**Gender and Economic Agency Initiative Application Form and Instructions**

*Measurement grants: Round 1 (Spring 2021)*

**Instructions**

Proposals for GEA measurement grants consist of (i) an application form, which includes a cover sheet and narrative; (ii) a budget form; and (iii) letters of support. These materials should be submitted by **11:59 p.m. ET on Friday, March 12, 2021.**

**Narrative**

The narrative should not exceed three pages in length, including appendices, and use 12 point font. It should clearly describe the proposed project and include:

1. A 100-150 word abstract of the study,which will be added to the [GEA webpage](https://www.povertyactionlab.org/initiative/gender-and-economic-agency-initiative) if the project receives funding.
2. A summary of the aspects of women’s empowerment and agency the project plans to measure, and why this is a priority for measurement research as outlined by [EMERGE’s roadmap](https://emerge.ucsd.edu/wp-content/uploads/2020/06/agency-and-social-norms-roadmap.pdf).
3. A description of the target population, and why this is an important population with which to pursue measurement research on women’s empowerment and agency.
4. A description of the methods and analytical approach.
5. A comment on whether you plan to publish data collected in an open-access, online database at the end of the evaluation. Note that data publication is required for any project funded by a J-PAL initiative. *(Full studies only)*
6. In approximately half a page, please:
   1. Note any elements of the project that relate to COVID-19;
   2. Describe to what extent findings from your intervention may be generalizable beyond a COVID-19 context;
   3. Describe any COVID-related risks to the feasibility of the project and how you will prepare for and mitigate these risks.
7. A comment on whether and how the project involves researchers local to the project context.

*Off-cycle proposals:* Please also include an explanation of the time constraints the project faces and the reasons for requesting expedited review.

**Budget**

Please submit a detailed project budget using one of the Excel templates available online (Full or Pilot, respectively). To reduce the processing time, please keep the following in mind when developing your budget:

1. If there is co-funding for the project, you must complete both the “Total Project Budget” and the “GEA Budget” sheets in the budget template.
2. Awards are normally paid on a cost-reimbursable basis.
3. Applications must include budget notes in the column provided in the budget template, detailing the major costs within the budget. For example, “Travel Costs” should include a breakdown of how many trips are planned, the estimated cost per trip, etc. “Field Costs” should include a breakdown of the number of respondents, cost per respondent, etc.
4. Universities in high-income countries, generally defined as [OECD member countries](http://www.oecd.org/about/membersandpartners/list-oecd-member-countries.htm), can charge up to 10% in indirect costs, applied to total direct costs. Independent 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.
5. We understand that the cap on overhead or indirect costs under GEA 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 notes.
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.” Any costs for rent should be explained in the budget notes.
8. GEA research funds are unable to fund any program implementation costs.
9. Please note that GEA does not cover PI salaries.
10. 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 that states that they have reviewed your proposal and accept your budget. If the organization allows you to submit your proposal without such a letter (due to time constraints or some other reason), please note this on the Proposal Cover Sheet (under the “Institution to receive grant funds” field). Please note that this applies to all projects, including those going through J-PAL and IPA offices. You should contact J-PAL and IPA offices in advance to make sure you are aware of their policies for proposal review.

**Letters of Support**

Please provide the following letters of support:

1. Applicants for measurement grants are encouraged to submit letters of support from implementing partners if available.
2. PhD students are required to include a letter of support from a J-PAL affiliate or GEA invited researcher who is an adviser on their dissertation committee. The letter should either state that the advisor will be the supervising PI with the PhD students as lead researchers or that the PhD students meet their institution’s criteria for PI status. If the student is pre-thesis, the letter should state “I am actively responsible for supervising this project/research and anticipate being on the student’s thesis committee.” This letter should generally come from the same adviser who supported the student’s initial GEA travel/proposal development grant application if applicable. Graduate students who are applying for pilot or full study funding but have not previously applied for GEA travel/proposal development grants must also include documented evidence of successful pilot activities. Please note that in some cases, due to restrictions at the institution that will receive the funding awarded, the adviser may be asked to add his or her name to the subaward and IRB documents.

