PROPOSAL GUIDELINES: FULL RCTS

This document contains an Overview, Budget Guidelines, Application Checklist, and Application Questions Preview for RCTs. Please read this document carefully before submitting your proposal.

OVERVIEW

Submission instructions: To respond to this RFP, 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.

Full RCT grants are for studies at a more mature stage of development that use randomized evaluations to understand the impact of innovations in identification, digital payments and governance. Strong RCT proposal applicants will demonstrate:

1. A clear research question that is clearly discussed in relation to one or more Initiative themes (as outlined in the [Initiative framing paper](#)), and
2. A robust research design, well-defined research instruments, and sample size estimates justified by pilot data presented in the proposal and how specific available data informs detailed power calculations for any impacts you plan to measure, and
3. A feasible implementation plan, and
4. A strong partnership commitment from implementing organizations (e.g., agreement to research design, sharing of costing information), including indications of the potential for significant scale-up of research findings by partners or scaling organizations.

    Please note: if J-PAL has already funded part of, or precursors to, this project in a past competition round for any initiative, the project will not be eligible to receive additional funding unless some preliminary data (e.g. take-up rates from a pilot, etc.) from the previously funded work is available and shared in the proposal. You may submit this additional material as an addendum to your submission via the online application.

Funding per Full RCT award: The total awarded to a single project, including any DigiFI Africa funding for proposal development or piloting, will not exceed $400,000[1] . 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

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[1] Proposals with a compelling reason for requesting more than $400,000 may be considered on a case-by-case basis

[Guidelines](#) section.The review board puts great value on the cost-effectiveness of the proposals as well as efforts and success in raising co-funding.

Timeline: Funding requests should not extend beyond 2027 for now due to contracting limitations. Please contact us if your project has an end date beyond 2027.

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 accepted your budget.**[2]

*Guidelines for completing an __RCT__ proposal budget***:** Please submit a detailed project budget using the [RCT/Pilot Budget Template](#) provided at the [RFP release page](#). To reduce processing time, please keep the following in mind:

1. **Institute to Receive Award (ITRA) Requirements:** RCT grants are provided under an award from the University of Cape Town to the grantee's host institution or the designated ITRA. DigiFI requires that there is a sub-awardee PI at the Institute to Receive Award (ITRA) who will be responsible for overseeing the work on the ground. This may be one of the academic co-PI's or it may be a non-academic PI, such as the Executive Director or Director of Research of the ITRA. This person must be formally affiliated with the ITRA. Affiliation could be as a professor, associate professor, staff, fellow, or some other type of relationship that is recognized by the university or organization. A J-PAL Affiliation or J-PAL Invited Researcher status does not constitute an official affiliation with J-PAL regional office host universities.

2. **Institutional Review Board (IRB) Requirements:** All projects need to get IRB approval or exemption from an IRB board that is [IORG](#) certified. Applicants should secure approval from the host institution's Institutional Review Board (IRB) as well as a local IRB, where possible. Researchers must also adhere to all local legal requirements, including obtaining local IRB approval and government research permits, where applicable. If the institution does not have its own IRB, the institution must engage the services of a commercial IRB to review and provide oversight for the research activities. [Heartland](#) and [Solutions](#) provide review of international research and satisfy J-PAL's IRB requirements; fees can be found on their respective websites. Please consult with J-PAL regarding including the cost of this commercial entity in the project budget.

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[2] If the organization allows you to submit your proposal without such a letter (due to time constraints or some other reason), please let the initiative know. Please note that this applies to all projects, including those going through J-PAL and IPA offices. You should contact them in advance to make sure you are aware of their policies for proposal review and give them enough time to meet the proposal deadline.

