PROPOSAL GUIDELINES: K-CAI PILOT STUDIES

This document contains an Overview, Budget Guidelines, an Application Checklist, and both a Letter of Interest (LOI) template and a main proposal template for pilot studies. Please read this document and the RFP Overview linked on the K-CAI RFP page carefully before starting any LOI or proposal submission.

OVERVIEW

Submission instructions: All applicants must first **submit the required Letter of Interest on WizeHive, using the relevant application link from the RFP webpage, and following the Applicant Instructions here.** Successful applicants will receive an invitation to proceed with their full proposal materials.

Pilot grants are for studies with a clear research question, but for which the design and implementation requires further testing and pilot data. Pilots are not required to include randomized methodology as long as they test for the logistics or first stage results of a treatment/policy intervention using administrative data or surveys or build a monitoring system. The expectation is that these projects will ultimately develop into full-scale randomized evaluations. The maximum amount awarded for a pilot study is $75,000. **You should apply as a pilot if the funded work lays the groundwork for a future randomized evaluation because it:**

- tests the efficacy of an intervention or an evaluation design, and acquires data that is qualitative or quantitative in nature, e.g., measuring take up, and/or
- serves as a diagnostic to reveal the behavior of value chain actors, barriers to technology adoption or market access, or the potential for profitability of an intervention under "real world" conditions, and/or
- facilitates access to administrative data for designing or conducting an 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.

In addition, pilot proposals should:
- have a very clear research question that assesses the feasibility of using a randomized evaluation to answer this question.
- **clearly articulate the conceptual and methodological distinction between the pilot study and any future follow-on studies, and what exactly the pilot will enable researchers to learn.** The narrative should include a **solid justification for why a pilot is needed, what will be learned, and what a future RCT informed by this exploratory research could contribute to specific topics addressed in K-CAI's RFP Overview** (see the bottom of the RFP page)**.**

If your research design includes randomization and sufficient statistical power to assess the impact of an intervention, please apply for full RCT funding.

Funding per pilot award: limited to $75,000 or less.

Suggested Period of Performance: One year.

BUDGET GUIDELINES

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 accepted your budget.[1]**

Guidelines for completing a <u>Pilot</u> proposal budget: Please submit a detailed project budget using the <u>RCT/Pilot Budget Template</u> provided on the <u>Initiative's RFP webpage</u>. To reduce processing time, please keep the following in mind:

- **Institute to Receive Award (ITRA) Requirements**: Pilots are provided under an award from MIT to the grantee's host institution. PLEASE NOTE: MIT now requires that at least one project PI be employed by the organization receiving the subaward and funds.
- **IRB Requirements:** 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. <u>Heartland</u> and <u>Solutions</u> 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 <u>here</u> and <u>here</u>. Please consult with J-PAL regarding including the cost of this commercial entity in the project budget.
  - o J-PAL requires that the reviewing IRB have IRB Organization (IORG) status with the US Office of Human Protections. <u>You can look up the IORG status of an IRB here</u>.
- Please refer to the <u>RFP Overview</u> to review all of K-CAI's award requirements in detail as part of preparing your submission.
- Only projects with co-funding should complete both tabs in the Excel sheet template, the "Total Project Budget" and "Initiative Budget"tabs in the budget template. **If the project has other funders, the proposal should clearly explain the marginal contribution of the requested funds from the initiative.**
- **Applications must include a brief budget narrative document detailing the major costs within the budget in addition to the Excel template.**
  - o **We also strongly encourage applicants to include budget notes in the column provided in the budget template, specifying input costs for line items within the budget.** Travel costs should include a breakdown of how many trips are planned, the estimated cost per trip, number of people on a given

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[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. <u>Please note</u> 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.

trip, etc. Any computer/equipment purchases should include a breakdown of what is being purchased (e.g., how many laptops), as well as the project staff that will be assigned to the equipment.

- Applicants should review J-PAL best practices on questionnaire design and data collection/management in the J-PAL Research Protocol Checklist, to ensure they have budgeted for expenses associated with piloting and surveyor training, survey translation, field spot checks, and back checking.
- **Awards are paid on a cost-reimbursable basis.** However, MIT may agree to advance payments via a milestone payment structure to Institutes to Receive Award that are based in low- and middle-income countries on a case-by-case basis if requested by the research team. Please note that preparing an advance payment model requires additional time and additional coordination between MIT and the Institute to Receive Award.

