# Application Instructions

## Europe and MENA

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# I.  Overview

IPA and J-PAL's Displaced Livelihoods Initiative, supported by the IKEA Foundation, has launched its inaugural Call for Proposals. Expressions of interest are due Friday, June 2nd, and proposals are due Friday, July 21st at 11:59pm PT. Those interested in applying are asked to first read the Initiative's Call for Proposals (CFP) document.

Please reach out to dli@povertyactionlab.org with any questions

# II.  Eligibility

Interested applicants are invited to carefully read through the following eligibility criteria. When in doubt, please reach out to dli@povertyactionlab.org.

## Geographical Eligibility

This fund is managed jointly by IPA and J-PAL, with IPA accepting proposals for work in Africa, Asia, and Latin America, and J-PAL accepting proposals for work in Europe and in the Middle East and North Africa (MENA). Applicants should refer to this country-by-country list to ensure that they are following the right process.

## Researcher Eligibility

Eligible researchers are J-PAL affiliates, DLI invited researchers, J-PAL Europe office invited researchers, and their graduate students. Research teams that do not fit this eligibility criteria are encouraged to reach out to dli@povertyactionlab.org in order to discuss possible options, including the possibility of being connected to eligible researchers. Proposals from research teams that do not fit this eligibility criteria will still be asked to fill in J-PAL's EOI. Their submission will be shared with IPA for consideration by IPA, if recommended after the EOI stage.

## Methodological Eligibility

In line with J-PAL's mission, J-PAL will exclusively fund randomized evaluations under the Full Study grant window and expect strong links to existing, ongoing, or future experimental research for all other grant types. Promising EOIs for projects in MENA and Europe, but which do not meet J-PAL's methodological eligibility criteria may be invited to complete the subsequent stages of the application process with IPA if recommended after the review of their EOI. Please continue the process outlined in this document as long as your project meets the geographical eligibility criteria.

## Implementing Organizations

Implementers should partner with academics with track records implementing similar research studies in order to apply for funding. J-PAL is available to support matchmaking with researchers. Please reach out to dli@povertyactionlab.org to learn more.

# III.  Expression of Interest Instructions

All applicants must first submit the required Expression of Interest on our application portal by **June 2nd, 2023, at 11:59pm PT**. Successful applicants will receive an invitation to proceed with their full proposal materials within two weeks.

# IV.  Scaling Support Submission Instructions

After submitting the EOI and receiving an invitation to submit the Scaling Support grant, complete the online application and submit the materials found in the Scaling Support Application checklist below by **July 21st, 2023, at 11:59pm PT** through our online portal.

See information below to prepare for a Scaling Support submission: Overview, Application Checklist, Narrative Proposal Guidelines, Budget Guidelines.

# V.  Scaling Support Overview

Our goal is to produce evidence that researchers and program implementers can use to inform the design or testing of programs and policies at scale. Acknowledging that the pathway from evidence to scale may require additional investments, these grants support technical assistance for the adaptation, piloting and implementation at scale of models that have been evaluated by a randomized evaluation.

Please refer to the section on funding criteria in the CFP document for a full overview of the proposal evaluation criteria and additional considerations.

**Funding per Scaling support grant:** The award limit is currently set at $200,000. We expect projects of various sizes, and will carefully check whether the budget size accurately reflects the scope of work proposed. Note the guidelines on allowable and unallowable costs in the Budget Guidelines section.

**Timeline:** Funding requests should not extend beyond May 31st, 2027.

# VI.  Scaling Support Application Checklist

Please complete all sections in the online portal by the full proposal deadline, July 21st at 11:59pm PT. You must upload several documents to complete your full proposal. All templates for these documents are provided at the [CFP webpage](#) and listed below.

