

Jobs and Opportunity Initiative Brazil

Application Form and Instructions

Development Grants: 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 Development Grants consist of (i) an application form, which includes a [cover sheet and narrative](#); (ii) a [budget sheet](#); (iii) [project execution schedule and description of the activities](#); (iv) [for PhD students, 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 at their host university; (v) a [statement of adherence to policies and standards](#); (vi) a [declaration of awareness and agreement with the general terms and conditions of the financial aid contract](#); and (vii) a [term of approval and consent](#).¹

These documents must be uploaded through J-PAL's [online portal](#). Please visit [Annex II](#) 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 as described below:

- **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.

¹ Please note PhD students may apply for a maximum of two development grants and two grants for pilot/full study funding during their time as PhD students. Applicants who received development funding as PhD students but have since moved to another institution may only apply for funding to continue that same project, and may not apply for funding for unrelated projects unless they have since become a J-PAL affiliate or J-PAL invited researcher.

- ***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](#). Please note that Development Grants should necessarily adhere to the ***Model Executed by J-PAL LAC*** 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 requirements². **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.

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

1. COVER SHEET AND NARRATIVE

a. Cover Sheet

² 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.

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).

PRINCIPAL INVESTIGATOR(S) AND INSTITUTIONAL AFFILIATION			
CO-INVESTIGATOR(S) AND INSTITUTIONAL AFFILIATION			
ADVISER (IF PI IS A PHD STUDENT)			
TITLE OF PROPOSAL			COUNTRY
PROPOSED TRAVEL DATES			
START DATE: (yy-mm-dd)		END DATE: (yy-mm-dd)	
PROPOSED PARTNER(S)			
REQUESTED	BRL \$	TOTAL CO-FUNDED*	BRL \$
<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			

* Please indicate the amount you have received in additional grants or funding for this research.

b. Narrative

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

- a. A concise statement of topic. Development grants are intended to facilitate PI travel for very preliminary, exploratory research ideas, so proposals need only address the general topic of interest and current ideas on how the question might be explored through a randomized evaluation. They do not need to include a detailed program or evaluation design.
- b. 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.
- c. A discussion of the project's connection to key questions in the Jobs and Opportunity Initiative Brazil as outlined in the [RFP Overview](#).
- d. 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.

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. **All amounts must be given in BRL (Brazilian Real).**
- b. Development grants are for a maximum of BRL 50,000.
- c. Please include detailed budget notes in the column provided in the [template](#).
- d. *Medical insurance*: All grantees are required to provide proof of emergency medical insurance coverage before travel. J-PAL can provide information on affordable coverage if needed.
- e. If a grantee plans to work with a J-PAL regional office, an IPA country office, or another implementing organization, they should notify the organization prior to submitting a Development grant application, as these organizations may require applicants to budget for overhead or other expenses incurred.
- f. Grantees must complete their development work and submit final reports within one year of receiving the award.
- g. 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.

- h. JOI Brazil research funds are for the evaluation of a program, thus unable to fund any program implementation costs.
- i. Development Grants: No PI time in budget.
- j. As Development grants are necessarily financed through the Model Executed by J-PAL, there will be no overhead associated, but it will be charged 10% of the direct costs for the time of an associate for project support reviewing and monitoring your project expenses and deliverables. This expense should be included in the budget as such, in the bottom line.
- k. Budgets, actual fund transfers, and expenses will be made in BRL without exception.
- l. Even when expenses are made abroad, values must be considered in BRL and will be converted at the exchange rate of the day of the transfer/payment.
- m. Any financial losses resulting from exchange rate fluctuations will not be subject to review or reimbursement and are the responsibility of the applicant and their host institution.

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. LETTER OF SUPPORT

Please provide the following letters of support, as applicable:

- a. **For all applicants:** Applicants for Development Grants are encouraged to submit letters of support from implementing partners if available. Please find [here](#) its suggested template.
- b. **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 jo-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 note that Development Grants should necessarily adhere to the *Model Executed by J-PAL LAC*.

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. 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:

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>. 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.

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 joi-br-rfp@povertyactionlab.org.

ANNEX I - 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 (if applicable)
- ☐ 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**.