3. **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 the Initiative) in the budget template. If the project has other funders, the proposal should clearly explain the marginal contribution of the requested funds from the Initiative.
    ○ Please denote the costs by calendar year in which the expenditures are taking place and not by fiscal year or year from project start date.
4. Applications must also include a brief budget narrative document detailing the major costs within the budget.
5. Applications must include a brief budget narrative document detailing the major costs within the budget in addition to the Excel template.
6. Applicants should review J-PAL best practices on questionnaire design and data collection/management in the J-PAL Research Protocol Checklist, to ensure they have budgeted for expenses associated with piloting and surveyor training, survey translation, field spot checks, and back checking.
7. **Awards are paid on a cost-reimbursable basis.** However, UCT may agree to advance payments via a milestone payment structure to Institutes to Receive Award that are based in low- and middle-income countries on a case-by-case basis if requested by the research team. Please note that preparing an advance payment model requires additional time and additional coordination between UCT and the Institute to Receive Award.

Allowable Direct and Indirect Costs
1. Please refer to DigiFI's budget guide while drafting your project budget.
2. **Please note that J-PAL initiatives do not cover PI salaries with the exception of PIs who completed a PhD and are based at an academic institution in a middle- or low-income country.**
    a. Full RCTs may cover up to $8,000 per LMIC researcher PI/co-PI per year, but the total budgeted amount for LMIC researcher PI time in aggregate across all co-PIs should not exceed $20,000 per year.
3. **Project implementation costs are expected to be borne by the project partners.** However, under some circumstances,[3] initiatives 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 that will help answer an important question or the costs of small incentives to increase take-up in an encouragement design). These types of costs might include travel, small participant incentives, and/or SMS fees.
    a. 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 (e.g, if texting fees are requested as an implementation cost, the

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[3] At the discretion of DigiFI's co-chairs.

budget narrative should include a breakdown of how many texts are planned, the estimated cost per texts, number of people on a given campaign, etc).
   b. For both pilots and RCTs, the implementation costs cannot exceed 25% of the total budget (not the maximum amount for that grant category).
4. Universities in high-income countries (according to the World Bank classification) can charge up to 10% in indirect costs, applied to total direct costs.
5. 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.
   a. Grantees may have reasonable project support costs included in budgets as direct costs. Such costs should be reasonable and explained in the budget narrative.
6. 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.
7. Unallowable costs include those labeled as "incidental," "miscellaneous," or "contingency."
   a. Office Rent: Any requests for office rent should be explained in the budget narrative.
8. J-PAL will only reimburse the lowest available economy/cabin/coach flights. Please review J-PAL's travel reimbursement policies before completing your budget.

APPLICATION CHECKLIST

Please complete all sections in the online application by the full proposal deadline. You must upload several documents to complete your full proposal.

1. **Proposal Narrative:** Guidance pertaining to the narrative prompts is included in the Application Questions Preview below. Please note that this section requires detailed power calculations.
2. **Proposal Budget**: Carefully review the Budget Guidelines in this document, then use the RCT 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 application.
3. **Budget Narrative:** Detail the major 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) for upload to the application. This document is required in addition to the Proposal Budget—i.e. notes included in the Excel sheet do not suffice.
4. **Letter(s) of Support**: It is your responsibility to obtain a letter of support from the following, ensuring that the language meets the conditions as listed. The review board values the partner/institution/advisor confirmation of willingness to work with the research team when reviewing proposals. **The initiative team will carefully check the language of each letter and that it has been received on time.** Please upload the file as

a single PDF file with the title [PI Last Name, First Name] [Name of Organization Letter of Support].pdf. If any of your letters are not in English, please upload a version that has been translated to English. Given that there can be changes to government and partner support, we request that letters are no more than six months old at the time of submission.

    a. A letter from each implementing partner, indicating the details of their commitment to partner on the research, and their willingness to share relevant program cost data. Consider including letter(s) from any potential scale-up partner(s).

    b. A letter from the institution to receive the award that states that they have reviewed your proposal and accepted your budget.

    c. Graduate students applying as the primary PI are required to include a letter of support from a J-PAL Affiliate or Invited Researcher who is eligible for this call. The letter should indicate the Affiliate or Invited Researcher's willingness to be an advisor and to remain involved in a supervisory role throughout the lifetime of the project. The J-PAL-affiliated researcher must be serving or be planning to serve as an advisor on the PhD student's dissertation committee.

