

Jobs and Opportunity Initiative Brazil

Application Form and Instructions

Full and Pilot Proposals: Round 2 (Second Semester 2022)

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GLOSSARY

- **PI:** Principal Investigator (PI) are all academics participating in the research. They are not necessarily eligible to apply, but necessarily have an eligible person on the research team.
- **Head PI or Contact PI:** They are the contact between the J-PAL staff and the research team. We prefer this academic to be the one eligible to apply.
- **Host Institution:** The university or research institution hosting the project, not necessarily the head PI's institution.
- **Supporting Entities:** Institutions, usually foundations/entities under private law and non-profit, whose purpose is to support research.
- **IRB:** Institutional Review Board (IRB) is a group that has been formally designated to review and monitor research involving human subjects.
- **Review Board:** Review Board is the entity responsible for making the final funding decisions of the request for proposals (RFP).

INSTRUCTIONS

Proposals for JOI Brazil research funding for full studies and pilots consist of (i) an application form, which includes a [cover sheet and narrative](#); (ii) a [budget sheet](#); (iii) [letters of support](#); (iv) [project execution schedule and description of the activities](#); (v) a [term of approval and consent](#); (vi) a [statement of adherence to policies and standards](#); and (vii) a [declaration of awareness and agreement with the general terms and conditions of the financial aid contract](#).^{1 2}

These documents must be uploaded through J-PAL's [online portal](#). Please visit [Annex III](#) for a checklist of the required documents. Proposal applications are due by **Thursday, October 6, 2022 at 7:00 PM UTC-3.**

FINANCIAL RESOURCE MANAGEMENT

JOI Brazil can accommodate two research funding management models (*Model Executed by J-PAL LAC* and *Model Executed by Another Host Institution*). These models are meant to work within institutional constraints to best to accommodate the needs of projects from different types of organizations involved in the research, researcher host institutions, funding amounts, among other concerns.

¹ Please note that the total amount awarded to a single project, including any JOI Brazil funding for full or pilot studies, will not exceed respectively BRL 500,000 and BRL 200,000.

² Please note that full evaluations requesting less than BRL 200,000 are still considered full research projects and evaluated accordingly. The criteria is not amount-based. The criteria for pilot funding apply only to proposals requesting funds to conduct piloting, or pre-randomization, activities.

The funds are earmarked directly for research and must be managed by an entity indicated by the applicant and approved by JOI Brazil and Insper. For this reason, we reserve the right to reject proposals that indicate institutions not accredited by the initiative according to its criteria and standards.

In compliance with the prevailing legislation and the internal rules of each host institution, applicants should familiarize themselves with the available financial management models as described below, and indicate their preferred option in the proposal.

- ***Model Executed by J-PAL LAC:*** According to Insper's policies and instructions for disbursement and accountability, J-PAL LAC in partnership with Insper manages the financial resources and research activities of the project.
- ***Model Executed by Another Host Institution:*** The host institution of the research, directly or through an accredited or authorized Research Support Foundation, will receive award funds from Insper and will execute the project.

JOI Brazil accepts proposals for three types of grants: "Full Research Project", "Pilot Studies" and "Development Grants". Proposals whose project type is either "Full Research Project" or "Pilot Studies" should indicate their preferred funding modality (***Model executed by J-PAL LAC*** or ***Model executed by Another Host Institution***) in the appropriate field in the [Declaration of Awareness and Agreement with the General Terms and Conditions of the Financial Aid Contract](#).

When following the ***Model Executed by J-PAL LAC***, you must coordinate the budget details with the J-PAL LAC office for review and approval by emailing jnavarro@povertyactionlab.org. The budget must be sent for review no later than 72 hours before the application submission deadline. In the current cycle, budgets submitted after **7:00 PM UTC-3 on Tuesday, October 4** may not be reviewed for approval by J-PAL LAC.

