

## Application Cycle

## Jobs And Opportunity Initiative Brazil (JOI BR) Application

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**Jobs and Opportunity Initiative Brazil (JOI Brazil) RFP Overview**

J-PAL's Jobs and Opportunity Initiative Brazil (JOI Brazil) funds randomized evaluations that address pressing labor market challenges related to supply and matching, job creation, the future of jobs, and social issues and labor markets. JOI Brazil is now calling for proposals from J-PAL affiliates, J-PAL postdocs, and J-PAL invited researchers for full research projects, pilot studies, and development grants. PhD students, with support from an advisor who is a J-PAL affiliate or invited researcher, are also eligible to apply.

**Letters of interest are due by Thursday, August 25, 2022 at 7:00 PM UTC-3. Proposals are due by Thursday, October 6, 2022 at 7:00 PM UTC-3.**

The JOI Brazil Initiative is funded by donations in Brazilian Real (BRL) and the Initiative will make all awards in BRL. Please be sure to submit your budget in BRL. If you expect to use your award, if successful, for expenses outside of Brazil, we will work to send grant funds to you in the currency needed, but you will be responsible for any currency risks.

The full Jobs and Opportunity Initiative Brazil (JOI Brazil) Overview and Instructions can be found [here](#).

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**Eligible Researcher**

Please identify the researcher who is eligible for J-PAL Initiative funding. This may be the principal PI, or any eligible PI if there are multiple eligible researchers associated with the proposal.

Click on the magnifying glass to the right of the field. Type at least the first three characters of the name you are searching for and click GO.

**Select PI Eligibility Category**

Indicate how the researcher identified above is eligible for J-PAL Initiative funding.

**PhD Student Applicants**

If you are a PhD student, please indicate the J-PAL affiliated researcher or J-PAL invited researcher who serves as an adviser on your dissertation committee at your host university.

**PI Certification**

I agree that all J-PAL affiliates and invited researchers who are co-PIs on this project certify that they will be active, engaged, and responsive PIs on this project dedicated to guaranteeing the quality control on all aspects of this research; and that their participation in this project is not merely to provide access to J-PAL resources and funding to anyone else working on this project who is neither a J-PAL affiliate, nor an invited researcher.

**Identify Team Members**

*Click the link below to add PIs, team members, or project collaborators.*

[Click here to Add Collaborators](#)

*The person who started the application will be assigned the role of applicant which will be visible on the **Manage Team Members** tab. **Do not, under any circumstances, edit that assignment.***

*If a contact has multiple roles, add the team member and indicate the first role, then add them again to assign another role. If you are assigned the applicant role because you are completing or started the application and you are also a PI you will need to add yourself again and identify yourself as such. When the pop-up asks if you would like to give access to this team member, select no, and move on to assigning the additional role.*

\*

**Proposed Project Start Date**

This should be the approximate start date for all project activities, including any work conducted prior to requesting JOI funding, and any work that will be supported by co-funding.

\*

**Proposed Project End Date**

This should be the approximate end date for all project activities, including any work planned after any potential JOI funding has been exhausted, supported by co-funding.

\*

**Amount of Funding Requested from JOI-BR:**

Please ensure that the amount requested is in Brazilian Real (BRL)

\*

**Proposed Subaward Period of Performance Start Date**

The start date for the proposed period of funding support from J-PAL, during which invoices may be submitted. This may be different from the Project start date.

\*

**Proposed Subaward Period of Performance End Date**

The end date for the proposed period of funding support from J-PAL, during which invoices may be submitted. This may be different from the Project end date.

\*

**In what country or countries will your study take place?**

\*

**Have you submitted this or a related proposal to any J-PAL Initiative RFP?**

**If yes, for which previous funding round?**

After you click the MAGNIFYING GLASS to the right of this field, type in the funding Initiative's acronym and click GO to select the RFP that you received funding in.

**Institute Holding IRB of Record**

If the project has not received an IRB exemption and IRB review is required, please indicate the current or expected IRB of record.

*Click on the magnifying glass to the right of the field. Type at least the first three characters of the name of the institute you are searching for and click GO.*

**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.

**Please be prepared to do so.**

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You can manage any project team member you added from the **Basic Information** tab below.

