

# J-PAL's European Social Inclusion Initiative (ESII) RFP Round V: Instructions for Pilot Study Applications

**Proposals must be submitted by 31 October 2025 at 6:00 PM Central European Time (CET).** Please upload your submission via WizeHive, as outlined on the [ESII RFP webpage](#), where you will also find all relevant templates and guidance documents. To be considered, proposals must include responses to all required questions and all mandatory attachments. **Incomplete proposals will not be reviewed.**

## I. Pilot Overview

These grants are for studies with a clear research question, but which require substantial upfront investments in design, measurement, and/or implementation before a full impact evaluation proposal can be submitted.

Activities could include A/B testing, developing new measurement strategies or instruments, analysis of existing data, piloting survey questions, or new data development or collection. Random assignment does not necessarily need to occur during a pilot study, but applications should explain how the pilot will lead to a randomised evaluation in the future. Pilot proposals are not expected to have full power calculations.

In addition, pilot proposals should:

- Have a very clear research question that lays the groundwork and assesses the feasibility of using a randomised evaluation to answer this question.
- Clearly articulate the conceptual and methodological distinction between the pilot study and any future follow-on studies, and what exactly the pilot will enable researchers to learn. The narrative should include a solid justification for why a pilot is needed, what will be learned, and what a future RCT informed by this exploratory research fits in ESII's scope.

Projects that receive pilot funding are welcome to apply for additional funding in future RFPs.

**Funding per pilot study:** The award limit is currently set at €50,000. We expect projects of various sizes and will carefully check whether the budget size accurately reflects the scope of work proposed.

**Timeline:** Funding requests should not extend beyond the **31st of December, 2027.**

## II. Pilot Study Application Checklist and Guidelines

The following documents will be required for your application to be considered. For each of these items, you will find guidelines in the sections below.

Application via WizeHive	Required	Please complete all application questions directly within the WizeHive platform and upload the required supporting documents as listed below. Both the questionnaire and attachments must be submitted through WizeHive for your application to be considered.
Proposal Budget	Required	Use the Budget Template and save as a single Excel file with the title: [PI Last Name, First Name][Budget].xls(x)
Budget Narrative	Required	Save as a PDF document with the title: [PI Last Name, First Name][BudgetNarrative].pdf
Letter(s) of support <ul style="list-style-type: none"> <li>A letter of support from each implementing partner</li> <li>A budget letter of support or document from the ITRA</li> <li>[PhD candidates applying for funding] Letter of support from an affiliate/invited researcher supervisor</li> </ul>	Required Required Required	[PI Last Name, First Name] [Name of Organisation Letter of Support].pdf [PI Last Name, First Name] [Name of ITRA/Organisation Letter of Support].pdf [PI Last Name, First Name] [Name of Supervisor Letter of Support].pdf

### Questions you will be asked to reply to via WizeHive

You will be required to answer the following questions within the WizeHive application platform. Please ensure that you adhere to the word limits specified for each question.

#### Important information

Please note that this application is for pilot projects. If you would like to apply for another grant type (Full RCT or add-on), please see the [ESII RFP page](#) for application instructions.

Please note that applicants can move back and forth between sections to edit answers before submitting. Applicants can also save their applications, then come back later to make changes before submitting. For more details about how to navigate WizeHive, please see [these instructions](#).

Applicants are encouraged to take advantage of the full space provided for questions about elements

of the study that are particularly unique or complex. But for aspects of the study that are more conventional and straightforward, concise answers (which may be well below the word limit) are appreciated.

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.