Allowable Direct and Indirect Costs
- **Please note that J-PAL initiatives do 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.** Pilots may cover up to $8,000 per LMIC researcher PI/co-PI, but the total budgeted amount for LMIC researcher PI time should not exceed 25% of the total budget.
- **Project Implementation Costs: For full research projects, implementation costs are expected to be borne by the project partners.** J-PAL funds the costs of the evaluation, not the intervention. However, under some circumstances, initiatives can fund implementation costs where it is a marginal addition to an existing program to offset costs from an experiment (e.g., adding an additional treatment arm or the costs of an encouragement design). These types of costs might include travel, small participant incentives, and/or texting fees.
  - Proposals requesting funds for implementation are **required to explain why the implementer cannot bear the costs in the budget narrative and must also justify the input costs** (e.g., if texting fees are requested as an implementation cost, the budget narrative should include a breakdown of how many texts are planned, the estimated cost per texts, number of people on a given campaign, etc.).
- Universities in high-income countries (according to the World Bank classification) can charge up to 10% in indirect costs, applied to total direct costs.
- 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.
- 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.
- Unallowable costs include those labeled as "incidental," "miscellaneous," or "contingency." Any costs for rent should be explained in the budget narrative.

APPLICATION CHECKLIST

Please complete all sections in WizeHive 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 page and listed below.

1. **Proposal Narrative:** Guidance pertaining to the narrative prompts is included in the main proposal template below.
2. **Proposal Budget**: Carefully review the Budget Guidelines in this document, then use the RCT/Pilot 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 major 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. a letter/document stating the proposed grant host institution's approval of the proposal materials.
    b. letters from each implementing partner, indicating the details of their commitment to partner on the pilot.
    c. **PhD students applying as the primary PI are required to include a letter of support from an affiliate or invited researcher who is eligible for this call.** The letter should indicate the **affiliate or invited researcher's** willingness to be an adviser and to remain involved in a supervisory role throughout the lifetime of the project. The J-PAL-affiliated researcher must be serving or be planning to serve as an advisor on the PhD student's dissertation committee.

LETTER OF INTEREST TEMPLATE

The online application will require you to address the below prompts. The text provided below each bolded subsection helps provide guidance on what the K-CAI Board is looking for to effectively evaluate your proposal.

Given aspects of the initiative review are blinded, **please refrain from using identifying language in your proposal narrative, e.g., we encourage you to use the grammatical third person when citing (co-)PIs' work.**

Primary Eligible Researcher
Please identify one researcher who is eligible for J-PAL initiative funding. This may be the principal PI and/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.

PI Eligibility Category
Indicate how the researcher is eligible for J-PAL initiative funding.

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.

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.

Organization Type of Eligible Researcher

Organization Website of Eligible Researcher

Country Where Organization of Eligible Researcher is Based or Headquartered

Team Members & Roles
Please add all your project team members and indicate their role(s) on the project/application below. Role options are: Applicant; Primary PI; Co-PI; PI at Institute to Receive Award; 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.

PI Certification

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.

I certify that all eligible researchers are up to date on reporting for all existing grants, across all J-PAL initiatives.

I certify that, if I receive award funding, I will submit all necessary materials for award setup within six months from the date of award notice, barring any extenuating circumstances.

Demographic Information

J-PAL is hoping to collect 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, we kindly ask that you 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. Please complete the "Team Member and Roles" section first before sending out the email(s) so that your team members are already in the system.

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.

Demographic Information Confirmation

Please confirm that every PI/co-PI has completed the questions in the above-linked survey. Your submission will not be considered until this has been completed. Check here to indicate that all PIs/co-PIs have completed this survey.

Full Title of Proposal *[30 words max]*

Past and Future Submissions

Have you submitted or do you plan to submit this LOI and proposal to any other J-PAL initiative RFP? *[Yes, No]*

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: K-CAI Spring 2024 Using information to increase air filter usage. 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). 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]*

Funding Amount
Amount of requested funding in USD.

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 and a timeline. Please note that this abstract will be added to the initiative's webpage if the project receives funding. *[250 words max]*

Research Focus Areas and/or Cross-Cutting Themes

Please indicate which initiative focus areas or themes your proposal relates to; these are described in detail in the RFP materials. *[Climate Change Adaptation, Climate Change Mitigation, Energy Access, Pollution Reduction]*

MAIN PROPOSAL TEMPLATE

Important Information

Proposed Period of Performance Project Start Date

What is the proposed start date for this J-PAL grant's subaward activities?

Proposed Period of Performance Project End Date

What is the proposed end date for this J-PAL grant's subaward activities?

Changes to Funding Amount

If changed from LOI, please enter amount of requested funding in USD. Please ensure this equals the total in the budget.

National Location
In which country or countries will your research or travel take place?