5. **(Possible) Addendum:** If your proposal builds on completed pilot findings, please submit an addendum detailing the pilot results that inform your RCT design.

APPLICATION QUESTIONS PREVIEW

The online application will require you to address the below prompts.

Given aspects of the initiative review are blinded, **please refrain from using identifying language in your proposal narrative, e.g. we encourage you to use the grammatical third person when citing (co-)PIs' work.**

LETTER OF INTEREST QUESTIONS

IMPORTANT INFORMATION

1. **Primary Eligible Researcher** – Please identify one researcher eligible for J-PAL Initiative funding (either the principal PI or an eligible co-PI). If multiple researchers qualify, provide details for only one primary eligible researcher; additional eligible researchers may be listed as co-PIs. Please make sure to invite the eligible researcher as a collaborator to this proposal via the multi-person icon at the top of the application. [First Name; Last Name; Email Address]

2. **PI Eligibility Category** – Indicate how the researcher is eligible for J-PAL Initiative funding. Please only select one. If you are applying through the Regional/African

Scholars program, please select "Regional Scholar." [J-PAL Affiliate; Invited Researcher; PhD Student; J-PAL Postdoc, Regional Scholar]

   a. **PhD Student Applicants** – If you are a PhD student, please indicate the J-PAL-affiliated researcher who serves or will serve as an advisor on your dissertation committee. [First Name; Last Name; Email Address]
   b. **Graduation Date** – Please enter your expected graduation date/year

3. **Organization Name of Eligible Researcher** – Please tell us the name of the organization the eligible researcher (i.e., the professor or PhD student) is affiliated with.

4. **Organization Type of Eligible Researcher** [University, Other]
   a. **Organization Type Details** – If you chose "Other" instead of "University," please briefly explain your organization type. For funding eligibility requirements, see the RFP materials on the RFP website.

5. **Organization Website of Eligible Researcher**

6. **Country Where Organization of Eligible Researcher is Based or Headquartered**

7. **Team Members & Roles**
   Please add all your project team members and indicate their role(s) on the project/application below. Please copy and paste the role exactly as it is written below so that it matches our internal database. Role options are:
   ● Applicant
   ● Primary PI
   ● Co-PI
   ● Reporting Contact
   ● Secondary Reporting Contact
   ● IRB Contact
   ● Finance Contact
   ● Collaborator
   ● Contact for Contracting
   If you are the applicant and a PI (or another role), indicate so by adding yourself as an applicant and then again as the other role. Complete and accurate assignment of collaborator roles will help the initiative to communicate with members of the research team more efficiently. [First Name; Last Name; Role or Title; Email Address].
   You can enter up to 10 contacts.

8. **PI Certification**
   a. I certify that any listed eligible researchers have agreed to be active, engaged, and responsive PIs or advisors on this project. Eligible researchers who are involved have confirmed they will be dedicated to guaranteeing quality control on all

aspects of this research and that their participation is not merely to provide access to resources and funding to other project team members who would otherwise be ineligible.

    b. I certify that all eligible researchers are up to date on reporting for all existing grants, across all J-PAL initiatives.

PI Certification – Do you certify the above statements? [Yes; No]

9. **Demographic Information**

J-PAL is collecting information about all project teams, including demographic information, to better understand and support our research network. As the applicant, please send the language and link included below to all PIs/Co-PIs on your proposal research team. Provide your proposal name and each member's role (as you listed them on the application) when you send out the blurb. Completion of this step is required for all primary investigators on your research team. Please note that each PI/co-PI only needs to complete this survey once. If they have already submitted the survey for a previous application and it has not changed, they do not need to fill it out again.
If you have any technical problems with completing this step please email help@povertyactionlab.org and the initiative team directly.