1. Proposal Narrative: Guidance pertaining to the narrative prompts is included in the Narrative section below. Please note that this section requires detailed power calculations.
2. Proposal Budget: Carefully review the Budget Guidelines in this document, then use the 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) for upload to the portal.
3. Budget Narrative: Detail the major costs within the budget, referring to the Budget Guidelines, in a Word document with the title [PI Last Name, First Name][Budget Narrative].doc(x) for upload to the portal. This document is required in addition to the Proposal Budget -- i.e. notes included in the Excel sheet do not suffice.
4. Timeline: Please upload a simple table, chart, or bulleted list with a timeline that outlines in detail 1) key project milestones (8-15 milestones), and 2) key policy and practice milestones (4-7 milestones).
5. 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 for upload to the portal:
   A. A letter from each implementing partner, indicating the details of their commitment to partner on the research, their willingness to share progress on results and use of evidence, and (for RCTs,) their willingness to share relevant program cost information. These letters of support should not be templates provided by the research team, but the implementing partners perspective and real understanding of the partnership.
   B. A budget letter of support or document stating the proposed grant host institution, the Institute to Receive Award (ITRA), approves the proposal materials.

**Note**: In the case that this proposal is awarded initiative funding, we will further ask that you submit information on IRB approval(s) or exemption(s). For all rounds of J-PAL funding starting October 1, 2022, and for all projects where data collection is supposed to start after January 1, 2023, it is mandatory for grantees to ensure that the project they implement has been reviewed by an IRB with status as an IRB Organization (IORG). An IRB's status can be found by consulting [the database of IORGs](#). If you do not have access to an IRB or ethics review committee at your institution(s) that has IORG status, requests can be sent to PSE's IRB after projects are chosen for funding. Funding is contingent on approval or exemption from an IRB with IORG status.

# VII.  Scaling Support Narrative Proposal Guidelines

The online portal will require you to address the below prompts. The text provided below each bolded subsection helps provide guidance on what the DLI Board is looking for to effectively evaluate your proposal.

**Abstract**

Please summarize the partnership to adapt, pilot, and/or scale an evidence-informed innovation with a specific partner(s). This will be added to DLI's webpage if the project receives funding.

Suggested word count: up to 200 words

**The Innovation**

Describe the innovation the partner will explore adapting, piloting, and/or scaling and provide a brief summary of the experimental evidence on this innovation to date and how it could potentially benefit displaced populations. Innovations can be new programs or changes to existing programs, processes, technologies, or delivery systems.

Suggested word count: up to 250 words

**Depth of Impact**

Please include a brief note on the effect size(s) found in the previous RCT(s) of this innovation 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.

Suggested word count: up to 500 words

**Locally Grounded**

Please include a clear rationale for why the innovation 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 innovation. Specify which aspects of the existing evidence are or are not likely to generalize given the proposed implementer, context, and delivery model(s).

Suggested word count: up to 500 words

**DLI Focus Areas**

Please indicate which DLI focus areas your proposal relates to; these are described in detail in the DLI CFP document under Research & Learning Priorities.

Suggested word count: up to 100 words

**The Activities**

The proposed activities that DLI will fund and how they will contribute to achieving the end goal along with a clear timeline and milestones. We particularly encourage applications to scale up evidence-informed innovations with the original implementing partner on the randomized evaluation. Applications seeking to apply evidence in a new context should include a formal scoping process to diagnose the problem and determine whether past evidence is relevant, as well as a process for adapting, piloting, and monitoring the innovation in the new context before scaling it up.

Suggested word count: up to 750 words

**The Partnership**

A brief history of the partnership, the partner's involvement in project activities, any in-kind or financial support they have committed or provided to the project, and the roles the main contacts (that you indicated on the Partner Organization tab) will play over the course of the project. We asked you to add this information on the Partner Organization tab and want you to use this space to elaborate on those relationships. For government partners, please note whether they are likely to be transferred during the project. Include the dates of upcoming elections and/or administration changes and discuss whether these are likely to affect the project. For private sector partners, please comment on your confidence that DLI funding would not simply displace investments those companies would make anyway because they make good business sense.

Suggested word count: up to 300 words

**Timeline**

Please upload a table, chart, or bulleted list with a timeline that outlines: 1) key project activities and milestones, and 2) policy & practice influence milestones.

1. Project Milestones

Please list each key milestone for the project (e.g. baseline survey design, baseline survey implementation, baseline data analysis, etc.). We generally expect projects to list 8-15 milestones, and include descriptions. Please base all milestones on a start date of [X].