Please do not edit or change the automatically assigned "applicant" role.

If the person who is the applicant has another function related to the proposal, such as PI, navigate back to the **Basic Information** tab. Scroll down to the **Project Team** search box, click the magnifying glass, select the contact to add them, and indicate their additional role.

Show 10 ▼ entries

Role	Portal Access to Proposal?	Date Added
Applicant	Owner	1/13/2022 5:08 PM

Pending Invited Team Members

Show 10 ▼ entries

First Name	Last Name	Email	Status
No Data Available			

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Please add any implementation partners (including partners in charge of delivering the intervention and partners in charge of evaluating/conducting research on the inter sure to indicate the amount of received or committed funding.

We strongly recommend including a point of contact based at each partner organization.

If the organization you are searching for is not available, please send an email to [fc\\_help@povertyactionlab.org](mailto:fc_help@povertyactionlab.org) that includes the organization's name, the type of organi: within two business days, informing you when the requested partner has been created and is available to add to your application.

Show 10  entries

Partner Organization	Partner Organization Role	Co-funded Amount	C
No Data Available			

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**Instructions**

Any section marked with an asterisk (\*) is required, and all required fields must be addressed in order to submit a proposal. Some fields are only required in certain circumstances; please follow the instructions on each tab, thoroughly read the cues, and access linked documentation as necessary.

Include a single-spaced response to prompts where applicable.

Any field that requests the upload of documentation supports multiple attachments; however, the file size limit for any single file is 2 GB.

\*

**Jobs and Opportunities Initiatives Research Theme(s)**

Please indicate which Jobs and Opportunities Initiatives research theme or themes your proposal relates to; these are described in detail in the RFP materials.

\*

**Connection to JOI Brazil's key questions:**

Please discuss the project's connection to key questions in the Jobs and Opportunity Initiative Brazil (JOI Brazil) [RFP overview](#).

\*

**Abstract**

Write a 100-150 word abstract of the study. Please note that this abstract will be added to the Initiative's webpage if the project receives funding. [answer format: Up to 15,000 character limits]

\*

**Policy Motivation**

Please provide a summary of the policy problem that motivates this research and describe how it fits with the research priorities identified in the [RFP overview](#).

\*

**Policy Relevance**

Does the study address questions crucial to understanding pressing issues on labor market policies in low- and middle-income countries? Does it address the priority questions outlined in the [RFP overview](#)? Will results from the intervention have broader implications? How, if at all, will the "lessons learned" have relevance beyond this test case? Is there demand from policy makers for

more/better information to influence their decisions in this area? Is there potential for the implementing partner to scale up this intervention?

\*

### Potential to Inform Policy Decisions

A comment on whether the project has the potential to inform policy or program design.

\*

### Intervention Details

A brief description of the intervention or treatment to be evaluated. (Max: 15,000 character limits)

\*

### Evaluation Design

A brief description of the evaluation design, and how it fits with the research priorities identified in the [RFP overview](#).

### Target Population

*What population(s) does the intervention attempt to impact?*

\*

### Target Population and Context

A brief description of the target population to be reached. [Max:200 words]

\*

### Potential Risks and Mitigation Strategies

- Are there any technical, logistical, or political obstacles and risks that might threaten the completion of the study (for example, implementation capacity, government authorization, or other funding) and how does your team plan to address/overcome them?
- Are there any COVID-related risks to the feasibility of the project? How will your team prepare for and mitigate these risks?
- Are there any risks of unintended negative consequences for program participants and/or staff and if so, what are they? Has the team taken proactive measures to assess, monitor, and mitigate/prevent any such potential risks?

\*

### Partnership Details

Please provide a brief description of the implementing partner (or partners), the history of the partnership, 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 risks to the partnership. [150 words max.]

Please note: you will need to list Implementing Partner(s) and any co-funder(s) under the Partner Organization(s) tab of this application.

### Local Researcher Involvement



Please describe how the project involves researchers local to the project context.



### Gender

A comment on whether the research proposal addresses gender issues in any way, including analysis disaggregated by gender. Please note that funded projects will be required to collect and report on gender-disaggregated data, as outlined in the RFP Overview document under the "Grant Conditions" section. [100 words max.]

