross-Cutting Themes*** - Please indicate which HPI focus areas or themes your proposal relates to; these are described in detail in the RFP materials.

    a. **[If Other] Explanation of Focus Areas and/or Cross-Cutting Themes -** If your proposal does not cleanly fit into any of the options listed, select "other" and describe why your proposal is a fit for the initiative. [250 words max]

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]

23. **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. **[If Yes] Existing Research Project Details -** Please provide the title and/or J-PAL grant number of your previously funded project. [250 words max]

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