### Important information

- **Full Title of Proposal\*** [30 words]
- **Primary Eligible Researcher\*** - Please identify one researcher who is eligible for J-PAL Initiative funding. This may be the principal PI or any eligible co-PI. Details for only one primary eligible researcher are required in cases where there is more than one eligible researcher. Other PIs who are eligible can be added as co-PIs.
  - First Name\*
  - Last Name\*
  - Email Address\*
- **Select PI Eligibility Category\*** - Indicate how the researcher is eligible for J-PAL Initiative funding. [J-PAL Affiliate; Invited Researcher; PhD Student; J-PAL Postdoc]
- **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\*
  - **Graduation Date\*** – Please enter your expected graduation date/year
- **Organisation Name of Eligible Researcher\*** - Please tell us the name of the institution the eligible researcher (i.e., the professor or PhD student) is affiliated with. Below, if you choose "Other" instead of "University," please contact the initiative team to provide more details. The organization mentioned below is the eligible researcher's organization type. As a reminder, researchers must be based at university to be eligible. If you have questions, please contact the initiative team at [esii@povertyactionlab.org](mailto:esii@povertyactionlab.org).
  - Organization Type of Eligible Researcher\* [University; Other]
  - Organization Website of Eligible Researcher
  - Country Where Organization is Based or Headquartered\*
- **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
  - PI at Institute to Receive Award
  - Reporting Contact
  - Secondary Reporting Contact
  - IRB Contact
  - Finance Contact
  - Collaborator
  - Contact for Contracting (e.g., grant manager or research administrator)

If you are the applicant and a PI (or another role), indicate so by adding yourself as an applicant and then again as a PI. As the applicant, you will be receiving all notifications related to this application.

- **Team Members & Roles\***
  - First Name\*
  - Last Name\*
  - Role/Title\*
  - Email Address\*
- **PI Certification\***
  - 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.
  - 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]
- **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, they do not need to fill it out again.

If you have any technical problems with completing this step, please email [help@povertyactionlab.org](mailto: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]
  - Please remember to send the above emails to your team members and then come back to this question to mark 'Yes' once they have completed their demographic information. Your application will not be considered until this is complete.
- **Past and Future Submissions to J-PAL\*** - Have you submitted or do you plan to submit this LOI and proposal to any other J-PAL Initiative RFP, including any previous ESII round of funding?
- **Details about Past and Future Submissions\*** - If you answered yes above, please state which initiative(s), year/season of RFP, and the name of the LOI/proposal you submitted or plan to submit. Example: GI Spring 2019 Using Mobile Phones to Improve Service Delivery.

Are the PI team, context, and research question the same as in the previously submitted proposal? If this proposal is for a similar project but would be using the funds for something different, please explain the difference. [350 words]

- **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. [250 words]
- **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. [250 words]

## Project Details

### Subaward Setup

For grants with human subject research, once all materials, including IRB approvals/exemptions, have been received, PSE typically takes 90 days to establish the subaward. Please provide conservative rather than optimistic estimates for start and end dates to reduce the likelihood of needing to submit no-cost extension requests.

- **Proposed Period of Performance Project Start Date\*** - What is the proposed start date for this J-PAL grant's subaward activities?
- **Proposed Period of Performance Project End Date\*** - What is the proposed end date for this J-PAL grant's subaward activities?
- **Funding Amount in EUR**
- **Funding Amount in USD\*** - This is required. To calculate, please use the date of your application and this currency conversion platform: <https://fxtop.com/en/historical-currency-converter.php>. This information is for internal administrative purposes. Please note that the amount considered for your application will be the previous amount in EUR.
- **National Location\*** - In which country or countries will your research project or travel take place?
- **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]
- **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 it was last submitted to J-PAL. [250 words]

## Narrative

- **Problem Statement and Motivation\*** - To motivate the research, clearly state the social inclusion problem your project aims to tackle and how your proposed research project can help address this challenge. This should be policy-oriented and clearly state how the policy problem you are addressing falls within the scope of ESII activities. [250 words]

