

J-PAL North America Criminal Justice Reform Special RFP Proposal Checklist

I have included the following in my proposal to the J-PAL North America Social Policy Research Initiative RFP:

- **The proposal application cover sheet saved with the name *[PI Name]_[Topic Name].pdf***
- **A 5-page narrative including:**
 - A 150-200-word abstract including information on the research question, the hypotheses, the intervention, the (potential) sample size, and the outcomes.
 - The narrative clearly describes:
 - The policy problem that motivates this research,
 - An explanation of how the study addresses a policy issue that has a significant impact for low-income or vulnerable people
 - The treatment/intervention, evaluation design, the study population (including demographics), and implementing partners.
 - Power calculations based on a minimum detectable effect (MDE) size with a clear explanation of why the MDE is realistic and decision-relevant, including enough detail for reviewers to understand how you arrived at the MDE and citing the relevant literature.
 - The expected timeline to complete the study and analysis.
 - The narrative addresses each of the topics listed in the Evaluation Criteria:
 - Relevance to Social Policy Research Initiative policy and issues of poverty
 - Contribution
 - Value of research
 - Technical design
 - Viability of the project
 - Publishing data
 - The narrative is no longer than five pages.
 - The minimum font size is 11 points.
 - The margins may not be smaller than 1 inch.
 - The document is saved as *[PI Name]_[Topic Name].doc(x)*
- **A complete budget (template available [here](#)).**
 - Budget reflects the actual needs of the project.
 - The indirect cost rate does not exceed 9% of total direct costs.
 - There is no PI time (academic or summer) included.
 - The Grant period is for a maximum of three years
 - Each line item is detailed in accordance with the budget section of the RFP instructions (i.e. institution/university costs vs. partner costs).
 - Each item in the budget is included and justified in the budget narrative.



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- No items are labeled miscellaneous, contingency, or rent.
- If there is co-funding for the project, complete the Total Project Budget tab of the budget.
- The budget form is saved as a single excel file, titled *[PI Name]_Budget.xls(x)*

- **A budget narrative saved as *[PI Name]_BudgetNarrative.doc(x)***

- **Letter(s) of support from the partner organizations** (Applicants for pilot funding are encouraged, but not required to submit letters of support.)

- *Optional:* [Questionnaire](#) for [Short-Term Research Management](#).