2. Policy & Practice Influence Milestones: Please list 4-7 policy and practice influence milestones you expect to achieve during this project with a view to improving policy and practice relevant to the project. Activities could include:

- Sharing baseline data, intermediate and/or final results with the implementing partners of the study
- Sharing intermediate and/or final results with the broader community of policymakers and practitioners
- Providing the implementing partner with monitoring, evaluation, accountability, and learning assistance Presenting results in the country where the research is taking place (highly encouraged)

- Supporting implementing partners to answer operational questions with the collected data, or to map theories of change Providing technical support for evidence application or scaling

**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?

Suggested word count: 200 words

**Potential Ethical Risks**

All J-PAL initiatives rely on IRB approvals secured by the PIs for many of the ethical issues surrounding conduct of primary data collection and experimentation. For this reason, PIs on successful applications are required to secure an IRB approval before an award agreement can be signed with J-PAL.

The domain of an IRB review, however, does not include all ethical considerations. For this reason, we are providing an opportunity for the PIs to discuss any issues that they feel warrant discussion but that are not covered in their existing or planned IRB review. Specifically, please describe any ethical and/or safety-related risks, and detail how you will manage these risk, if your study could be considered more than minimal-risk (e.g. research participants are a vulnerable population, surveys will include questions on sensitive topics, the partner operates in a risky environment, etc.).

- Discuss any relevant ethical considerations around the intervention, taking into account the benefits to society of doing this research vs. the risks to subjects.
- Discuss whether there are potential harms to research participants and staff in the process of data collection and/or research procedures (for example, discomfort to being asked certain questions or breach of confidentiality) or potential harms to research staff from conducting the data collection (for example, exposure to political violence, unusual levels of a communicable disease, emotional wellbeing from surveying about difficult matters) that are not part of an existing or planned IRB approval. If so, what are they, and what proactive measures will be taken to assess, monitor, and mitigate/prevent any such potential risks?

Suggested word count: 300 words

**Additional Information**

Please review the DLI CFP document's section VII Funding Criteria and provide additional information as relevant to the other evaluation criteria if not already addressed in the fields above.

# VIII. Scaling Support 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 accept your budget.

## Guidelines for completing a Scaling Support proposal budget

Please submit a detailed project budget using the Budget Template provided at the RFP release page and a budget narrative. To reduce processing time, please keep the following in mind:

- ITRA Requirements: The Paris School of Economics (PSE), which in the instance of this fund is the institute to process the awards, requires that there is a subawardee PI at the ITRA who will be responsible for overseeing the work on the ground.
- 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 DLI) in the budget template. If the project has other funders, the proposal should clearly explain the marginal contribution of the requested funds from DLI.
- Applications must include a brief budget narrative document detailing the major costs within the budget. In addition:
  - We 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.
  - The Paris School of Economics sets a maximum of $250 euros for daily accommodation and meals. Budgets should be made depending on prices in the research location.
- Awards are normally paid on a cost-reimbursable basis. However, PSE can advance payments to ITRAs if requested by the research team. Depending on the award amount, 30 to 50 percent can be provided in advance with subsequent tranche's provided based on agreements between the research team and PSE, or the rest being on a cost-reimbursable basis. Please note that preparing an advance payment model requires additional time and additional coordination between PSE and the ITRA.

# Allowable Direct and Indirect Costs

- Please note that DLI does not cover PI salaries with the exception of researchers based in a mid- or low- income country (LMIC). Full RCTs may cover up to $20,000 per year for LMIC researcher/PI/co-PI time, with a limit of $8,000 per PI per year.
- Project Implementation Costs: For full research projects, implementation costs are expected to be borne by the project partners. However, under some circumstances, DLI 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 SMS 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.
- Universities in high-income countries, generally defined as OECD member countries, 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.

**Note**: A letter or document stating approval of the proposal materials and budget from each ITRA. Please allow for an adequate amount of time to acquire this letter. Given the funds will be provided by the Paris School of Economics, this letter should indicate an understanding that the agreement is governed by French law and French will be the official language of the contract. Translation costs should be accounted for in the budget, if necessary. If it is not possible to receive the letter, please justify this in the budget narrative.

