PROPOSAL GUIDELINES: POLICY OUTREACH GRANTS

This document contains an Overview, Budget Guidelines, an Application Checklist, and a Narrative Template for Policy Outreach grants. Please read this document carefully before submitting your proposal.

OVERVIEW

POLICY OUTREACH GRANT: PROPOSAL GUIDELINES

Submission instructions: All applicants must first submit the required Letter of Intent on WizeHive, using the relevant application link from the RFP webpage, and following the Applicant Instructions **here**. Successful applicants will receive an invitation to proceed with their full proposal materials.

Policy outreach support funds are intended to co-fund conferences, workshops, events, or other policy outreach activities to disseminate evidence from DigiFI-funded evaluations or other randomized evaluation research conducted by J-PAL affiliates, DigiFI invited researchers and African scholars that address the initiative's research priorities.

While priority will be given to activities featuring randomized evaluations that have received DigiFI funding, DigiFI will consider support for activities featuring randomized evaluations by J-PAL affiliates, J-PAL invited researchers, and PhD students with J-PAL affiliates or Invited Researchers as advisers, that clearly address the research themes identified in DigiFI's RFP overview and demonstrate strong potential for policy impact. For African scholars, the evaluation must have been funded by J-PAL.

Please note: Researchers who have previously received funding from J-PAL and are more than two months late on any reports to any J-PAL Initiative will not be eligible for funding, and may be ineligible for funding across J-PAL initiatives. In such cases, researchers are still able to submit proposals to DigiFI Africa, but note that the proposal will not be submitted for review until all reporting requirements on previous J-PAL Initiative awards are up-to-date

Funding per Travel/Proposal development grant award: a maximum of $10,000.

Timeline: Grantees must complete their project development work and submit final reports within one year of receiving the award.

BUDGET GUIDELINES

Survey and other in-country expenses: While designed for travel reimbursements, travel grants can in some cases 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 a reimbursement once the travel is completed. **J-PAL is not able to directly reimburse survey firms or local organizations for these costs. If you need a fieldwork organization to be reimbursed for such work, we encourage you to reach out to** digifiafrica@povertyactionlab.org **before finalizing your proposal materials** to confirm whether we will need you to submit pilot proposal materials instead (to avoid requiring you to rework your proposal materials, thus slowing down award setup).

Please note: If your scope of work requires reimbursing your host organization (e.g. for fieldwork conducted with a partner such as focus groups or limited surveys) 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.** MIT now requires that at least one project PI be employed by the organization receiving the subaward and funds.

Guidelines for completing a Proposal Outreach Development grant proposal budget:

Please submit a detailed project budget using the Excel templates available on our Request for Proposals webpage.

1. To reduce the processing time, please keep the following in mind when developing your budget: If there is co-funding, please complete both the "Total Cost" and the "DigiFI Funded" columns in the budget template. The maximum amount awarded for policy outreach support is $10,000.
2. Funds will be paid on a cost-reimbursable basis. A contact person at the institution receiving the funds should be indicated in the application.
3. 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 completion of the project. Examples of these expenses are listed below:
    a. Materials and Supplies,
    b. PPE (Facemask, Sanitizer, Hand gloves) expense,
    c. Local travel: In-country and getting to/from airports
    d. Expenses related to the successful execution of the project with a strong motivation in notes
4. African Scholars' salaries: DigiFI does not allow for PI salaries in policy outreach grant budgets.
5. Expenses not allowed: J-PAL is not able to cover travel or trip protection insurance, lost luggage insurance, incidental expenses, or grantees' time if they are affiliates or invited

researchers. In most cases, J-PAL is not able to directly reimburse any individuals or organizations other than the grantee(s) awarded the travel/proposal development grant.

APPLICATION CHECKLIST

Please complete all sections in the online portal by the full proposal deadline. You must upload several documents to complete your full proposal. All templates for these documents are provided at the RFP release webpage and listed below.

1. **Travel Narrative:** Guidance on the narrative prompts is included in the narrative template below.
2. **Proposal Budget**: Carefully review the Budget Guidelines in this document, and then use the matching Excel template, Policy Outreach Grant 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).
3. **Budget Narrative:** Detail the costs within the budget, referring to the Budget Guidelines above, in a Word document with the title [PI Last Name, First Name][Budget Narrative].doc(x). This document is required in addition to the Proposal Budget. Notes included in the Excel sheet do not suffice.

NARRATIVE TEMPLATE

In the narrative section of the online application, you will be asked to provide:

1. A description of the event. This should include event objectives, major activities, key stakeholders and the evidence to be disseminated or taken up.
2. A comment on the potential policy impact of the proposed event, including reference to existing policy windows, the evidence may help inform or potential avenues for scale-up for either a proven policy or the process of using evidence in policy making. Please indicate whether there is a demonstrated demand from stakeholders to use evidence from this research to make a key decision or institutionalize the use of evidence in decision-making.
3. A preliminary work plan for the evidence use and policy outreach activities. If applying for a specific policy outreach event, please include a preliminary agenda with a tentative list of speakers and topics to be discussed.
4. Documentation of the research results to be disseminated or taken up by the policymaker in the form of a published paper, working paper, or a two-page summary of preliminary results for unpublished results