PROPOSAL GUIDELINES: K-CAI PATH-TO-SCALE GRANTS

This document contains an Overview, Budget Guidelines, an Application Checklist, and both a Letter of Interest (LOI) template and a main proposal template for full RCT 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.

Scaling proposals must be based on direct evidence from one or more randomized evaluations, at least one of which should have been conducted by a J-PAL affiliate or invited researcher and/or funded by a J-PAL initiative. This type of support is for projects where the partner has already piloted a version of the RCT-informed solution in their context, either in a randomized evaluation or policy pilot or elsewhere, with sufficient justification that the solution has been responsibly adapted and contextualized. This type of support is for projects where, based on previous results, the government partner would like to move forward with a scale-up and would like technical support in expanding the program more widely. This grant can support a range of activities that can include but are not limited to analyzing results to help the partner secure key approvals for the scale-up, ensuring implementation and rollout protocols maintain fidelity to the evidence from randomized evaluations in terms of the key program features that drove positive impacts, and/or setting up low-cost partner-owned monitoring systems for programs at scale to report periodic progress to key decision-makers.

1. Details on the one or more randomized evaluations on which the project is based must be provided in writing to the Review Board in one of the following formats, rank-ordered with the most preferred format noted first:
   a. Peer-reviewed published paper.
   b. Working paper that was released publicly at least six months before the date on which a project proposal is submitted to a J-PAL initiative for funding and/or the date on which a J-PAL office initiates a request to relevant decision-makers for approval to provide substantive scale support.
   c. Working paper that is meaningfully publicly available.
   d. Working paper not yet meaningfully publicly available.
   e. Any other document in any format.

2. Regardless of format, the written document should provide sufficient detail on the design and results of the one or more randomized evaluations on which the project is based to enable the relevant decision-makers to understand and assess the quality and strength of the evidence base underpinning the proposed scale project, including both internal and external validity. Contents that would be useful for the relevant decision makers to make their decisions include:
    a. Description of context, intervention, RCT design, and data sources.
    b. Balance tables.
    c. First-stage regression results (if the design requires a strong first stage).
    d. Intention to treat (ITT) regression results for at least one primary outcome, robust to different specifications, including standard errors for construction of confidence intervals.
    e. Checks for and responses to any threats to randomization: differential attrition, spillovers, etc.
    f. Interpretation of results - An assessment of and considerations relevant to the generalizability of the evidence to the context in which the proposed project is to take place.
    g. Policy implications/recommendations.

SCALING TYPES & AWARD SIZES

Adapt
Up to $75,000, suggested period of performance: one year.

This type of support is for projects where the government partner has identified the potential evidence-informed solution, but more work needs to be done before they can pilot a scalable version of it. These grants can be used to support the government partner in designing and adapting evidence-informed programs, policies, or delivery mechanisms to their context and systems so that they are ready to begin piloting it. This can include collecting data about the nature and extent of a problem to determine whether potential solutions are relevant to the context (i.e., conducting a needs assessment or scoping/feasibility study).

Policy Pilot
Up to $100,000, suggested period of performance: two years.

This type of support is for projects where the partner is ready to pilot the evidence-informed solution but would like technical support in either setting up a pilot, making sure it maintains fidelity to the evidence in terms of the program features that drove positive impacts, and/or monitoring pilot implementation quality. These grants can be used to support the government partner in piloting a scalable version of an evidence-based solution, including: preparing for the pilot (training, program manuals, etc.), conducting process evaluations to monitor implementation quality, analyzing pilot results and if successful, helping the partner to make a case for further scale.

Scale

Up to $400,000, suggested period of performance: three years.

This type of support is for projects where the partner has already piloted a version of the evidence-informed solution in their context (either in a randomized evaluation or policy pilot) or elsewhere, with sufficient justification that the solution has been responsibly adapted and contextualized. Based on previous results, the government partner would like to move forward with a scale-up and would like technical support in expanding the program more widely. This grant can support a range of activities that can include but are not limited to: conducting analysis to help them secure key approvals for the scale-up, ensuring implementation and rollout protocols maintain fidelity to the evidence in terms of the key program features that drove positive impacts, and/or setting up low-cost partner-owned monitoring systems for programs at scale to report periodic progress to key decision-makers.