Feel free to cut and paste this suggested language in an email to send to the PIs and Co-PIs on your team:

J-PAL is collecting information about all project teams, including demographic information, to better understand and support our research network. J-PAL is requiring all PIs and Co-PIs on our research team to complete this short form. This data will only be accessible in disaggregated, identifiable form to select J-PAL staff. Aggregate, anonymized data will be used to report to key partners such as donors and may be included on our website.

Demographic Information Confirmation – Please confirm that every PI/co-PI has completed the questions in the above-linked survey. You may select "Not Yet" so as to finish other questions. However, if you submit the application without "Yes" selected, your application will not be considered (until the surveys are complete). If you select "Yes" and PIs or co-PIs have not completed their surveys, their applications will not be considered until the surveys are complete. [Yes; Not Yet]

PROJECT DETAILS

10. **Full Title of Proposal** [30 words]

11. **Funding Amount** – Amount of requested funding in USD.

12. **National Location** – In which country or countries will your research or travel take place?

13. **Past and Future Submissions to J-PAL** – Have you submitted or do you plan to submit this proposal or a related proposal to any other J-PAL Initiative RFP, including in any previous DigiFI round of funding? [Yes, I have submitted or plan to submit this proposal to another initiative; Yes, I have submitted this proposal previously to this initiative; No, I have not submitted or do not plan to submit this proposal to another initiative]
    a. If you answered yes above, please include the following:
        i. Initiative(s), year/season of RFP, and the name of the LOI/proposal you submitted or plan to submit. (e.g., GI Spring 2019 Using Mobile Phones to Improve Service Delivery).
        ii. Are the PI team, context, and research question the same as in the previously submitted or soon to be submitted proposal?
        iii. If this proposal is for a similar project, but would be using funds for something different, please explain the difference in terms of what research you're going to be conducting and how you're using the budget.
        iv. If the proposal you submitted previously was not funded, please briefly recap the feedback and explain how you addressed that feedback in this new proposal.
    [350 words max]

14. **Abstract** – Write a study abstract, including the project description, research question, and intervention or treatment to be evaluated. Discuss the project's technical design, what is going to happen during the project, the practical value of your project, the conceptual value of your research, and the distributional implications of your work. Provide context about proposed partners. Please note that this abstract will be added to the Initiative's webpage if the project receives funding.
    [200 words max]

15. **Research Focus Areas and/or Cross-Cutting Themes** – Please indicate which initiative focus areas or themes your proposal relates to; these are described in detail in the RFP materials. [Multi Select]

16. **Initiative Alignment** – Please briefly describe how the project aligns with the initiative's research focus areas and/or cross-cutting themes, as described in the RFP materials, initiative research agenda, or initiative review paper.
    [250 words max]

17. **AI Technology** – Please describe the AI technology that will be used in your intervention. In your response, explain the type of model or system involved, how it fits into the broader intervention (if applicable), and the extent to which humans will be included in any decision process. Please also describe any technology-specific risks you have identified and the safeguards you will put in place to manage them. If not applicable, please write "N/A."
[200 words max]

FULL RCT APPLICATION QUESTIONS

IMPORTANT INFORMATION

Review boards appreciate brief and concise answers (which may be well below the word limit) for aspects of the study that are more conventional and straightforward.

If a question asks for information you have already provided elsewhere in this form, simply indicate this and reference the title of the question where your answer can be found. Please do not copy and paste the answer again.

Subaward Setup
This award will be funded through a subaward from UCT under the conditions stated in the award letter. Once all materials and IRB approvals have been received, it typically takes 60-90 days to establish the subaward. In most cases, subawards can be backdated to allow costs from the date that all IRB approvals were in place.

Please note that UCT's payment processing and contracting systems are closed from end-November to mid-January annually, and any documents issued or received during this period will be processed as soon as possible afterward.

