**Governance Initiative Application Form and Instructions**

*Policy Outreach Support – Rolling Applications*

**Overview**: Policy outreach support funds are intended to co-fund conferences, workshops, events, or other policy outreach activities to disseminate evidence from GI-funded evaluations, or other randomized evaluations conducted by J-PAL affiliates and GI invited researchers that address the initiative’s research priorities. **New:** These funds may also cover outreach in which a team reports the findings of their research back to the participants and/or frontline workers from the study.

The suggested budget range for these requests is $10,000-20,000.

**Eligibility**:Any J-PAL affiliate, J-PAL postdoc, or GI invited researcher is eligible to apply. In addition, J-PAL regional offices are eligible to apply, with support from an eligible researcher as collaborator.

**Instructions**:Applications for policy outreach support funds consist of (i) an application form, (ii) a preliminary event agenda, (iii) a budget, (iv) documentation of the research results to be disseminated or taken-up, and (v) letters of support from partner organizations and researcher collaborators when relevant. These materials are available on the [GI webpage](https://www.povertyactionlab.org/initiative/governance-initiative-request-proposals) and should be submitted to [GI@povertyactionlab.org](mailto:GI@povertyactionlab.org). Applications are accepted on a rolling basis.

**Application Form**:Please include the following information in your application:

1. A description of the proposed policy outreach event, including event objectives, major activities, and the evidence to be disseminated or taken-up.
2. A list of key stakeholders (e.g. partners, policymakers, and researchers), including a description of their proposed roles in the event. Please also indicate whether there is demonstrated demand from stakeholders to use this research to inform policy.
3. A discussion of how the proposed activities connect to the GI’s research themes (as described in the [Governance Initiative Review Paper](https://www.povertyactionlab.org/review-paper/governance-initiative-review-paper) and corresponding [executive summary](https://www.povertyactionlab.org/review-paper/governance-initiative-review-paper-executive-summary)) and how they contributes to the GI’s goals of disseminating evidence and supporting the take-up of research results for improving governance.
4. A discussion of the potential policy impact of the proposed event, including reference to existing policy windows the evidence may help inform or potential avenues for scale-up for either a proven policy or the process of using evidence in policymaking.
5. A description of potential participation and support from J-PAL affiliates, GI invited researchers, or J-PAL GI or regional office staff. Please note that actual participation is contingent on availability and that the GI is unable to take on significant event-planning responsibilities.

While priority will be given to activities featuring randomized evaluations that have received GI funding, the GI will consider support for activities featuring randomized evaluations by J-PAL affiliates, J-PAL postdocs, or GI invited researchers that clearly address the research themes identified in the GI review paper and demonstrate strong potential for policy impact.

**Preliminary Agenda**:Please include a preliminary agenda for the event with a tentative list of speakers and topics to be discussed.

**Budget**: Please submit a preliminary budget in the provided [Excel budget template](https://www.povertyactionlab.org/initiative/governance-initiative-request-proposals) that describes the expected amounts to be spent on travel, accommodations, meals, venue, and other related costs. If there is co-funding, please complete both the “Total Cost” and the “GI Funded” columns in the budget template. The suggested budget range for these requests is $10,000-20,000. Funds will be paid on a cost-reimbursable basis. A contact person at the institution receiving the funds should be indicated in the application.

**Documentation of Research Results**: Please provide information on the research results to be disseminated or taken-up by a policymaker in the form of a published paper, working paper, or a two page summary of preliminary results for unpublished results.

**Reporting Requirements**: Recipients of policy outreach support funds are expected to report on the use of these funds in regular GI project reports. In cases where these activities are not linked to a specific GI-funded project, recipients will be asked to submit project and expense reports within 30 days of completion of the work plan specified in the proposal. The project report should include:

1. An overview of the policy outreach event (e.g. number and types of attendees, discussion topics, key takeaways, etc.).
2. Copies of presentation materials when applicable.
3. A discussion of resulting policy impact or partnership development.

Any presentations and publications, including academic papers, policy briefs, press releases, blogs, and organizational newsletters that emerge from this event should credit the J-PAL Governance Initiative with the following text and link: “This research is funded by the J-PAL [Governance Initiative](https://www.povertyactionlab.org/gi).”

**Review Process**:Application materials should be submitted to [GI@povertyactionlab.org](mailto:GI@povertyactionlab.org) and are accepted on a rolling basis. The GI co-chairs will review these applications and make a funding decision within 2-4 weeks. All outreach activities must be completed within six months of receiving the award. The co-chairs may decide to award funding, request a revise and resubmit, or reject the proposal for funding.

**GI Application**

Policy Outreach Support

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| RESEARCHER(s) and/Or J-PAL Regional office | | | | | | |
|  | | | | | | |
| event name | | | | Location | | |
|  | | | |  | | |
| R**ELATED GI-FUNDED STUDY OR STUDIES ON GI RESEARCH THEMES TO BE PRESENTED**  *Priority will be given to events featuring GI-funded studies, but GI will consider support for any event featuring randomized evaluations by J-PAL affiliates or GI invited researchers that clearly addresses GI research themes.* | | | | | | |
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| GRANT PERIOD | | | | | | |
| sTART DATE:(yyyy-mm-dd) | |  | END DATE: (yyyy-mm-dd) | | |  |
| PROPOSED Partner(s) | | | | | | |
|  | | | | | | |
| Requested FUNDING | **$** | | | **TOTAL CO-FUNDED** | **$** | |
| **CO-FUNDER** | | | | **AMOUNT FUNDED** | | |
|  | | | | **$** | | |
|  | | | | **$** | | |
|  | | | | **$** | | |
| **INSTITUTION TO RECEIVE AWARD** | | | | **CONTACT (Name, Email, Phone)** | | |
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| **Event description** |
| *Please briefly describe the workshop, conference, or event, including a description of event objectives, major activities, and the evidence to be disseminated or taken-up.* |
| **PARTNERSHIPS AND ATTENDEES** |
| *Please describe the key stakeholders and their roles in the proposed event (including partners, policymakers, and researchers). Please also indicate whether there is a demonstrated demand from stakeholders to use evidence from this research to make a key decision or institutionalize the use of evidence in decision-making.* |
| **CONNECTION TO GI THEMES** |
| *How does the proposed event connect to the GI’s priority themes and contribute to the GI’s goals of disseminating evidence and supporting the take-up of research results for improving governance?* |
| **POTENTIAL POLICY IMPACT** |
| *How will this event use evidence to inform policy? Is there an existing policy window or ongoing policy debate that the evidence will help inform? Is there potential to widely scale-up either a proven policy or the process of using evidence in policymaking?* |
| **PoTENTIAL fOR J-PAL PARTICIPATION & Acknowledgement** |
| *How might J-PAL affiliates, GI invited researchers, or J-PAL GI or regional office staff be able to participate? Please note that actual participation is contingent on availability and that GI is unable to take on significant event-planning responsibilities. Please describe how J-PAL’s role will be acknowledged in any dissemination activities or related materials (e.g. cobranding).* |

**Appendices**: Please attach a preliminary agenda, a budget, and information on the research results to be disseminated or taken-up. If applicable, please also attach letters of support from any partner organizations who will be closely involved in planning or implementing the event.