**Instructions for the Report:** Under the Governance Initiative (GI) grant conditions, pilot grantees are required to submit annual narrative reports, annual financial reports, a final narrative report and a final financial report within 60 days of completion of the award period. Full project awardees are required to submit annual narrative reports, annual financial reports, a final financial report within 60 days of completion of the award period and a final project narrative report within four months of the project end date. The research team will also submit the Preliminary Results Report and the Data Publication Requirement within one year of completing the final data collection. Please reference the reporting schedule provided to you within the award letter.

The report is comprised of: (i) a narrative, (ii) a costing template (in Excel), and (iii) a budget template (in Excel). Part I of the narrative should be completed in each reporting cycle; Part II should be completed only in the final report (to be submitted within a maximum of four months of completion of the award period). **Pilot projects do not need to fill in the sections on Implementation Cost Data or Data Publication.**

Please send completed report to GI@povertyactionlab.org and GI\_grant\_admin@povertyactionlab.org.

**PART 1 (To be completed in each reporting cycle)**

1. **Basic Information**

|  |
| --- |
| Principal Investigator(s) |
|  |
| Title of Proposal |
|   |
| Country | Date Report Submitted (yyyy-mm-dd) |
|  |  |
| Grant Period:  |
| Start Date:(yyyy-mm-dd) |  | End Date:(yyyy-mm-dd) |  |
| MIT Subaward or PO number: |  | J-PAL Grant Identifier (GR-XXXX): |  |

1. **Update on Evaluation Activities** (1 page)

Please provide a brief update on the current status of the underlying program and its evaluation. In particular, please discuss any changes in the following:

* Underlying program: Is program implementation taking place as planned in the project proposal? If not, could you please provide a brief update on any major changes?
* Evaluation design (e.g. research question(s), outcome measure(s), randomization method, sample size, target group(s))
* Project timeline, including data collection and publication plan
1. **Financial Report**

Using the latest budget you have for J-PAL Initiative funding (this may be from your original submission or a later revised version, as appropriate), specify actual expenditures to date for each line item. Please insert columns for actual expenditures, variance with budget, and percentage of variance (use standard [Financial Report Template](https://docs.google.com/spreadsheets/d/108Gth41aSoD6jpBrA_GeEs9jsNzAc-Ml/edit?rtpof=true#gid=1274755014)). If you are using the [GI Invoice and Financial Report template](https://docs.google.com/spreadsheets/d/1S2eg-PdfsF3bvMAWXRvKPByMY7nk93bB/edit?rtpof=true), you may submit an invoice/report at this time instead of the standard financial report template.

Please also let this serve as a reminder to invoice any expenses that have accrued. Thank you.

1. **Data and Code Availability Timeline** (Full studies only)

As a reminder and in accordance with [J-PAL’s Data and Code Availability Policy](https://drive.google.com/file/d/0B97AuBEZpZ9zZE5ncHEzTWZnNjg/view), researchers should make data publicly available when any of the following conditions are met:

* When an academic paper is accepted, the data and code used to generate the paper’s findings should be available within 60 days of the paper’s acceptance, or by the deadline of the journal in which the paper is accepted, whichever comes earlier;
* Within three years of the completion of data collection—or earlier if required by a funder—all primary data, metadata, codebooks, program code, and supporting information should be made available. If academic publications are still pending at this time, researchers may request an extension.Preliminary preparation of datasets prepares research projects for eventual publication of data and code at the end of the study, which J-PAL staff can help support with your request.
	1. Please list the date in which all data collection ended for this study (specifically, the data collection for which you received funding from this J-PAL initiative). For studies using administrative data, please list the last date by which you received data that is relevant to this project funding. If the researchers have continued access to the data, then the data collection end date should match the last date the grant is active.
	2. Certain data, such as restricted or third-party data, may be exempted from this policy. Please see the policy about acceptable reasons for exemption. Is there any data that should be exempted from the Data and Code Availability Policy? If so, what are your reasons for exemption?
	3. If the data has already been published, you do not need to submit datasets and code to J-PAL. Has the dataset and code for this study already been published? If so, please provide a link and citation.