- **Intervention Details\*** - Referring to the nature of the intervention that would be evaluated in a full RCT after the pilot is complete, state how the intervention could potentially improve one or more of the initiative's priority outcomes and benefit people living in poverty. The intervention can be introducing new programs or making changes to existing programs, processes, technologies, or delivery systems. State how the intervention could potentially improve one or more of the initiative's priority outcomes and benefit people living in poverty. The intervention can be introducing new programs or making changes to existing programs, processes, technologies, or delivery systems. [300 words]
- **Timeline and Pilot Activities\*** - Please write out a timeline with key pilot activities. [500 words]
- **Target Pilot Population\*** - Please describe the target population(s) to be reached during the pilot and describe how the targeting and engagement will take place.
  - Describe how the project plans to target individuals at risk of social exclusion.
  - Describe if and how the project plans to engage with hard-to-reach at-risk populations.
  - Discuss if you foresee the pilot population being significantly different from the population targeted if the study were to be fully implemented. [300 words]
- **Pathway to an RCT and Impact\*** - Describe how results from this grant would inform a future RCT [500 words]
  - Describe, specifically, what researchers and practitioners can expect to learn from this pilot study. Will it pilot an intervention? Will it provide qualitative data to inform intervention design?
  - In what specific ways will the pilot prepare researchers for a full RCT project? Clearly establish a plausible and promising link between the proposed approach to be tested and the hypothesized channel for impact in the full RCT.
- **Contribution to the Literature\*** - Please clearly articulate how this research fits within the existing literature and how it will advance the field. Explain the project's potential to provide a unique scientific contribution if fully developed and, in particular, the value of conducting this scoping work prior to a full-scale randomised evaluation. Note that the full reference list (to be provided at the end of the Narrative document) does not count towards word counts. [200 words]
- **Outcomes of Interest\*** - Beyond the initiative-specific outcomes listed under the "Innovative Intervention Details & Evaluation Design," please list any additional outcomes from this list to tag your evaluation with, in the case that a summary is later drafted of your evaluation. This list is the wider set of outcomes of interest for all J-PAL sectors and initiatives. Please add as many as can apply to your planned study.
- **Mechanisms** - Through what mechanisms do you expect the treatment to affect outcomes of interest? How will you test these mechanisms? What is the theorized causal relationship between the pilot intervention and the outcomes to be tested? [250 words]
- **Gender Implications and Analysis\*** - Does the proposal address any gender issues at the problem/intervention level as well as the pilot and future full RCT level?? For example, have you taken into account how gender considerations could affect the outcomes of the intervention? [500 words]

- **Local Researcher Involvement\*** - Please describe how the project involves researchers local to the project context. [200 words]
- **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 attach it in the "additional attachments" section. If not applicable, please write "N/A." [300 words]

## Potential Risks

To protect children, 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. The following questions provide an opportunity for researchers to do that. 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.

- **Completion\*** - Are there any technical, logistical, ethical, or political obstacles and risks that might threaten the completion of the pilot (e.g., 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]
- **Implementing Partners\*** - Please discuss any information about the implementing partner(s) that could pose ethical, reputational, or legal risks (e.g., child safeguarding, 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? [150 words]
- **Child Safeguarding\*** - Particularly for pilots working with children, what child safeguarding risks exist? [200 words]
- **Participants, Staff, Community Members\*** - 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? [300 words]
  - Program and research participants
  - Staff (e.g., implementing partners, research assistants, enumerators)
  - Community members (e.g., untreated members of a household, untreated neighbors, or broader communities if the treatment might have spillover or downstream effects beyond the study sample)
- **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? [150 words]

## Institutional Review Board and Institute to Receive Award

### IRB Organization Information

Please be mindful that PSE requires that the IRB determination must be held by the institution that enters into the subaward agreement with PSE. The PI at the ITRA must be listed as the main PI on the IRB. However, if the institution does not have its own IRB, the institution can either engage the

services of a commercial IRB or reach out to PSE to review and provide oversight for the research activities. Indeed, any researcher affiliated with PSE and J-PAL Europe can request a review of their file. Please see [PSE's website](#) for more information.

[Heartland](#) and [Solutions](#) provide a review of international research and satisfy J-PAL's IRB requirements; fees can be found on their respective websites. J-PAL also requires that the reviewing IRB have IRB Organization (IORG) status with the US Office of Human Protections.

[You can look up the IORG status of an IRB here.](#)

### **Institutional Review Board (IRB) of Record**

If the project has not received an IRB exemption and IRB review is required, please provide the name of the current or expected IRB of record.

IRB Requirements - If this proposal receives initiative funding, we will ask that you submit the following in the Additional Attachments section:

- All IRB approval(s) or exemption(s)
  - All IRB-approved protocols
  - Any IRB-approved consent forms
- 
- **Institutional Review Board (IRB) of Record\*** - Provide the name of the IRB of Record below
  - **Is this IRB of Record IORG certified?\*** [Yes;No]
  - **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, where applicable. Do you agree? [Yes;No]
  - **Data Publication\*** - Please confirm you plan to publish data collected in an open-access, online database at the end of the evaluation. Data publication is required for projects funded by a J-PAL initiative, unless researchers 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: [Yes;No]

### **Institute to Receive Award (ITRA) Information**

**PLEASE NOTE:** PSE now requires that at least one project PI be employed by the organization receiving the subaward and funds. Please provide the name of the ITRA here.

