

## Crime and Violence Initiative (CVI) Application Instructions

### Travel/Proposal development grant proposals: Round 8 (Fall 2022)

*These grants are to develop preliminary research ideas. Activities may include background research, travel, relationship development, descriptive analysis, observational analysis, and data development or collection. Travel/Proposal development grants are intended for those who may not otherwise have access to this type of funding. PhD students, junior researchers, and those from institutions with limited funding are especially encouraged to apply. The review board will consider how this proposal helps researchers develop subsequent proposals for pilots or full randomized controlled trials (RCTs).*

#### Instructions

Travel/Proposal development grant proposals consist of (i) a cover sheet and narrative; (ii) a budget form; (iii) for graduate students, appropriate letter(s) of support.<sup>1</sup> Please submit these materials as separate documents, *as well as in a combined PDF*, to [cvi@povertyactionlab.org](mailto:cvi@povertyactionlab.org) by **Friday, September 23, 11:59 PM US Eastern Time**.

#### Cover sheet and narrative

Please use the template found on the [CVI RFP webpage](#).

#### Budget

Please submit a detailed project budget using the Excel template found on the [CVI RFP webpage](#).

Please keep the following in mind when developing your budget:

1. Grants are for a maximum of \$10,000.
2. Travel grants are paid as reimbursements.
3. Please include detailed budget notes in the column provided in the template.
4. *International travel*: J-PAL will put you in touch with an MIT travel agent who can book international travel and charge J-PAL directly. If you choose to buy your own ticket, we will not be able to reimburse you until your flights have been completed.
5. *Per diem*: A per diem stipend of \$25/day-in-country can be claimed based on days-in-country to cover food and miscellaneous expenses.
6. *Survey and other in-country expenses*: Travel/proposal development grants can be used to cover expenses for in-country costs such as hiring enumerators, procuring translation or transcription services, developing instruments, and others. If these expenses are in the budget, J-PAL will provide the forms necessary to document them with your award notice, and you can claim these expenses as reimbursement once the travel is completed. J-PAL is not able to directly reimburse survey firms or local organizations for these costs.

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<sup>1</sup> PhD students who have a J-PAL affiliate or invited researcher on their thesis committee are eligible for travel/proposal development grant grants. Students may receive a maximum of two grants during their time as graduate students. All else equal, priority will be given to graduate students who have not applied before.

7. *Other expenses:* Other expenses will be reimbursed upon submission of an expense report. Expenses should be supported by receipts whenever possible, and all expenses over \$50 must be supported by receipts. All expenses must be claimed within 30 days of your return.
8. *Medical insurance:* All grantees are required to provide proof of emergency medical insurance coverage before travel. As many universities provide this to their students, faculty, and staff at no cost, this is not a reimbursable cost under this award. J-PAL can provide information on affordable coverage if needed.
9. *Expenses not allowed:* J-PAL is not able to cover travel or trip protection insurance, lost luggage insurance, incidental expenses, or grantee's time. In most cases, J-PAL is not able to directly reimburse any individuals or organizations other than the grantee awarded the travel/proposal development grant.
10. 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 travel/proposal development grant application, as these organizations may require applicants to budget for overhead or other expenses incurred.
11. Grantees must complete their travel/project development work and submit final reports within one year of receiving the award.

## Letter(s) of support

Graduate student applicants are required to submit a letter of support from a J-PAL affiliate or a CVI invited researcher who serves as an adviser on the applicant's thesis committee. This letter should indicate the adviser's willingness to advise the student throughout the project's lifetime.

Graduate students with a J-PAL affiliate or invited researcher adviser who does not reside at the student's host university must also include a formal letter of confirmation from the student's department head confirming that the adviser is a member of the student's official thesis committee.

Applicants requesting proposal development funds for costs at their institution must provide a letter from the receiving institution of the award to show that they have reviewed your proposal and accept your budget. Please follow the MIT approved language for the Letter of Transmission as follows:

1. **Example language for Letter of Transmission when there is a PI at the ITRA:** (On ITRA letterhead) <ITRA> is pleased to support the <Name of research> proposal and will plan on carrying out the work in accordance with the submitted budget. <NAME OF PI at ITRA> will serve as <ITRA'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 him/her with any concerns which may arise related to project implementation.

## Submission instructions

E-mail [cvi@povertyactionlab.org](mailto:cvi@povertyactionlab.org) with the following attachments, due by **September 23, 11:59 PM US**

**Eastern time:**

1. Cover sheet and narrative saved as a single .docx file titled *[PI last name]\_[Proposal title].docx*.
2. Separate budget form saved as a single .xlsx file titled *[PI last name]\_budget.xlsx*
3. One single .pdf file, combining all the documents above, titled *[PI last name]\_[Proposal type].pdf*.
4. [Graduate students only] Adviser letter of support from a J-PAL affiliate or CVI-invited researcher who serves as an adviser on the applicant's thesis committee saved as a .pdf file titled *[PI last name]\_[Adviser last name]*, sent separately by adviser or included in the applicant's submission packet
5. [Graduate students with adviser not located at host university] A letter from the student's department head confirming the adviser is a member of the student's thesis committee saved as a .pdf file titled *[PI last name]\_[Host university]*.