Narrative

Changes to 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. If nothing has substantially changed since the LOI submission, please copy the original abstract here. *[250 words max]*

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]*

Change of Research Focus Areas and/or Cross-Cutting Themes

Please tell us if your focus areas or themes have changed since submitting your Letter of Interest by adding this information here. *[Climate Change Adaptation, Climate Change Mitigation, Energy Access, Pollution Reduction]*

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 Overview and which outcome metrics the project will measure and report on. *[250 words max]*

Potential Policy Impact

Please briefly describe the potential policy impact of this 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.

1) How will it meet the needs of your partner?

2) Will results from the intervention have broader implications?

3) How, if at all, will the "lessons learned" have relevance beyond this test case?

4) Is there demand from policy makers for more/better information to influence their decisions in this area? *[250 words max]*

Target Population and Context

What population(s) does the intervention attempt to impact? What characteristics do they have? Do you have any comments on this population's alignment with the initiative's priorities? *[350 words max]*

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. *[350 words max]*

Innovative Intervention Details

If applicable for your pilot, state how the intervention could potentially improve one or more of the initiative's priority outcomes and benefit people living in poverty. The intervention can be introducing new or making changes to existing programs, processes, technologies, or delivery systems. *[300 words max]*

Pilot Evaluation Design

If applicable for your pilot, provide a brief description of the pilot evaluation design, and how it fits with the topics outlined in the RFP materials. Please include the randomization method, treatment groups (if there are more than two treatment groups, please list them using numerals), and describe any combinations of the interventions. Please include information about data collection and key outcomes: succinctly describe your data collection plan and key outcome measures of the study. Please include the data collection partner and your relationship with them. What are your intermediate and final outcomes? How will these be measured? When will you take measurements, and how frequently? *[500 words max]*

Outcomes of Interest

Beyond the initiative-specific outcomes listed under the "Innovative Intervention Details & Evaluation Design," please list any additional outcomes from this list to tag your evaluation with, in the case that a summary is later drafted of your evaluation. This list is the wider set of outcomes of interest for all J-PAL sectors and initiatives. Please add as many can apply to your planned study. *[see full list of options under "Outcomes of Interest" filter drop-down on [J-PAL Evaluations Page](#)]*

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.)? If so, please provide the title and/or J-PAL grant number of your previously funded project.

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]*

Local Researcher Involvement

Please describe whether/how the project involves researchers local to the project context. *[300 words max]*

Gender Implications and Analysis

Does the proposal address any gender issues? For example, have you taken into account how gender considerations could affect the outcomes of the intervention? *[250 words max]*

Gender Reporting

Does the proposal disaggregate data and outcomes by gender? Pilot and RCT projects are required to report on gender-disaggregated impacts: Please briefly explain whether you will disaggregate gender impacts or why this would not be feasible. *[250 words max]*

Pathway to an RCT

Describe how results from this pilot would inform a future RCT: *[300 words max]*

Describe, specifically, what researchers and practitioners can expect to learn from this pilot study. Will it pilot an intervention? Will it provide qualitative data to inform intervention design?

How could the findings meet the needs of policymakers or development practitioners? Outline a specific plan for how you will share your findings and outputs with partners (e.g., data). How will the

implementing partners and other stakeholders become aware of the findings and benefit from the data and other such outputs (e.g., descriptive statistics) generated from this pilot study?

In what specific ways will the pilot prepare researchers for a full RCT project? 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.

Impact

Do you expect these impacts to vary across geographic region, population, or context? Indicate the reliability of existing evidence from pilot studies or relevant expert opinion in your research context. Include preliminary or pilot data available in support of your hypotheses, models and/or theories of change. *[200 words max]*

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. If not applicable, please write "N/A." *[300 words max]*

Potential Risks

To protect children, research participants, staff, and community members, to comply with donor requirements, and to maintain a strong reputation for ethical research, J-PAL wants researchers to think carefully about the risks their research projects could face and how they will address such risks. The below questions provide an opportunity for researchers to do that. Successful applicants must provide updated answers in annual narrative reports only if there have been substantial changes since their proposal or last annual narrative report. Please answer the following questions in detail. If none of these issues are applicable (e.g., this is purely a travel grant), please feel free to note that.

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? *[200 words max]*

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? *[150 words max]*

Child Safeguarding

Particularly for projects working with children, what child safeguarding risks exist? *[200 words max]*

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) *[300 words max]*

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? *[150 words max]*

Institutional Review Board and Institute to Receive Award

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).

Human Subject Research

Do you plan to conduct human subjects research during your pilot? If your project scope of work includes collecting the types of data above, please select Yes. *[Yes, No]*

IRB Organization Information

Note: 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. Furthermore, MIT requires that the PI named on the IRB must be employed by the institute receiving the award. 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.