In some cases, legal requirements, regulations, or internal rules of the host institution will require one of the funding models to be applied. PIs must evaluate these rules with their host institution to understand any particular requirements³. **It is the PI's responsibility to check with their institution of affiliation to verify the possibility of external management of the funding resources.**

Regardless of the financial management modality adopted, **the PIs, together with their institution of affiliation and any supporting entities, will always be the sole and exclusive responsible for the correct and careful allocation and use of research funds**, and will be accountable to JOI Brazil and Insper under the terms of the obligations assumed in the contract.

³ Especially in public universities and research institutions, the administrative and financial management can be imposed by the institution itself or by a Research Support entity accredited or authorized for this purpose. Some private institutions may also have rules or limitations for external financial support for research, conditioning, for example, that the resources must be passed on and managed by the institution itself to be applied in the project.

DOCUMENTS TO BE UPLOADED WITH THE PROPOSAL (VIA ONLINE PORTAL)

1. COVER SHEET AND NARRATIVE

a. Cover Sheet

Please note that all fields below are required and must be filled directly into the [online portal](#). All amounts must be given in BRL (Brazilian Real).

J-PAL AFFILIATE OR INVITEE (JOI GLOBAL, JOI BRAZIL OR LAC) OR POST-DOCTORAL FELLOW OR PHD STUDENT	
AND INSTITUTIONAL AFFILIATION	
CO-INVESTIGATOR(S) AND INSTITUTIONAL AFFILIATION	
<input type="checkbox"/> I agree	<i>By checking this box, all J-PAL affiliates and J-PAL invited researchers who are co-PIs on this project certify that they will be active, engaged and responsive PIs 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 a J-PAL invited researcher.</i>
TITLE OF PROPOSAL	COUNTRY
PARTNER(S)	CONTACT (Name, Email, Phone)
CO-FUNDER(S)	FUNDED AWARD (PI, Project Title, Amount)
Have you submitted this or a related proposal in any previous JOI Brazil round of funding?	Have you submitted this or a related proposal to any other J-PAL research initiative?
<input type="checkbox"/> Yes If yes, when? <input type="checkbox"/> No	<input type="checkbox"/> Yes If yes, which initiative and when? <input type="checkbox"/> No

JOI BRAZIL FUNDING REQUEST <i>(Check box if application is for pilot or off-cycle funding only)</i>			
<i>Pilot study</i> <input type="checkbox"/>		<i>Off-cycle</i> <input type="checkbox"/>	
REQUESTED	BRL \$	TOTAL CO-FUNDED	BRL \$
GRANT PERIOD			
START DATE: (yyyy-mm-dd)		END DATE: (yyyy-mm-dd)	
RESEARCHER HOST INSTITUTION		CONTACT FOR CONTRACTING ISSUES	
IRB OF RECORD		IRB CONTACT	
<i>Do you expect that you will need to set up any sub-awards for this project? (For example: a partner organization, or an organization doing field work)</i> <input type="checkbox"/> Yes <input type="checkbox"/> No			

a. Narrative

The narrative is a section within the [online portal](#) form broken down into these following different questions:

- A 100-150 word abstract of the study, which will be added to [JOI Brazil's webpage](#) if the project receives funding.
- A summary of the policy problem that motivates this research, the proposal's relevance, how it fits with the research priorities identified in [JOI Brazil's RFP Overview](#), and its potential to inform policy decisions.
- A description of the project, intervention, evaluation design, target population and context.
- A discussion of potential risks (technical, logistical, political, or COVID-related obstacles and risks) that might threaten the completion of the study, and if the team has taken proactive measures to assess, monitor, and mitigate/prevent them.
- A comment on local researcher involvement and proposed partners, if available, including J-PAL regional offices, IPA country offices, or other organizations you plan to work with for both program implementation and evaluation.

- f. 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 [JOI Brazil's RFP Overview document](#) under the "Grant Conditions" section.
- g. A comment on whether the project has scale-up potential and whether the program costs and impacts may be suitable for a cost effectiveness analysis. *(Full studies only)*
- h. A comment on whether you plan to publish data collected in an open-access, online database at the end of the evaluation. Note that data publication is required for any project funded by a J-PAL initiative. *(Full studies only)*
- i. Power calculations. *(Full studies only)*

Off-cycle proposals: Please also include an explanation of the time constraints the project faces and the reasons for requesting expedited review.