1. **Full Title of Proposal** – Please enter your proposal title. If it hasn't changed since your LOI, copy the original title. [30 words max]

2. **Funding Amount** – Please enter the amount of requested funding in USD. This should match the amount indicated in your uploaded budget. [2 decimal places; Currency; USD]

3. **Proposed Period of Performance Start Date** – What is the proposed start date for this J-PAL grant's subaward activities?

4. **Proposed Period of Performance End Date** – What is the proposed end date for this J-PAL grant's subaward activities?

5. **Existing Research Project Funded by J-PAL** – Are you applying to fund additional research as part of an existing research project previously funded by J-PAL (e.g., a second proposal development grant continuing from a prior proposal development grant, a pilot grant building on a travel/proposal development, a full RCT building on a pilot, etc.)? [Yes/No]

   a. **Existing Research Project Details** – Please provide the title and/or J-PAL grant number of your previously funded project. Please explain how the project has progressed since you received the funding from J-PAL. If applicable, please upload your most recent narrative report for this project in the Additional Attachments section at the end of this application. [250 words max]

NARRATIVE

We recognize that proposals may evolve and change between the LOI and full proposal submission. To ensure your project's information is up to date, we request that you resubmit your answers to the next two fields.

6. **Final Abstract** – Write a brief abstract of the study. Please note that this abstract will be added to the Initiative's webpage if the project receives funding. If nothing has substantially changed since the LOI submission, please copy the original response here. [200 words max]

7. **Final Research Focus Areas and/or Cross-Cutting Themes** – Indicate which Initiative focus areas or themes your proposal relates to; these are described in detail in the RFP materials. If nothing has changed since the LOI submission, please select the original response here. [Multi-select]

8. **The Policy Problem** – Provide a summary of the policy problem that motivates this research, explaining its importance and how it aligns with the research priorities in the RFP Overview. Support your case with descriptive data, a brief literature review, or other evidence of the problem in this setting. Save finer details of the intervention for the Intervention Details question below. [250 words max]

9. **Research Relevance -** Describe the knowledge gap your project addresses, how it will advance the field, and why the research is valuable. [250 words]

10. **Intervention Details** – Describe the intervention or treatment to be evaluated and how it could potentially improve one or more of the initiative's priority outcomes. Please name the implementing partner(s), specify the target population and how the intervention benefits people living in poverty. Demonstrate meaningful ex ante uncertainty about the results of the study, i.e., that given existing evidence there are both reasons to believe the intervention(s) studied are promising and also reasons to doubt

whether they will achieve their goals.
[400 words max]

11. **Evaluation Design** – Please describe your evaluation design, and how it fits with the topics outlined in the RFP materials. In your description, please include the following:
    a. **Details of Evaluation Design:**
        i. What are the units of randomization and analysis (e.g., individual, household, village, etc.)?
        ii. What is the method of randomization (e.g., lottery, phase-in, encouragement, etc.)?
        iii. What is the sample size? How would it be divided into treatment and control?
        iv. What is the theorized causal relationship between the intervention and the outcomes to be tested? How will you test these mechanisms? Are there threats that could compromise the validity of results? How do you plan to address those threats?
    b. **Data Collection and Key Outcomes:**
        i. Succinctly describe your data collection plan and key outcome measures of the study. Please include the data collection partner and your relationship with them.
        ii. What are your intermediate and final outcomes? How will these be measured? When will you take measurements, and how frequently? If there are more than two treatment groups, please list them using numerals.
        iii. In the "Additional Attachments" section, you may also attach more detailed pilot data and results as an appendix, but please highlight in this section of your narrative the key details to ensure reviewers take them into account.
    c. **Power Calculations:**
        i. Please provide detailed, convincing, and well-justified power calculations, e.g., based on current or past pilot data, existing literature, admin data of ongoing operations, etc., for any impacts that the research team plans to measure. Power calculations should quantitatively demonstrate that the study is well-powered enough to detect effects on the outcome(s) of interest that would be practically or conceptually meaningful. Proposals should articulate which null hypotheses are relevant for this exercise and why (in particular, not assuming that the null of zero impact is necessarily the relevant one). Be sure to answer these two questions:
        ii. What is the minimum detectable effect size? Why do you believe this is an appropriate size?
        iii. Include and describe variance, clusters, observations per cluster, and rho.

iv. Clearly state which data and assumptions you use for these estimates. Please include assumptions of take-up, and do not assume take-up will be 100% for the purposes of power calculations.