If you have any questions about the scope of this requirement, need any assistance with the data and code policy, or would like any assistance with publishing your data, please contact J-PAL’s Research, Education and Training team by emailing data@povertyactionlab.og.

1. **Implementation Cost Data** (Full studies only)

Under GI grant conditions, grantees are required to collect and share program cost data to facilitate future policy outreach. In addition to impact, policymakers are very interested in how much a program costs, which is a key factor in the decision to adopt or fund a program. Furthermore, detailed cost data allows for cost effectiveness analysis (CEA), which J-PAL may conduct (with your permission) even if such analysis is not part of the final academic paper.

In order to collect data on project cost, please fill out the costing template provided with this report request. This document is meant to give you an idea of the cost data needed to conduct CEA. However, even if you are unable to collect detailed cost data, initiative-funded projects must provide estimates of **total program cost, average cost to beneficiary, and marginal cost to add another beneficiary**, as even this limited information can be very valuable to policymakers. (For instance, did the program cost approximately $100 per beneficiary or closer to $500?)

In addition to the other information requested, please provide comments below on cost-collection in your project context and the potential cost-effectiveness of the intervention. Some questions to consider include:

* How was the underlying program funded? Was it funded in part by any of the research grants you received, including this grant from GI? Did the implementing partners self-fund or receive a grant for the program?
* Are you planning to include a detailed cost-effectiveness analysis in your research paper? If so, when do expect to be able to share this analysis with us? If not, do you think this project could be suitable for J-PAL to conduct a thorough cost-effectiveness analysis? Why or why not?
* What are the cost categories or “ingredients” included in the total cost reported? What categories have been left out because they do not apply to your project or because data is not available? See the template for general cost categories.
* How are you collecting these costs? If the implementing partner is paying for the program, how are you coordinating with the responsible staff at that organization to get the cost information? Is the program as implemented in the evaluation similar to how it would be implemented at scale? What changes might be made if the program were scaled up? How might these changes affect the program cost?

If you have any questions about the scope of this requirement or would like assistance with the costing template, please email the Initiative Manager, David Alzate (gi@povertyactionlab.org).

1. **Information on External Funding**

Please provide information on all other research grants you have received for the evaluation to date (including those preceding the GI grant).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **#** | **Organization Providing Grant** | **Amount****(USD)** | **Date Received or Expected** | **Activities Covered (pilot, data collection, salaries, capacity building, etc.)** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |

1. **Survey Instruments**

Grantees are requested to share any survey instruments with J-PAL. Please attach these when submitting your report.

1. **Timeline for Results**

Please briefly address the following questions on your timeline for results and plan for analysis:

1. When you expect to have preliminary results that could be presented in an evidence workshop, matchmaking conference, or presentation to one of GI’s donors, even if not in the form of a working paper?
2. When do you expect to release a working paper?
3. Did you / are you planning to submit an article related to this project to an academic journal?
4. Are you aware of any references to this research in other academic papers and/or policy reports?
5. Do you, or are you planning to, disaggregate any analysis by gender? *Please note that, in Part 2 for final reports, we ask more for more detailed information on gender results.*
6. **Policy Influence**

GI’s donors have specifically requested the following information from GI grantees as a way to assess the policy influence of funding the initiative. Please fill in as much of the information below as you can as it will strengthen our ability to request future funding:

1. Has implementing the program or the subsequent results (either preliminary or final) informed the work of your implementing partner? If so, how?
2. Has implementing the program or the subsequent results informed the broader policy debate? If so, how?
3. Have there been any meetings with your implementing partner(s), other policymakers, or development practitioners to discuss the results? If yes, please provide brief details on each interaction below. If available, please attach a copy of any relevant documents (a quote, press release, email, etc.)