2. BUDGET

Please upload into the [online portal](#) a detailed project budget using the [spreadsheet template](#) available. Development grants are intended to cover work related to preliminary research ideas, such as conducting background research, developing partnerships, visiting field sites, PI traveling, and collecting preliminary data. To reduce the processing time, please keep the following in mind when developing your budget:

- a. **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.
- b. 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.
- c. 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.
- d. 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.
- e. 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.

- f. 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.
- g. 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.
- h. 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.
- i. JOI Brazil research funds are unable to fund any program implementation costs.
- j. 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
 - i. 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.
 - ii. 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.

3. SCHEDULE AND DESCRIPTION OF ACTIVITIES

For J-PAL it is important to understand the sequence of steps in your project and have knowledge of the research team enrolled in it. Please upload in the respective field into the [online portal](#) by **Thursday, October 6, 2022 at 7:00 PM UTC-3** a concise and structured one-page spreadsheet with the title of the research project, its timeline, a description of the activities corresponding to each defined time period, its milestones, and a list of the names and respective affiliation of the members of the research team. Since each type of project has a different time division, we are not providing a template from which to fill in your project information.

4. LETTERS OF SUPPORT

Please provide the following letters of support, as applicable:

- a. Full projects are required to provide a letter of support from implementing partners. Please find [here](#) its suggested template.
- b. Applicants for pilot funding are encouraged to submit letters of support if available. Please find [here](#) its suggested template.
- c. If available, you should also include letters of support from potential scale-up partners.
- d. **For PhD Students only:** PhD student applicants are required to submit a letter of support from a J-PAL affiliate or J-PAL 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, and that the student meets the criteria of their institution to assume responsibility for the research in the role of its principal investigator (PI). If the student is pre-thesis, the letter should state "I am actively responsible for supervising this project/research and anticipate being on the student's thesis committee." Please note that in some cases, due to restrictions at the institution that will receive the funding awarded, the adviser may be asked to add his or her name to the subaward and IRB documents. Letters can be uploaded in the respective field into the [online portal](#) or sent directly to joi-br-rfp@povertyactionlab.org by **Thursday, October 6, 2022 at 7:00 PM UTC-3.**

5. STATEMENT OF ADHERENCE TO POLICIES AND STANDARDS

There are policies and standards that must be followed within the scope of a J-PAL research. We ask that you read them carefully and, at the end of the document, express your agreement. Please find [here](#) the document, which must be dated, signed and uploaded in the respective field into the [online portal](#) by **Thursday, October 6, 2022 at 7:00 PM UTC-3.**

6. DECLARATION OF AWARENESS AND AGREEMENT WITH THE GENERAL TERMS AND CONDITIONS OF THE FINANCIAL AID CONTRACT

JOI Brazil can accommodate two models, based on applicable legislation and the internal rules of each host institution.

Please find [here](#) the document, which must be dated, signed and uploaded in the respective field into the [online portal](#) by **Thursday, October 6, 2022 at 7:00 PM UTC-3.**

7. TERM OF APPROVAL AND CONSENT

You must provide a term to certify that your proposal has been reviewed externally by one of the two parties indicated below, respective to the Model indicated. This document must be dated, signed and uploaded in the respective field into the [online portal](#) by **Thursday, October 6, 2022 at 7:00 PM UTC-3.** Please note the language as follows:

- a. **Example language for Model Executed by J-PAL LAC:**

- i. (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>. Likewise, this institution agrees in relation to the administrative and financial management model indicated in the proposal, among the models indicated in the Request for Proposals (RFP). Please contact me <this will be the person representative of the institution, identified by you, 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.

b. Example language for Model Executed by Another Host Institution:

- i. (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 in the proposal, among the models indicated in the Request for Proposals (RFP). <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, identified by you, 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>.