For more detailed information about power calculations, see this resource: https://www.povertyactionlab.org/resource/power-calculations.
[1,000 words max]

12. **AI: Validation and Test Accuracy Data** – Proposals that include Artificial Intelligence (AI) or any new specialized technology should include validation and test accuracy data in the proposal, showing that the technology successfully does what it intends. If applicable, please provide that validation and test accuracy data here, or please upload it in the last section of the application, under "Additional Attachments." If not applicable, please write "N/A."
[200 words max]

13. **Timeline** – Please write out a timeline with key project activities. If you have a graphic for your timeline, please upload it in the last section of the application, under "Additional Attachments."
[200 words max]

14. **Local Researchers** – If relevant, describe how this project involves researchers local to the project context.
[100 words max]

15. **Implications on Equity and Social Inclusion** – Please comment on whether the research proposal addresses equity or social inclusion. Topics of social inclusion include but are not limited to: gender, income level, location, ethnicity, race, language, citizenship status, disability, and the intersection of multiple factors. Explain whether and how the project design allows us to learn about baseline between and differential impacts on groups mentioned above. Explain which reasons (if any) there are to expect that the intervention(s) studied may have disproportionate benefits for disadvantaged groups.
[200 words max]

16. **Policy Impact and Potential to Scale** – What is the likely policy impact of this intervention in the context where it is happening (changes in policies, programs, processes, or delivery mechanisms)? Please comment on the ability of this intervention to scale and translate in other contexts.
[400 words max]

REPORTING REQUIREMENTS

17. **Project Costing Exercise** – Full RCT grantees are required to collect and share detailed program cost data following the J-PAL Costing Guidelines. Please read these guidelines carefully and confirm "Yes" that, if funded, you will complete this deliverable in accordance with these guidelines. For more information on comparative cost-effectiveness analysis, see our CEA website. If you have feedback on this exercise, the template, or the underlying rationale, please submit to our team online.
[30 words max]

18. **Data Publication** – Full RCT grantees are required to publish data collected in an open-access, online database at the end of the evaluation. Please confirm "Yes" or "No" that you plan to publish your project data. Researchers may request an exemption (which J-PAL has the discretion to deny) for legal, ethical, or proprietary reasons. Please see J-PAL's Data and Code Availability Policy for more information about data publication.
[30 words max]

19. **Gender Analysis and Reporting** – Full RCT grantees are required to report on gender-disaggregated impacts. Please confirm "Yes" or "No" that you will disaggregate data and outcomes by gender. If you respond No, please briefly explain why this would not be feasible.
[200 words max]

POTENTIAL RISKS

To protect research participants, staff, and community members, to comply with donor requirements, and to maintain a strong reputation for ethical research, J-PAL wants researchers to think carefully about the risks their research projects could face and how they will address such risks. Successful applicants must provide updated answers in annual narrative reports only if there have been substantial changes since their proposal or last annual narrative report. **Please answer the following questions in detail**.