|  |  |  |  |
| --- | --- | --- | --- |
| **Month/Year** | **Organization** | **Organization Type** (*Partner, Donor, Government, NGO, Other*) | **Short Description of Purpose of Meeting or Any Interesting Outcomes**  |
|  |  |  |  |
|  |  |  |  |
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1. Has the evaluation, either ongoing or with results, been presented at any workshops or conferences? If yes, please provide details below and, if possible, please attach a copy of each presentation with the report.

|  |  |  |  |
| --- | --- | --- | --- |
| **Month/Year** | **Name and Location of Conference/Workshop**  | **Host/Sponsor Organization** | **Short Description of Presentation and Any Outcomes/Next Steps** |
|  |  |  |  |
|  |  |  |  |
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1. Has there been any press coverage of the program or results? If yes, please provide details below and attach a copy of any relevant documents, if available.

|  |  |  |
| --- | --- | --- |
| **Month/Year** | **Name of Newspaper or Journal** | **Link to Article (or Attach as PDF)** |
|  |  |  |
|  |  |  |
|  |  |  |

**PART 2 (To be completed only in the final report)**

1. **Summary of Evaluation Results** (1/2 page)

Please provide a brief summary of the results of the evaluation (even if preliminary). This may be used to update the summary of the project on the GI website. Please indicate when you plan to release a working paper. If a working paper is available, please include a copy with the report.

*Please note that full studies will also be required to complete a more comprehensive Preliminary Results Template due 12 months after final data collection.* Awardees who already report on preliminary results here will be asked to expand upon these or provide updates through the Preliminary Results Template. Awardees may also submit a working paper for their study in lieu of a completed Preliminary Results Template.

1. **Gender Results**

J-PAL is making an effort to study gender more systematically. If your data lends itself to tests for heterogeneity in program impacts across genders, J-PAL would appreciate having access to the results—even if they don’t show differential impacts. J-PAL will use the information for (a) determining potential pooled statistical analyses to conduct across studies; and (b) generating gender-related policy lessons.

As such, we are requesting the following empirical results (e.g. regression table(s) and brief explanation): how did the intervention/program differentially impact women/girls?

*Regression Table:* If possible, please run your main regression specification with a gender dummy and an interaction of treatment with the gender dummy and report the findings, e.g., coefficients and standard errors for treatment, gender\*treatment, and the gender main effect. In the regression table, please also include: a) sample size for both males and females, and b) the standard error and p-value for the sum of the coefficients for gender\*treatment +treatment. See Appendix 1 for an example.

*Brief Explanation:* Please also provide a 1-2 sentence explanation of why you think the program did/didn’t have differential impacts by gender. You do not have to provide this information for all of the tables reported in your paper; you can focus on your “headline” results, e.g., ones you might discuss in the academic paper’s abstract.

If conducting heterogeneity by gender is not applicable for your study, please provide a brief explanation to be shared with the Gender sector.

Appendix 1: Example of regression specification with gender\*treatment interaction term and gender coefficient, along with an explanation for gender differences (Panel B)



In Kenya, boys performed worse than girls on follow-up tests, but there is no evidence that RTL was relatively more effective in increasing the test scores of either gender (indicated by the small and statistically insignificant coefficients on the interaction terms in columns 1 to 3). In Uganda, boys performed better than girls on follow-up assessments (by less than 0.1 standard deviations). There is promising but weak evidence that RTL helps overcome this gender gap. RTL was more effective among girls, but only on the oral literacy assessment. The implied effects for girls and boys are 0.22 and 0.14, respectively, although the coefficient on the interaction term is only statistically significant at 10 percent.

Citation: Lucas, Adrienne M., Patrick J. McEwan, Moses Ngware, and Moses Oketch. 2014. "Improving Early‐Grade Literacy In East Africa: Experimental Evidence From Kenya And Uganda." Journal of Policy Analysis and Management 33, no. 4: 950-976.