### Additional information:

A discussion of the other evaluation criteria if not already addressed in the narrative.

### Upload any additional materials you would like considered with your proposal

If there are any documents we have not requested elsewhere in this application, that you feel strengthen your proposal, please upload them here. (This field supports multiple document uploads.)

Sr. Number	File Name	-	Created Date
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No Attachments

All attachment fields support the upload of multiple documents, however, no single document may exceed 2 GB. Supported documents include Word, Excel and pdf.



### Schedule and Description of Activities

For J-PAL it is important to understand the sequence of steps in your project. Please submit a concise and structured one-sheet Excel document with a timeline and a description of the activities corresponding to each defined time period. Since each type of project has a different time division, we are not providing a template from which to fill in your project information.

Sr. Number	File Name	-	Created Date
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No Attachments

All attachment fields support the upload of multiple documents, however, no single document may exceed 2 GB. Supported documents include Word, Excel and pdf.

### Declaration of Awareness and Agreement with the General Terms and Conditions of the Financial Aid Contract

JOI Brazil can accommodate two financial management models, based on applicable legislation and the internal rules of each host institution. The hyperlink to this Declaration is available in the [JOI Brazil RFP website](#), under Application documents. Please read the descriptions of the two models carefully and select your preferred one. This document must be dated, signed and uploaded here.

Sr. Number	File Name	-	Created Date
No Attachments			

All attachment fields support the upload of multiple documents, however, no single document may exceed 2 GB. Supported documents include Word, Excel and pdf.

### Term of Approval and Consent

The Term of Approval and Consent must be issued by one of the PIs Host Institution representatives so that JOI Brazil has an institutional endorsement that your Host Institution of affiliation/place of employment is aware, approves, and supports your project as submitted.

Sr. Number	File Name	-	Created Date
No Attachments			

- Example language for Model Executed by J-PAL LAC: "(On corresponding letterhead) (Name of the Host Institution of the PI) is pleased to support and will authorize the participation of the (Name of PI)'s proposal on the JOI Brazil RFP 2022 Second Semester considering their contract affiliation in (Name of the Host Institution of the PI). Please contact me (this will be the person representative of the institution who has the legitimacy to grant consent on behalf of the institution by signing this letter) with any concerns which may arise related to project implementation."
- Example language for Model Executed by Another Host Institution: "(On corresponding letterhead) (Name of Host Institution of the PI) is aware, approves, and is pleased to support (Name of PI)'s proposal and will plan on carrying out the work in accordance with the submitted budget and the administrative and financial management model indicated. (Name of Host Institution of the PI) is aware of and has full responsibility for making available the infrastructure required by the scope of work described within the submitted project. (Name of PI at Host Institution) will serve as (Name of Host Institution)'s Principal Investigator for this work. In this role, he/she is responsible for the implementation of this project in accordance with this proposal and with appropriate research and data protection practices. Please contact me (this will be the person representative of the institution who has the legitimacy to grant consent on behalf of the institution by signing this letter) with any concerns which may arise related to this project's operation at (Name of Host Institution of the PI)."

### Statement of Adherence to Policies and Standards

There are policies and standards that must be followed within the scope of a J-PAL research. The hyperlink to the Statement of Adherence to Policies and Standards is available in the [JOI Brazil RFP website](#), under Application documents. We ask that you read them carefully and, at the end of the document, express your agreement. Please upload the signed version here.

Sr. Number	File Name	-	Created Date
No Attachments			

All attachment fields support the upload of multiple documents, however, no single document may exceed 2 GB. Supported documents include Word, Excel and pdf.