20. **Completion Risks** – Are there any technical, logistical, ethical, or political obstacles and risks that might threaten the completion of the project (e.g., technical platform not ready, implementation capacity, government authorization, or other funding)? How do you plan to monitor and prevent/address these types of risks throughout the project? [200 words max]

21. **Implementing Partners Risks** – Please discuss any information about the implementing partner(s) that could pose ethical, reputational, or legal risks (e.g. corruption or misuse of funds, etc). If applicable, what proactive measures have you taken or will you take to assess, monitor, and mitigate/prevent any such potential risks? [200 words max]

22. **Participants, Staff, Community Members Risks** – For each of the groups below, please describe any potential unintended consequences or risks of this project to them. What proactive measures have you taken or will you take to assess, monitor, and mitigate/prevent any such potential risks?
    a. Program and research participants
    b. Staff (e.g., implementing partners, research assistants, enumerators)
    c. Community members (e.g., untreated members of a household, untreated neighbors, children, or broader communities if the treatment might have spillover or downstream effects beyond the study sample)
    [200 words max]

23. **Contractual Limitations** – Are there any contractual limitations on the ability of the researchers to report the results of the study? If so, what are those restrictions, and who are they from? [100 words max]

24. **Child Safeguarding Risks** – Particularly for projects working with children, what child safeguarding risks exist?
    [200 words max]

PARTNERSHIP QUESTIONS

Important Information

In this section, please provide details about the organizations or entities collaborating on your project. These may include field research implementers, government agencies, co-funders, and technology providers. You can list up to three key partners.

25. **J-PAL Regional Office Support** – If your project takes place in a country that has a J-PAL office but that office is not your research implementation partner, please explain why you chose not to work with them. Your answer will help us understand how J-PAL offices can better respond to the needs of PIs. If your research implementation partner is a J-PAL office, please write its name below. If your project is in a country without a J-PAL office, please write "N/A." [100 words max]

26. **Partnership Status –** Have you established communication with relevant stakeholders including but not limited to government agencies and implementing partners, for research collaboration?
    [Yes; No] *[Questions 27-30 required if answer is Yes]*

27. **Name of Partner Organization** – Indicate the name(s) of the partner organization. [30 words]

28. **Role of Partner Organization** – Indicate the role of the organization on this project. [Co-funder; Scale-up Partner; Research Partner; Intervention Implementation Partner; Government Partner, Tech Partner]

29. **Partner Description** – Please provide a brief description of the partner(s), the partner's involvement in project activities, and any in-kind or financial support they have committed or provided to the project. If you are adding a co-funder as a partner, please indicate the total amount of received or committed funding, the funded proposal or project title, and the name of the primary PI for the co-funded proposal or project.
[250 words max]

30. **Point of Contact Based at the Partner Organization** – Please provide details about your point of contact at the partner organization. [First Name, Last Name, Role or Title, Email Address]

31. **Interest in Co-funding** – Below, indicate "Yes" or "No" if you are interested in applying for co-funding from [Fund for Innovation in Development (FID)](link) or other donors in the J-PAL network who have indicated interest in seeing promising proposals from J-PAL initiatives. J-PAL staff can provide assistance in preparing a proposal to these donors on a case by case basis.
[150 words]

INSTITUTIONAL REVIEW BOARD AND INSTITUTE TO RECEIVE AWARD

Institutional Review Board (IRB) Information
The recipient of this award accepts responsibility for following appropriate IRB protocols and providing up-to-date documentation to the initiative team, as necessary.

1. A local IRB approval needs to be obtained. In the event that the local IRB is not IORG certified, a commercial IRB can be obtained in addition to the local IRB. [You can look up the IORG status of an IRB here](link).
2. All members of the research team must also complete human subjects' certification. [This guide](link) explains how to register and sign up for the course which is free of charge. Please follow the instructions for non-MIT users. The course to complete is called "Social and Behavioral Research Investigators" and it will take approximately three hours to complete. Please send through the course certificate for all research team members with your IRB documentation.
3. If you are conducting primary data collection or analysis on data that contains personally identifiable information (PII), please indicate this on your IRB application and follow the [J-PAL Data protocols](link).