Project Costing Exercise: J-PAL RCT grantees are requested to collect and share detailed program cost data following the [J-PAL Costing Guidelines](). **The [main proposal template]() includes details on what to include in your proposal narrative.**

> **Motivation:** The goal of this exercise in each RCT proposal is to ensure that the research team has plans from the outset to collect cost data for all "ingredients" needed to implement a program or intervention, excluding the costs of evaluating the impact of that program. In policy outreach activities, J-PAL has found that policymakers often ask how much a program or intervention costs, and collecting detailed cost data allows for cost-effectiveness analysis. This can assist policymakers when they are choosing how to allocate resources between different programs, or deciding to replicate or scale up a program that is demonstrated to be effective[1].
>
> **Principles and expectations:** While a rigorous cost-effectiveness analysis requires very granular data, J-PAL will provide grantees a basic cost collection template, alongside basic reporting templates, which helps researchers gather the figures for the various cost categories. The template includes a sheet to assist with calculation of a "total program cost," and a sheet to calculate high-level cost figures that are of greatest interest to policymakers. **Your proposal should help us understand the potential for a very rough, back-of-the-envelope cost-effectiveness calculation.** When planning your cost data collection and approach to cost-effectiveness analysis, you should consider not only the costs of any inputs offered to participants (e.g. seeds, equipment, etc.), but also the costs of facilities and utilities, implementation staff, transport, and any other costs required to conduct the program. You may find it useful to consider the following questions when constructing your plan to collect relevant cost data:
> - Are there costs in identifying the participant populations? (e.g. costs of doing a census, distributing flyers or other marketing materials, or holding information sessions

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[1] For more information on comparative cost-effectiveness analysis, see: https://www.povertyactionlab.org/resource/conducting-cost-effectiveness-analysis-cea. If you have feedback on this exercise, the template, or the underlying rationale, please submit feedback [online.]()

necessary to implement the program.)
- Are there training costs for program staff implementing the intervention?
- Are there costs borne by participants (consider opportunity costs, subsidized components of the program, etc.)
- Are there activities that are reduced in size or discontinued as a result of this intervention being introduced? These might indicate cost savings from this intervention.
- Are there implementation monitoring costs involved, necessary to track progress or ensure compliance with plans to achieve effective implementation?

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.[2]**

Guidelines for completing a Path-to-Scale proposal budget: Please submit a detailed project budget using the Scaling Budget Template provided at the RFP page. 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. 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. 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. You can look up the IORG status of an IRB here.
- Please refer to the Award Requirements and Setup Process document available in the FAQ section of the RFP webpage to review all of the Initiative's award requirements in detail as part of preparing your submission.
- Only projects with co-funding should complete both Excel sheets in the template, i.e., both "Total Project Budget" AND "Initiative Budget" (i.e., what you're requesting from the Initiative) in the budget template. **If the project has other funders, the proposal**

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[2] 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.

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.**
  - **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 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.** 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 the online portal 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 webpage and listed below.

1. **Proposal Narrative:** Guidance pertaining to the narrative prompts is included in the main proposal template below. As part of the proposal narrative, you will be required to upload a research timeline.
2. **Proposal Budget**: Carefully review the Budget Guidelines in this document, then use the Path-to-Scale 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.

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

1. 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.

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

3. 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

Scaling Funding Type

Which type of funding are you applying for? The three J-PAL Path-to-Scale Award Types are as follows:

Adapt (up to US$100,000 and a suggested period of performance of up to one year): The partner has identified the potential evidence-informed solution, but more work needs to be done before they can pilot a scalable version of it. These grants can be used to support the partner in designing and adapting evidence-informed programs, policies, or delivery mechanisms to their context and systems so that they are ready to begin piloting it. This can include collecting data about the nature and extent of a problem to determine whether potential solutions are relevant to the context.

Policy Pilot (up to US$250,000 and a suggested period of performance of up to two years): The partner is ready to pilot the evidence-informed solution but would like technical support in either ensuring a pilot maintains fidelity to the program features that drove positive impacts in the RCT evidence basis, and/or monitoring pilot implementation quality. These grants can be used to support the partner in piloting and/or evaluating a scalable version of an evidence-based solution, including analyzing pilot results and if successful, helping the partner make a case for broader scale-up.

