J-PAL NA Proposal Checklist

I have included the following in my proposal to the Education Technology RFP:
- ☐ **The proposal application cover sheet saved as** *[PI Name]_[Topic Name]_[Ed Tech].pdf*
- ☐ **A 5-page narrative including:**
    - ☐ A 150-200 word abstract including information on the research question, the hypotheses, the intervention, the (potential) sample size, and the outcomes.
    - ☐ The narrative clearly describes:
        - ☐ The policy problem that motivates this research,
        - ☐ An explanation of how the study addresses a policy issue that has a significant impact for low-income or vulnerable people
        - ☐ The treatment/intervention, evaluation design, the study population (including demographics), and implementing partners.
        - ☐ Power calculations based on a minimum detectable effect (MDE) size with a clear explanation of why the MDE is realistic and decision-relevant, including enough detail for reviewers to understand how you arrived at the MDE and citing the relevant literature.
        - ☐ The expected timeline to complete the study and analysis.
        - ☐ The narrative address each of the topics listed in the Evaluation Criteria:
            - ☐ Relevance to education policy and issues of poverty
            - ☐ Contribution
            - ☐ Value of research
            - ☐ Technical design
            - ☐ Viability of the project
            - ☐ Publishing data
    - ☐ The narrative is no longer than five pages.
    - ☐ The minimum font size is 11 points.
    - ☐ The margins may not be smaller than 1 inch.
    - ☐ The document is saved as *[PI Name]_[Topic Name].doc(x)*

- ☐ **A complete budget (template available here [LINK]).**
    - ☐ Overhead charges do not exceed 9% of total direct costs.
    - ☐ There is no investigator time included.
    - ☐ Each item in the budget is justified/described in the budget notes column.
    - ☐ No items are labeled incidental, miscellaneous, contingency, or rent.
    - ☐ The budget form is saved as a single excel file, titled *[PI Name]_Budget.xls(x)*

- ☐ **A brief (no more than half page) budget narrative saved as** *[PI Name]_BudgetNarrative.doc(x)*

- ☐ **Letter(s) of support from the partner organizations** (Applicants for pilot funding are encouraged, but not required to submit letters of support.)

Questions? Contact Vincent Quan at vquan@povertyactionlab.org