**Submission Instructions**

Please submit your application via J-PAL’s online portal. The deadline for submissions is **11:59 p.m. ET on Friday, March 12, 2021.**

**Requirements**

If your proposal is accepted for award, the actual funds will be provided under a subaward from MIT to the “Institute to Receive Award” indicated on your coversheet. This will require, in addition to your proposal:

1. Formal submission approval of the proposal from your institution to the GEA. This approval should be provided in your proposal to the GEA.
2. IRB approvals from your host institution accepting review for the project (the reviewing IRB must have a Federalwide Assurance Number and be willing to establish a reliance agreement), unless the project has been deemed exempt. MIT requires proof of IRB approval prior to executing the award with your institution and releasing funding. We also ask that you provide any local IRB approvals for our records.

**Process**

We aim to set up the subaward within 60 days of receiving all your forms. Assuming IRB approval is in place, we set the period of the award to start from the start date indicated on the submitted proposal.The process MIT follows for these awards is:

1. The GEA Review Board sends official award notification letter.
2. If not already submitted, J-PAL requests your institution’s approval of the proposal and your institutional IRB approval.[[1]](#footnote-1)
3. A reliance agreement is established between MIT and the IRB of record which must have a Federalwide Assurance Number. Instructions will be included in the award letter.
4. J-PAL establishes an account with award funds at MIT.
5. MIT establishes a subaward under that account with your institution.

**GEA Coversheet**

Round 1 – Spring 2021

*Please note that all fields are required*

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| J-PAL AFFILIATE OR GEA INVITEE AND INSTITUTIONAL AFFILIATION | | | | | | | | |
|  | | | | | | | | |
| CO-INVESTIGATOR(S) AND INSTITUTIONAL AFFILIATION | | | | | | | | |
|  | | | | | | | | |
| ☐ I agree | *By checking this box, all J-PAL affiliates and GEA invited researchers who are co-PIs on this project certify that they will be active, engaged and responsive PIs dedicated to guaranteeing the quality control on all aspects of this research; and that their participation in this project is not merely to provide access to J-PAL resources and funding to anyone else working on this project who is neither a J-PAL affiliate nor a GEA invited researcher.* | | | | | | | |
| TITLE OF PROPOSAL | | | | | | COUNTRY | | |
|  | | | | | |  | | |
| PARTNER(S) | | | | CONTACT (Name, Email, Phone) | | | | |
|  | | | |  | | | | |
| CO-FUNDER(S) | | | | FUNDED AWARD (PI, Project Title, Amount) | | | | |
|  | | | |  | | | | |
| **Have you submitted this or a related proposal in any previous GEA round of funding?** | | | | Have you submitted this or a related proposal to any other J-PAL research initiative? | | | | |
| ☐ Yes If yes, when?  ☐ No | | | | ☐ Yes If yes, which initiative and when?  ☐ No | | | | |
| GEA FUNDING REQUEST *(Check box if application is for pilot or off-cycle funding only)* ***Off-cycle*** ☐ | | | | | | | | |
| REQUESTED | | **$** | | TOTALCO-FUNDED | | | **$** | |
| **GRANT PERIOD** | | | | | | | | |
| START DATE: (yyyy-mm-dd) | | |  | | END DATE: (yyyy-mm-dd) | | |  |
| INSTITUTION TO RECEIVE AWARD\* | | |  | | CONTACT FOR CONTRACTING ISSUES | | |  |
| IRB OF RECORD | | |  | | IRB CONTACT | | |  |
| ***Do you expect that you will need to set up any sub-awards for this project? (For example: a partner organization, or an organization doing field work)***  ☐ *Yes* ☐ No | | | | | | | | |

\* Please indicate the institution that will receive the grant funds

1. In the case that IRB approval is not already in place when funding decisions are made, proposed start dates should reflect time needed to get IRB approval by the IRB of record, as well as time required to establish a reliance agreement and move forward in the subaward granting process. [↑](#footnote-ref-1)