Full Scale-up (up to US$400,000 and a suggested period of performance of up to three years): The partner has already piloted a version of the evidence-informed solution in their context (either in an RCT or policy pilot) or elsewhere, with sufficient justification that the solution has been responsibly adapted and contextualized. The partner would like technical support in expanding the program more widely. The definition of "full scale" can be different depending on the

context and the particular problem, but it can mean a large geographical reach (e.g., across a large city, a region, or a nation) or a large number of lives impacted (e.g., changing a global private organization's practices). This grant can support a range of activities such as ensuring implementation and rollout protocols maintain fidelity to the key program features that drove positive impacts in the evidence base.

For examples and more information, please reference our Guide to Path-to-Scale Awards. The K-CAI team provides meetings to discuss Path-to-Scale proposals with project teams as well; if interested, please reach out to kcai@povertyactionlab.org.

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]*

Locally Grounded

Please include a clear rationale for why the intervention may be relevant or appropriate for the proposed context and/or institution. When possible, please include descriptive statistics about the nature and extent of the problem and aspects of local systems and institutions that make it amenable to the intervention. Specify which aspects of the existing evidence are or are not likely to generalize given the proposed implementer, context, and delivery model(s). *[300 words max]*

Scaling Design and Testing

What evidence-informed intervention(s) (policies, programs, processes, or delivery mechanisms) are you hoping to adapt to a new context, conduct a policy pilot of, or support the scaling of? You may wish to describe the partnership and policy window and/or why you would like to adapt or pilot this policy, program, process, or delivery mechanism, how it fits with the research topics outlined in the RFP Overview. If applicable, please include information about data collection and key outcomes. *[500 words max]*

The Innovation and Scaling Potential

Please describe the innovation the [government, nonprofit, private sector, etc.] partner will explore adapting, piloting, and/or scaling. Innovations can be new programs or changes to existing programs, processes, technologies, or delivery systems. Please also provide a brief summary of how they plan to use the technical assistance in specific decisions about expanding of scaling an evidence-informed solution. If the partner decides to/succeeds in scaling the innovation, how many people could it potentially reach? What is the average income level of the target population? What is your projection on the amount of impact on one or more of the initiative's focus areas, and when would that impact occur? your subjective assessment of how likely this scale-up is to happen (i.e. X% likely to happen) if the pilot phase goes well. What are the main factors that could prevent this innovation from scaling and how do you plan to address them? *[750 words max]*

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.

Depth of Impact

Please include a brief note on the effect size(s) found in the previous RCT(s) of this intervention for these and any other relevant outcome areas, whether they were economically significant, and

whether you expect the effect size to be similar in magnitude, lower, or higher in this context and why. *[400 words max]*

Randomized Evaluation Funding

Funding randomized evaluations is not the main goal of scale-focused projects. However, we recognize that in some cases rigorous evidence of effectiveness at scale is a critical input for the partner's scale-up decision. In these exceptional cases, the initiative will allow proposals that include partial funding for randomized evaluations. If your project includes a randomized evaluation that is intended to inform scale decisions, please provide relevant answers to questions 1-8 below (only displayed if response is "Yes"), referring to the initiative's RCT Proposal Guidelines on the RFP webpage for further details. *[Yes, No]*

1. Description of the Research Activities, Treatment, or Intervention: Provide a brief description of the intervention. *[250 words max]*

2. 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? *[250 words max]*

3. Power Calculations: Please enter power calculations here. You may alternatively upload a document in the "Additional Attachments" section at the end of the application and enter "See attachment" here. *[250 words max]*

4. Whether the research proposal addresses gender issues in any way including analysis disaggregated by gender. Note that funded projects will be required to report on gender-disaggregated data. *[250 words max]*

5. Scaling Partner's Commitment: Details on the scaling partner's commitment to use the results in a specific scaling decision. *[250 words max]*

6. Data Publication Plans: 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.*[250 words max]*

7. Evaluation/Research Design: Please provide a brief description of the evaluation design, and how it fits with the research topics outlined in the RFP Overview, Evidence Review, or Research Agenda. Please include the randomization method, treatment groups, 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? If there are more than two treatment groups, please list them using numerals. *[500 words max]*

The Activities

List the proposed activities and how they will contribute to the end goal along with a clear timeline and concrete milestones. Milestones should represent key decisions, outputs, changes, etc. that will demonstrate whether your work is on track. Applications applying evidence in a new context should diagnose the problem and determine if past evidence is relevant. Applicants

should state how they will adapt, pilot, and monitor the innovation in the new context before scaling. *[750 words max]*