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

Note: If this proposal receives initiative funding, we will ask that you submit all IRB approval(s) or exemption(s), all IRB-approved protocols, and any IRB-approved consent forms.

Is this IRB of Record IORG certified?

[Yes, No]

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]*

Data Publication

Please confirm you plan to publish data collected in an open-access, online database at the end of the evaluation. Data publication is required for projects funded by a J-PAL initiative, unless researchers request an exemption (which J-PAL has the discretion to deny) for legal, ethical, or proprietary reasons. Please see J-PAL's Data and Code Availability Policy for more information about data publication: https://drive.google.com/file/d/1x-X5S9wxPge5vAg4htVHWfh-04VHAc8A/view *[Yes, No]*

Institute to Receive Award (ITRA) Information

Please indicate the institution that will receive the grant funds. PLEASE NOTE: MIT now requires that at least one project PI be employed by the organization receiving the subaward and funds. Please provide the name of the ITRA here. Please see this memo and FAQs document for more information.

Partnership Questions

Partnership Status

Have you established communication with relevant stakeholders, including but not limited to government agencies and implementing partners, for research collaboration? *[Yes, No]*

For each partner, please answer questions 1-4:

1. Name of Partner Organization

Indicate the name(s) of the partner organization.

2. Role of Partner Organization

Indicate the role of the organization on this project. If you are adding co-funders, you will not be able to submit until you (a) indicate the amount of received or committed funding, (b) add the funded proposal or project title, and (c) add the name of the primary PI for the co-funded

proposal or project. *[Co-funder, Scale-up Partner, Research Partner, Intervention Implementation Partner, Government Partner, Other* (If you select "Other," please explain the role of your partner.)]*

3. Partner Description

Please provide a brief description of the partner(s), the partner's involvement in project activities, and any in-kind or financial support they have committed or provided to the project.

Please include any potential partnership risks. *[250 words max]*

4. Point(s) of Contact Based at the Partner Organization

First Name, Last Name, Role or Title, Email Address, and (optional) Phone Number

Co-funder Details

If you are adding co-funders, indicate the total amount of received or committed funding, the funded proposal or project title, and the name of the primary PI for the co-funded proposal or project. *[250 words max]*

Other funders

We are in touch with other funders and occasionally share proposals that are relevant to their interests. Do you consent to us sharing your proposal with other potential funders? *[Yes, No]*

Budget

Budget Template

From the [RFP website](#), download and complete the pilot 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.

Project Implementation Costs Ineligible

For all projects, program/intervention implementation costs are expected to be borne by the project partners. However, under some circumstances where implementation costs are significantly increased due to the research design, for example a randomized encouragement design, and/or there is high potential for the research to inform a real-world program or policy, the initiative may consider funding implementation. Proposals requesting funds for implementation are required to explain why the implementer cannot bear the costs in their budget.

Funding PI Time Rarely Eligible

In general, grants from J-PAL initiatives can not be used to fund a PI's salary. However, K-CAI research funds may be used to cover a PI's time if the PI has completed a PhD and is based at an academic institution in a low- or middle-income country. The amount of funding which can be used to fund PI salaries for PIs based at low- or middle-income country institutions varies by award type as follows:

Full RCT: Up to $8,000 per low- or middle-income country researcher PI/co-PI per year, but the total budgeted amount for low- or middle-income country researcher PI time in aggregate across all co-PIs should not exceed $20,000 per year.

Pilots: Up to $8,000 per low- or middle-income country researcher PI/co-PI for the entire award period, but the total budgeted amount for low- or middle-income country researcher PI time should not exceed 25% of the total budget.

Travel / Proposal Development: There are no individual PI limits, but the total budgeted amount for low- or middle-income country researcher PI time in aggregate across all co-PIs should not exceed $3,750 per award.

Budget Upload

Please fill out the budget template described above and upload it here. *[File upload]*

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. *[File upload]*

Letters of Support & Additional Materials

Letter of Support from Implementing Partner

Pilot projects are recommended to provide a letter of support from their implementing partner. This letter should indicate a willingness to work with the research team.

Letter of Transmission

Pilot projects are required to provide a letter or document stating approval of the proposal materials and budget from each proposed institute to receive award (ITRA). Please note that MIT policy states that the project PI needs to be 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.

Are you applying as a PhD student?

[Yes, No]

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. Please upload the letter of support here. *[File upload]*

Additional Attachments

Please attach any relevant materials discussed in your answers to the previous questions or required by the initiative. *[File upload]*