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

*Travel/Proposal Development Grants: Round 3 (Winter 2022)*

**Instructions**

All J-PAL initiatives use an online portal for all application submissions, proposal reviews, invoice submission, and grantee reporting. After submitting a letter of interest, the GEA team will notify you via the portal once we have reviewed your LOI and you are clear to begin your proposal.

In the interim, to facilitate your proposal development, we have hosted reference application documents below that outline in detail all required information that applicants will be asked when submitting a proposal to GEA via our online portal system. You are welcome to begin drafting your proposal materials using these templates. **PLEASE, HOWEVER, DO NOT COMPLETE OR SUBMIT THESE REFERENCE DOCUMENTS TO GEA FOR CONSIDERATION.**

Proposals for GEA research funding for travel/proposal development grants consist of (i) a proposal narrative; (ii) a budget form; and (iii) letters of support.[[1]](#footnote-1) These materials should be submitted via the online portal by **8:59 p.m. ET on Monday, April 11, 2022.**

**Narrative**

Responses to the online portal’s application questions should not exceed two pages in total, including appendices. It should include:

1. A 100-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 concise statement of topic. These grants are intended to facilitate PI travel for very preliminary, exploratory research, so proposals need only address the general topic of interest and current ideas on how the question might be explored through a randomized evaluation. They do not need to include a detailed program or evaluation design.
3. Proposed partners, if available, including J-PAL regional offices, IPA country offices, or other organizations you plan to work with for both program implementation and evaluation.
4. A discussion of the project’s connection to research topics outlined in [GEA’s framing paper](https://www.povertyactionlab.org/review-paper/gender-and-economic-agency-initiative-gea-overview-research-opportunities).
5. In approximately half a page, please:
	1. Note any elements of the proposal that relate to COVID-19;
	2. Describe to what extent any findings from your exploratory research may be generalizable beyond a COVID-19 context;
	3. Describe any COVID-related risks to the feasibility of your travel and how you will prepare for and mitigate these risks.
6. Potential ethical risks [Optional]: Please discuss, if applicable, any ethical considerations that you feel warrant discussion but are not covered by your existing or planned IRB review. It is fine to leave this section partly or entirely blank; please detail only issues that are not or will not be covered by your IRB that you feel are potentially important enough for the review committee to be aware. For more details, see [here](https://drive.google.com/file/d/15-EdgIfCOp6b_uvA5QQMzbU5QTw01rEk/view?usp=sharing).

**Budget**

Please submit a detailed project budget using the Excel template available online. Travel/proposal development grants are intended to support costs related to PI travel and are provided as travel reimbursements in accordance with MIT travel policies. Please keep the following in mind when developing your budget:

1. Travel/proposal development grants are for a maximum of $10,000. The typical grant is $5,000 for one researcher.
2. Travel grants are paid as travel reimbursements through MIT after travel is complete. If the budget includes expenses for in-country costs such as hiring enumerators, procuring translation or transcription services, etc., you will need to cover these costs out of pocket and submit receipts for reimbursement once travel is complete. J-PAL is not able to directly reimburse survey firms or local organizations for these costs.
3. If a grantee plans to work with a J-PAL regional office or IPA country office, they should notify the organization prior to submitting a travel/proposal development grant application, as these organizations may require applicants to budget for overhead or other expenses incurred. J-PAL can set up a contract to a partner organization, if necessary.
4. Please include detailed budget notes in the column provided in the template.
5. *Medical insurance*: All grantees are required to provide proof of emergency medical insurance coverage before travel. As many universities provide this to their students, faculty, and staff at no cost, this is not a reimbursable cost under this award. J-PAL can provide information on affordable coverage if needed.
6. *Expenses not allowed*:J-PAL is not able to cover travel or trip protection insurance, lost luggage insurance, incidental expenses, or grantees’ time. In most cases, J-PAL is not able to directly reimburse any individuals or organizations other than the grantees awarded the travel/proposal development grant.
7. Grantees must complete their travel/project development work and submit final reports within one year of receiving the award.

**Letter of Support**

Graduate student applicants are required to submit a letter of support from a J-PAL affiliate or GEA invited researcher who serves as an adviser on the applicant’s dissertation committee at their host university. This letter should indicate the adviser’s willingness to advise the student throughout the project’s lifetime. Letters can be included in the applicant’s submission packet.

**Submission Instructions**

Please submit your application via J-PAL’s online portal. The deadline for submissions is **8:59 p.m. ET on Monday, April 11, 2022.**

1. Please note that full evaluations requesting less than $75,000 are considered full research projects and evaluated accordingly. The criteria for pilot funding apply only to proposals requesting funds to conduct piloting, or pre-randomization, activities. [↑](#footnote-ref-1)