4. All projects are required to agree and sign the University of Cape Town umbrella IRB agreement, which will be provided to you if your application has been granted funding.
5. These documents are required by UCT's umbrella IRB process. UCT requires proof of IRB approval prior to processing any DigiFI Africa award that involves human subjects and collection of personally identifiable information (PII). The sub-award contract cannot be established until these materials are received. UCT reserves the right to require a UCT IRB review in addition to the IRB of record. PIs are asked to adhere to all local legal requirements, including obtaining local IRB approval and government research permits.

Institutional Review Board (IRB)
For awards that include human subject research, IRB approvals (including exemptions) are required to be in place prior to a subaward agreement being issued and prior to any human subjects research commencing. If this proposal receives initiative funding, you will be required to submit:
1. All IRB approval(s) or exemption(s), and
2. All IRB-approved protocols, and
3. Any IRB-approved consent forms

UCT requires proof of IRB approval prior to executing the award with your institution and releasing funding. In certain cases, approval from UCT's IRB will also be required; UCT reserves the right to review if required.

30. **Institutional Review Board (IRB) of Record** – Provide the name of the IRB of Record. [15 words]

31. **Is this IRB of Record IORG certified?** [Yes, No]

32. **Local Legal Requirements Certification** – All PIs and co-PIs certify that they understand they must adhere to all local legal requirements, including obtaining local IRB approval and government research permits, and provide DigiFI with all such documents. Do you agree? [Yes, No]

33. **Institute to Receive Award (ITRA)** – Please indicate the institution that will receive the grant funds. [15 words]

BUDGET

Budget Template
From the RFP webpage, download and complete the **DigiFI Full RCT Grants Budget Template** under the **Application Materials** section. If you are applying through the

African Scholars program, please use the **DigiFI Full RCT Grants Budget Template for African Scholars.**

There are two tabs: one for the J-PAL initiative-specific budget and one for the project budget (i.e., the initiative-specific budget plus any other sources of funding you may have). When done, please upload your completed budget in the field below. Please do not remove the template's formatting, change any of the formatting, or create new columns.

34. **Budget Upload** - Please upload a single Excel file with the title: [PI Last Name, First Name][Budget].xls(x)

35. **Budget Narrative Upload** – Please justify the expenses outlined in your budget in a Word document with the title [PI Last Name, First Name][Budget Narrative].doc(x), and upload it here. This document is required in addition to the Proposal Budget. Notes included in the Excel sheet of the budget do not suffice.

LETTERS OF SUPPORT & ADDITIONAL MATERIALS

36. **Letter of Support from Implementing Partner** – Applicants are required to provide a letter of support from the implementing partner of the intervention. This letter should indicate a willingness to work with the research team and an agreement to share program cost data with J-PAL (through the PI) for the purpose of conducting a cost-effectiveness analysis.

37. **Letter of Support from Potential Scale-Up Partner** – If available, applicants should also include a letter of support from a potential scale-up partner.

38. **Letter of Support from ITRA** – Applicants are required to provide a letter or document stating approval of the proposal materials and budget from each proposed institute to receive award (ITRA). Please note that MIT policy states that the project PI needs to be at the ITRA and that the ITRA should provide the IRB (either using the Institute's IRB or a third party IRB). The Project PI must be the PI on the IRB.

The organization or representative should also complete and return the UCT financial due diligence form with supporting information.

39. **Are you applying as a PhD Student?** [Yes, No]
    a. If yes, include the **J-PAL Affiliate or Invited Researcher Letter of Support.** PhD student applicants are required to submit a letter of support from a J-PAL Affiliate or Invited Researcher who serves as an advisor on the applicant's dissertation committee. This letter should indicate the advisor's willingness to

advise the student throughout the project's lifetime. Please note that in some cases, the advisor may be asked to add their name to the financial award and IRB documents. If your advisor would rather submit this letter confidentially, ask them to email it to digifiafrica@povertyactionlab.org. If the advisor submits the letter by email, the PhD student will need to bypass this upload field by uploading a blank document.

40. **Additional attachments** – Please attach any relevant materials discussed in your answers to the previous questions.