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]*

Implementation and Cost Documentation

Please comment on what efforts you will make to collect implementation costs and document implementation details and scale-up processes so these can benefit other policymakers and researchers and staff at J-PAL. *[350 words max]*

Potential Cost-effectiveness

Considering any existing evidence on cost-effectiveness, please provide your assessment of the potential cost-effectiveness of the innovation if delivered at scale. You may wish to consider the theory of change of the innovation and other data to inform how effectiveness may change at scale and any expected economies of scale that have a bearing on marginal cost per beneficiary. Please include any existing cost-effectiveness estimates if available. *[250 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

Human Subjects Research

Do you plan to conduct human subjects research during your scaling grant? 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). If your project scope of work includes collecting this type of data, please select Yes and answer questions 1-4 below. *[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. 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.

You can look up the IORG status of an IRB here.

1. 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.

2. Is this IRB of Record IORG certified?

[Yes, No]

3. 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]*

4. 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

The Institutionalization of the Partnership

Please describe how established the partnership is, and any plans for how this project will contribute to the institutionalization of the partnership, such as via a Memorandum of Understanding (MOU) or other long-term plans. *[500 words max]*

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]*

Interest in Co-funding

Are you interested in applying for co-funding from [Development Innovation Ventures (DIV)](#), the [Fund for Innovation in Development (FID)](#), or other donors in J-PAL's network? Would you potentially like assistance from J-PAL staff in preparing a proposal to these donors? Please note that assistance will be provided on a case-by-case basis, but the first possible step is assessing interest. *[150 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 path-to-scale 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

Scaling grants are required to provide a letter of support from their implementing partner. This letter should indicate a willingness to work with the research team and an agreement to share program cost data with J-PAL (through the PI) for the purpose of conducting a cost-effectiveness analysis. If applicable, they may also include elements in the following list: (1) The support for the activities proposed (2) How the partner plans to use the results of the research or other activities to support specific scaling decisions and strengthen policymaking. Any details about the potential reach of the scaled-up program. (3) How the partner sees a long-term partnership with J-PAL to be valuable. (4) What costs will be shared by the partner and an initial total budget amount (if exact costs are not available, then a broad commitment to pay for implementation or other costs is sufficient). *[File upload]*

Scale-Up Partner Letter of Support

Applicants must also include letters of support from potential scale-up partners (if different from the implementing partner), such as government agencies and large NGO partners. Such letters should state: (1) The support for the activities proposed (2) How the partner plans to use the results of the research or other activities to support specific scaling decisions and strengthen policymaking. Any details about the potential reach of the scaled-up program. (3) How the partner sees a long-term partnership with J-PAL to be valuable. (4) What costs will be shared by the partner and an initial total budget amount (if exact costs are not available, then a broad commitment to pay for implementation or other costs is sufficient) (4) Willingness to share program implementation cost data with project for the purpose of conducting program cost analysis. *[File upload]*

Letter of Transmission

Scaling grants 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. *[File upload]*

Scaling Affiliate Letter of Support

The J-PAL affiliated and/or K-CAI invited researcher can complete a short Affiliate Letter of Support form and submit it along with the rest of your application. A template is available on the K-CAI RFP webpage (see links at bottom of page). *[File upload]*

J-PAL Regional Office Letter of Support

A letter from the relevant regional J-PAL office that has responsibility for the project country. Please email the Executive Director from the relevant J-PAL office at least 3 weeks in advance of the RFP deadline to ensure that the office has enough time to produce their letter of support, which requires a thorough review of the proposal and budget.

J-PAL offices may be able to provide support in facilitating connections to policymakers, researchers, supporting key policy partnerships, and implementing technical assistance. If this is something you are interested in, please discuss it with the relevant J-PAL Executive Director as part of your J-PAL office letter of support to discuss what kind of support may be available. Any relevant J-PAL office support should be included in the project budget.

Note: If a J-PAL office is the receiving institution, they only need to submit a letter as the receiving institution (described on the Budget Tab). If a J-PAL office is the applicant, K-CAI still requires the J-PAL Executive Director from the applying office to submit a letter of support to signal their support and capacity for the project.

A template is available on the K-CAI RFP webpage (see links at bottom of page). *[File upload]*

Existing/Underlying Evidence

Please upload the corresponding written document(s) about the existing/underlying evidence on which your scaling proposal is based. Additional information on required documentation is outlined in the RFP Overview, Evidence Review, or Research Agenda. *[File upload]*

Additional Attachments

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