

## Crime and Violence Initiative (CVI) application instructions

### Travel/Proposal development grant proposals: Round 6 (Fall 2020)

*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> These materials should be submitted to [cvi@povertyactionlab.org](mailto:cvi@povertyactionlab.org) by **November 20, 2020**.

#### Cover sheet and narrative

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

#### Budget

Please use the 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 travel reimbursements through MIT after travel is complete. If the budget includes expenses for in-country costs such as hiring enumerators, procuring translation or transcription services, etc., the grantee will need to cover these costs out of pocket and submit receipts for reimbursement once travel is complete. J-PAL is not able to directly reimburse survey firms or local organizations for these costs.
3. If a grantee plans to work with a J-PAL regional office or IPA country office, 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. J-PAL can set up a contract to a partner organization, if necessary.
4. Please include detailed budget notes in the column provided in the template.
5. **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

---

<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.

6. Expenses not allowed: J-PAL is not able to cover travel or trip protection insurance, lost luggage insurance, incidental expenses, or grantees' time. In most cases, J-PAL is not able to directly reimburse any individuals or organizations other than the grantees awarded the travel/proposal development grant.
7. Grantees must complete their travel/project development work and submit final reports within one year of receiving the award.

### **Letter(s) of support (graduate students only)**

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.

### **Submission instructions**

E-mail [cvi@povertyactionlab.org](mailto:cvi@povertyactionlab.org) with the following attachments:

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. [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
4. [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]*.