ADMINISTRATIVE NOTES

- Ethical Issues: The proposed research activities must comply with the ethical principles and legal norms in force in Brazil. Compliance with current legal rules and regulations is the responsibility of the researchers and all institutions and entities involved. Researchers are required to respect the environment, human and animal health, and the rights to privacy, physical integrity, data protection, and nondiscrimination. Failure to respect any of these rights may result in the cancellation of financial support.
- Codes of Conduct and other policies: Since J-PAL is part of MIT, everyone who is associated with J-PAL, including researchers worldwide receiving grants from J-PAL initiatives, are considered part of the broader MIT community. Therefore, the researcher must adhere to MIT's community-wide policies that are available [here](#) in order to receive the grant. Please review the Code of

Conduct document as it relates to J-PAL and affiliates [here](#). In parallel, all proposals governed under this Request for Proposals (RFP) must comply with [Insper's Code of Ethics in Research](#).

- Commitment to best practices: We wish to preserve the criteria of exemption and isonomy that guide the analysis and choice of competing practices, as well as to prevent potential conflicts of interest and/or violations of the rules set forth in these two above mentioned policies. That said, persons with marriage, stable union or kinship by consanguinity or affinity, whether in a direct, collateral or transverse line, up to the second degree, with members of the Review Board, as well as peer-reviewers or other service providers hired for possible support to the selection process may not, directly or indirectly, qualify for JOI Brazil calls.
- Submission's responsibility: The preparation of projects and their submission to the selection process under this Request for Proposals (RFP) are the full responsibility of the applicants, who shall bear all the costs thereof. By adhering to this call, the applicants acknowledge that it is the exclusive responsibility of JOI Brazil to arbitrate the selection process, observing the procedures described herein.
- Discretionality: JOI Brazil reserves the right to cancel, suspend, modify, review or postpone, at any time, at its sole discretion, the selection process to which this call refers, by means of a simple notice published in the same media. No amount or compensation will be due, in any way, to any person, including, but not limited to, potential applicants who have already submitted projects, nor to institutions to which such applicants or potential applicants are or are linked, due to the participation of such applicants and their respective projects in the selection process under this call, as a result of its cancellation, suspension, modification or postponement.

Questions? Please reach out to jo-br-rfp@povertyactionlab.org.

ANNEX I - EVALUATION CRITERIA

Academic Contribution	Does the study make a significant contribution toward advancing knowledge in the field? Does it answer new questions or introduce novel methods, measures, or interventions? Is there academic relevance? How does the study compare with the existing body of research? Does the research strategy provide a bridge between a practical experiment and underlying economic theories?
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?
Technical Design	Does the research design appropriately answer the questions outlined in the proposal? Are there threats that could compromise the validity of results? If so, does the proposal sufficiently address those threats? What changes could the researchers make to improve the design? For full study proposals, are there sufficiently detailed power calculations?
Project Viability	Is the relationship with the implementing partner strong and likely to endure through the entire study? What is the credibility and policy influence of the implementing partner? Are there any other logistical or political obstacles that might threaten the completion of the study, for example, government authorization or Human Subjects review? For pilots, do researchers describe how piloting activities would inform a full-scale randomized evaluation?
Value of Research	Is the cost of the study commensurate with the value of expected lessons learned? Does the study leverage funding from other sources?

ANNEX II - CHECKLIST OF DOCUMENTS TO BE UPLOADED AT THE PROPOSAL STAGE

All these documents must be uploaded into J-PAL's [online portal](#):

- ☐ Application form, which includes a cover sheet and narrative
- ☐ Budget sheet
- ☐ Project execution schedule and description of the activities
- ☐ Letters of support
- ☐ Statement of adherence to policies and standards
- ☐ Declaration of awareness and agreement with the general terms and conditions of the financial aid contract
- ☐ Term of approval and consent

When following the *Model Executed by J-PAL LAC*, you must coordinate the budget details with the J-PAL LAC office for review and approval by emailing jnavarro@povertyactionlab.org. The budget must be sent for review no later than 72 hours before the application submission deadline. In the current cycle, budgets submitted after **7:00 PM UTC-3 on Tuesday, October 4** may not be reviewed for approval by J-PAL LAC.

The deadline for the proposal's submission into the [online portal](#) including all the information and documents listed above is **7:00 PM UTC-3 on Thursday, October 6, 2022**.