- **Institute to Receive Award (ITRA)\*** - Please indicate the institution that will receive the grant funds.
- **Contact at Institute to Receive Award (ITRA)\*** - Please provide contact information for the person who will be in charge of the contract at the ITRA
  - First Name
  - Last Name
  - Role/Title
  - Email Address

### **Partnership Questions**



- **Partnership Status\*** - Have you established communication with relevant stakeholders, including but not limited to government agencies and implementing partners, for research collaboration? [Yes;No]
- **Name of Partner Organization #1\*** - Indicate the name(s) of the partner organization.
- **Role of Partner Organization #1\*** - Indicate the role of the organization on this project. If you are adding a co-funder as a partner, please add more details under the question "Co-funder Details" further down. [Co-funder; Scale-up Partner; Other; Research Partner; Intervention Implementation Partner; Government Partner]"
- **If you selected "Other" above, please explain the role of your partner #1\***
- **Partner Description #1\*** - 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. [250 words]
- **Point of Contact Based at the Partner Organization #1\*** - Please provide details about your point of contact at the partner organization.
  - First Name
  - Last Name
  - Role or Title
  - Email Address
  - Phone Number (not required)
- **Is there an additional Partner Organization you would like to add?\***
- For additional partner organizations, the questions above need to be answered again.
- **Co-funder Details** - If you are adding co-funders, indicate the total amount of received or committed funding (in EUR), the funded proposal or project title, and the name of the primary PI for the co-funded proposal or project. [150 words]

### Budget Template

From the [RFP website](#), download and complete the budget template. There are two tabs: one for the initiative-specific budget and one for the total project budget (i.e., the initiative-specific budget plus any other sources of funding you may have). When done, please reupload the budget in the budget section of the online application portal. Please note that the budget is formatted specifically for this application. Please do not remove the formatting, change any of the formatting, or create new columns.

- **Budget Upload\***
- **Budget Narrative Upload\*** - Please justify the expenses outlined in your budget in a PDF document with the title [PI Last Name, First Name][Budget Narrative].pdf, and upload it here. This document is required in addition to the Proposal Budget. Notes included in the Excel sheet do not suffice.

### Letters of Support & Additional Materials

- **Letter of Support from Implementing Partner\*** - Pilot projects should provide a letter of support from their implementing partner. This letter should indicate a willingness to work with the research team.

- **Budget Letter of Support from ITRA\*** - Pilots are required to provide a letter or document stating approval of the proposal materials and budget from each proposed institute to receive the award (ITRA).
  - Please allow for an adequate amount of time to acquire this letter.
  - Given that 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.
- **Are you applying as a PhD student?\***
  - **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 (or will serve) as an adviser on the applicant's dissertation committee. This letter should indicate the adviser's willingness to advise the student throughout the project's lifetime. Please note that in some cases, the adviser may be asked to add their name to the financial award and IRB documents. Please upload the letter here. If your advisor would rather submit this letter confidentially, ask them to email it to [esii@povertyactionlab.org](mailto:esii@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.
- **Additional Attachments** - Please attach any relevant materials discussed in your answers to the previous questions.

## Budget Guidelines

It is your responsibility that your budget follows your host institution's policies for costs. As part of your proposal, you must submit a letter from the institution to receive the award stating that they have reviewed your proposal and accepted your budget. 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.

It is usual for the ITRA to be the university of primary affiliation of one of the eligible researcher(s) or one of the universities with which one of the other researchers is primarily affiliated. The Paris School of Economics (PSE), which is the institute that will process the awards, requires that there is a subawardee PI at the ITRA who will be responsible for overseeing the work on the ground.