# IX. Terms and Conditions

## General terms and conditions

1. This Call for Proposals is not and shall not be construed to be a contract, offer, or request for an offer. Those responding to this call receive no rights whatsoever as a result of their submissions. J-PAL will not have any express or implied obligations or responsibilities to those who respond and will not otherwise be bound by any terms or conditions, except to the extent set forth in a definitive, final, written grant agreement duly executed by the recipient(s) and J-PAL. There is no commitment by J-PAL that such a final grant agreement will be executed, even if J-PAL enters into negotiations with the applicants, proposed recipient(s), or his or her institution.

2. J-PAL in its sole and exclusive discretion may reject any or all proposals with or without notice or reasons, withdraw this call at any time before or after delivery of proposals, or if no proposal is accepted, abandon the call.

3. J-PAL further reserves the right in its sole and exclusive discretion to waive irregularities or defects in any proposal, but in no event will J-PAL have any obligation to do so. Moreover, J-PAL will not be responsible for errors or omissions by anyone submitting a proposal, and J-PAL shall be the sole judge of the responsiveness, appropriateness and completeness of any and all proposals.

4. J-PAL reserves the sole and exclusive right in its discretion to modify the timeline for decision-making or otherwise modify or amend this call as it deems appropriate.

5. All responses to this call become the property of J-PAL. Regardless of any markings identifying the proposal or its content as proprietary or confidential, J-PAL reserves the right to disclose or use any information contained in the proposals and other presentations responsive to this call. The review board making funding decisions includes external academics and policymakers, who will receive a copy of the proposals.

6. J-PAL is not responsible for and will not reimburse any costs incurred in submitting materials or information pursuant to this call or in otherwise responding to this call, including but not limited to evaluating, responding, providing follow-up, negotiating, and otherwise complying with it.

7. Applicants agree to be bound by the terms of their proposal for at least sixty days from the date such proposals are due, and otherwise agree to negotiate in good faith any other terms for a definitive arrangement if selected by J-PAL to do so.

8. Applicants certify that the work product they propose to create or use if they are a grant recipient will not infringe on or violate the intellectual property rights (including but not limited to trademarks, copyrights, patents, trade secrets, moral rights) or privacy rights of any person or entity. Applicants submitting proposals, materials, or information further certify that they have or will have such ownership or use rights in such work product sufficient to allow IPA to achieve its purposes as generally provided for in this call.

9. Grant recipients agree that, if requested by J-PAL, they will provide additional information about any subcontractors, graduate students, research assistants, and other third parties engaged by the grant recipient to provide services. J-PALreserves the right in good faith to approve any such persons in order to ensure consistency with IPA's expectations of quality and character.

10. Applicants are required to disclose to J-PAL all funders of their project. Depending on the co-funders, an applicant may be ineligible for funding from J-PALunder this call. Further information may be requested from the DLI staff at J-PAL.

# Grant Terms and Conditions

If an applicant is awarded funding by J-PAL, the grant agreement may include clauses similar to the following:

1. The Grant Recipient shall at all times comply with, and ensure that its employees, officers, contractors, subcontractors and other persons or entities involved with Partner or with the Project at all times comply with all requirements and obligations that apply pursuant to national and international laws and regulations. This shall specifically include, but not be limited to: (i) applicable data privacy law(s); (ii) any anti-bribery and anti-corruption laws and regulations that may apply; (iii) any applicable laws and regulations that prevent fraud, money laundering and financing of terrorism; and (iv) any Trade Sanctions imposed by the UN, EU or US, or any similar sanctions or restrictions.
2. Specific stipulations related to the Fair Credit Reporting Act (FCRA) in the United States:
   a. The Grant Recipient shall comply with, and ensure that its implementing partners involved in the Project (if any) comply with, FCRA and its relevant requirements.
   b. The Grant Recipient shall keep IPA informed of the validity, as well as any changes in the status, of its FCRA registration and that of any key implementing partners. No payments shall be made by the Grant Recipient to any India-based entity that is subject to the FCRA, in relation to any period in which the entity's FCRA registration is not valid or not active.
   c. The Grant Recipient shall be fully responsible for (non-)compliance with FCRA and other applicable laws, and is liable for any damages, losses, expenses and claims arising out of non-compliance by Partner or its implementing partner(s).
3. The Grant Recipient shall respect human rights and shall abide by applicable local laws, environmental legislation including multilateral environmental agreements, as well as internationally agreed core labor standards.