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## JOI Brazil Full and Pilot Proposal Budget Instructions

Instructions: Please submit a detailed project budget using the Excel template available online. To reduce the processing time, please keep the following in mind when developing your budget:

1. Budgets MUST be stated in Brazilian real (BRL). If you expect to use your award for expenses outside of Brazil, we will work to send grant funds to you in the currency needed, but you will be responsible for any currency risks.
2. If there is co-funding for the project, you must complete both the "Total Project Budget" and the "JOI Brazil Budget" sheets in the budget template.
3. Applications must include budget notes in the column provided in the budget template, detailing the major costs within the budget. For example, "Travel Costs" should include a breakdown of how many trips are planned, the estimated cost per trip, etc. "Field Costs" should include a breakdown of the number of respondents, cost per respondent, etc.
4. Universities in high-income countries, generally defined as OECD member countries, can charge up to 10% in indirect costs, applied to total direct costs. Independent non-profits from any location and universities from mid- or low-income countries (LMIC) may charge up to 15% in indirect costs, applied to total direct costs.
5. For Full and Pilot studies financed through the Model Executed by J-PAL, there will be no overhead associated, but it will be charged 15% of the direct costs for the time of an associate for project support reviewing and monitoring your project. This expense should be included in the budget as such, in the staff section.
6. We understand that the cap on overhead or indirect costs under JOI Brazil 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 notes.
7. 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.
8. Unallowable costs include those labeled as "incidental" "miscellaneous," or "contingency". If you think some amount may change in the short term, be aware that rebalances of up to 10% between lines are possible, as long as the total amount remains unchanged. Try your best to comment on each label in the budget notes.
9. JOI Brazil research funds are unable to fund any program implementation costs.
10. Please note that JOI Brazil does not cover salaries of PIs based in high-income countries. For PIs based in low- and middle-income countries, the following applies:
  - Full RCTs: Up to BRL 110,000 per year for LMIC researcher PI/co-PI time, with a limit of BRL 45,000 per PI per year. However, in exceptional cases, one can motivate a deviation from this threshold.
  - Pilots: Up to BRL 45,000 per LMIC researcher PI/co-PI, but the total budgeted amount for LMIC researcher PI time should not exceed 25% of the total budget. However, in exceptional cases, such as where there is no primary data collection, one can motivate a deviation from these thresholds.
  - Development grants: No PI time in budget.

\*

## JOI Brazil Pilot Budget Template

Download and complete [this template](#) and reupload here.

Sr. Number    File Name

-

Created Date

No Attachments

All attachment fields support the upload of multiple documents, however, no single document may exceed 2 GB. Supported documents include only Excel for this field.

**Budget Narrative**

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 -- i.e., notes included in the Excel sheet do not suffice.**

Sr. Number	File Name	-	Created Date
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No Attachments			
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*All attachment fields support the upload of multiple documents, however, no single document may exceed 2 GB. Supported documents include Word, Excel and pdf.*

**Budget Notes**

[Up to 4,000 character limits]

**Allocation of External Funding**

*If you have other pending awards for this project, please tell how you plan to allocate the funds received in case you are successful and receive all of these requested awards? Is J-PAL funding sufficient to run the project, or is the project contingent on whether or not additional funding is secured?[Up to 3,500 character limits]*

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## JOI Letter of Support from Implementing Partner

While only full projects are required to provide a letter of support from their implementing partner, all other applicants are encouraged to include a letter of support from an implementing partner when available. When applicable, this letter should indicate a willingness to work with the research team and agreement to share program cost data with J-PAL (through the PI) for the purpose of conducting cost effectiveness analysis.

Sr. Number	File Name	-	Created Date
No Attachments			

All attachment fields support the upload of multiple documents, however, no single document may exceed 2 GB. Supported documents include Word, Excel and pdf.

## 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 or applicant's dissertation committee at their host university. This letter should indicate the adviser's willingness to advise the student throughout the project's lifetime. PhD students who are applying for pilot or full study funding but have not previously applied for travel/proposal development grants from this initiative must also include documented evidence of successful pilot activities. Please note that in some cases, the adviser may be asked to add his or her name to the financial award and IRB documents.

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Additional Information for Clarification Questions

Once your proposal has been submitted, the initiative team may follow up with additional questions before sending it for review. If you received an email requesting additional information on your proposal, please clearly provide your responses to each request in the field below.

If the message you receive requested documents, please navigate to the relevant tab and upload the files to the appropriate field.

If you were asked to identify Project Team Members please navigate to the Basic Information tab, scroll to the Project Team question and use the provided link to do so.

You can add or edit Partner Organizations from the Partner Organization(s) tab.

(Max: 7,000 character limits)