## Proposal Budget Guidelines

Carefully review the guidelines below, then use the Budget Template, which must be completed in its entirety and saved as a single Excel file to attach to your application. To reduce processing time, please keep the following in mind when developing your budget:

- Please submit the budget in Euros.
- 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.
- Projects which have secured or will require co-funding for their project should complete both Excel sheets in the Budget Template, i.e. both “Total Project Budget” (overview over all costs required to complete your project) AND “Initiative Budget” (what you are requesting from ESII. If the project has other funders, the proposal should clearly explain the marginal contribution of the requested funds from ESII and the feasibility of your project, should another part of the activities remain unfunded). 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, the 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 230 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 once the contract is signed. Depending on the award amount, upon signature of the contract, 30 to 50 percent can be provided in advance, with subsequent tranches 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 ESII does not cover PI salaries.
- Project implementation costs: For full research projects, implementation costs are expected to be borne by the project partners. However, under some circumstances, ESII can fund implementation costs where it is a marginal addition to an existing programme 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 labelled as “incidental”, “miscellaneous”, or “contingency”. Any costs for rent should be explained in the budget narrative.

#### **Budget Narrative Guidelines**

Detail the major costs within the budget, referring to the Budget Guidelines, and compile this in a PDF document with the title [PI Last Name, First Name][Budget Narrative].pdf to include in your proposal. This document is required in addition to the Proposal Budget -- i.e. notes included in the Excel sheet do not suffice.

#### **Letter(s) of Support Guidelines**

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 Organisation Letter of Support].pdf for upload to the portal:

- 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 their willingness to share relevant programme 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.

- Budget letter of support from ITRA: A budget letter of support or document stating that the proposed grant host institution, the Institute to Receive Award (ITRA), approves the proposal materials.
  - A letter or document stating approval of the proposal materials and budget is required from each ITRA. Please allow for an adequate amount of time to acquire this letter.
  - Given that 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.

Institute to Receive Award (ITRA) Requirements: It is usual for the ITRA to be the university of primary affiliation of one of the eligible researcher(s) or one of the universities with which one of the other researchers is primarily affiliated. The Paris School of Economics (PSE), which is the institute that will process the awards, requires that there is a subawardee PI at the ITRA who will be responsible for overseeing the work on the ground.

- Are you applying as a PhD Student?:
  - 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 adviser on the applicant's dissertation committee. This letter should indicate the adviser's willingness to advise the student throughout the project's lifetime. Please note that in some cases, the adviser may be asked to add their name to the financial award and IRB documents. Please upload the letter here. If your advisor would rather submit this letter confidentially, ask them to email it to [esii@povertyactionlab.org](mailto:esii@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.

### **A note on the Institution/IRB approval requirements if the proposal is accepted for award**

Should your proposal be accepted for an award, the allocated funds will be disbursed through a grant from PSE to your host institution. In addition to your proposal, this process will require:

- IRB Organization Information: Please be mindful that PSE requires that the IRB determination must be held by the institution that enters into the subaward agreement

with PSE. The PI at the ITRA must be listed as the main PI on the IRB. However, if the institution does not have its own IRB, the institution can either engage the services of a commercial IRB or reach out to PSE to review and provide oversight for the research activities. Indeed, any researcher affiliated with PSE and J-PAL Europe can request a review of their file. Please see [PSE's website](#) for more information. [Heartland](#) and [Solutions](#) provide a review of international research and satisfy J-PAL's IRB requirements; fees can be found on their respective websites. J-PAL also requires that the reviewing IRB have IRB Organization (IORG) status with the US Office of Human Protections. [You can look up the IORG status of an IRB here](#).

- Formal submission approval of the proposal from your institution to the initiative: If your proposal is accepted for award, the allocated funds will be disbursed through a grant from PSE to your host institution. In addition to your proposal, this process will also require your institution to formally approve and submit the proposal to the initiative, unless this has already been included in your proposal. Prior to finalising the award with your institution, PSE will need verification of this approval.
- We aim to complete the subaward process within 60 days of receiving all your forms and IRB approvals. We can backdate the award to cover expenses from the Award Date or the date of IRB approval, whichever is later. If a project includes non-Human Subjects work prior to the IRB approval, please let us know following your award, and we may, in some cases, be able to cover those costs (post-award, but pre-IRB) under the award.
- J-PAL minimum must-do for initiative-funded projects: Please note that all projects funded through J-PAL initiatives are expected to comply with the “minimum must-dos” detailed in [J-PAL's research protocols](#).

### III. 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-PAL reserves 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-PAL under this call. Further information may be requested from the ESII staff at J-PAL.