**Governance Initiative Application Form and Instructions**

*Travel/Proposal Development Grants: Round 19 - Fall 2021*

**Instructions**

Applications for travel/proposal development grants consist of (i) an application form, which includes a cover sheet (found at the bottom of this document) and narrative; (ii) a budget form; and (iii) for graduate students, a letter of support from a J-PAL affiliate or GI invited researcher who serves as an adviser on the applicant’s dissertation committee at their host university.[[1]](#footnote-1) These materials should be submitted to [GI@povertyactionlab.org](mailto:GI@povertyactionlab.org) by **11:59 p.m. ET on Monday, December 6, 2021.**

**Narrative**

The narrative should not exceed two-and-a-half pages in length, including appendices, and use 12 point font. It should include:

1. 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.
2. 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.
3. A discussion of the project’s connection to key questions in the [Governance Review Paper](https://www.povertyactionlab.org/review-paper/governance-initiative-review-paper) (executive summary [here](https://www.povertyactionlab.org/review-paper/governance-initiative-review-paper-executive-summary)).
4. ***New COVID-19 comment:*** 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.

**Budget**

Please submit a detailed project budget using the Excel template [available online.](https://www.povertyactionlab.org/initiative/governance-initiative-request-proposals) 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 GI 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 or sent directly to [GI@povertyactionlab.org](mailto:GI@povertyactionlab.org).

Applicants requesting proposal development funds for costs at their institution must provide a letter from the receiving institution of the award to show that they have reviewed your proposal and accept your budget. Please follow the MIT approved language for the Letter of Transmission as follows:

1. **Example language for Letter of Transmission when there is a PI at the ITRA:** (On ITRA letterhead)

<ITRA>  is pleased to support the <Name of research> proposal and will plan on carrying out the work in accordance with the submitted budget. <NAME OF PI at ITRA> will serve as <ITRA's> Principal Investigator for this work.  In this role, he/she is responsible for the implementation of this project in accordance with this proposal and with appropriate research and data protection practices.  Please contact him/her with any concerns which may arise related to project implementation.

**Submission Instructions**

Please submit an email with the following attachments to [GI@povertyactionlab.org](mailto:GI@povertyactionlab.org):

1. A coversheet and 2.5-page narrative (12pt font) saved as a single Word or PDF file titled *[PI Name]\_[Topic Name].docx (.pdf)*
2. A completed budget form, saved as a single Excel file titled*[PI Name]\_Budget.xlsx*
3. A letter of support from an adviser who is a J-PAL or GI-invited researcher saved as a PDF file, or the adviser may send the letter of support directly to [GI@povertyactionlab.org](mailto:GI@povertyactionlab.org) (PhD students only).

The deadline for submissions is **11:59 p.m. ET on Monday, December 6, 2021.**

**GI Coversheet**

Travel/Proposal Development Grant

Round 19 – Fall 2021

*Please note that all fields are required*

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| --- | --- | --- | --- | --- | --- | --- |
| Principal Investigator(s) and Institutional affiliation | | | | | | |
|  | | | | | | |
| CO-Investigator(s) and institutional affiliation | | | | | | |
|  | | | | | | |
| ADVISER (If PI is A GRaDuATE STUDENT) | | | | | | |
|  | | | | | | |
| Title of Proposal | | | | Country | | |
|  | | | |  | | |
| PROPOSED TRAVEL DATES | | | | | | |
| Start Date:(yy-mm-dd) |  | | End Date:(yy-mm-dd) | |  | |
| PROPOSED Partner(s) | | | | | | |
|  | | | | | | |
| Requested | **$** | **TOTAL CO-FUNDED\*** | | | | **$** |
| ***Do you expect to purchase any item with a value of 500 GBP or more?***  ☐ *Yes* ☐ No | | | | | | |
| ***Do you expect that you will need to set up contract to a J-PAL regional office or IPA country office for this project? If you are requesting to work with a different implementing partner, please also check here and explain in detail below.***  ☐ *Yes* ☐ No | | | | | | |

\* Please indicate the amount you have received in additional grants or funding for this research.

1. PhD students may apply for a maximum of two travel/proposal development grants during their time as graduate students. All else equal, priority will be given to graduate students who have not applied before. [↑](#footnote-ref-1)