PROPOSAL GUIDELINES: PILOT STUDIES

This document contains an Overview, Budget Guidelines, an Application Checklist, and a Narrative Template for Pilot studies. Please read this document carefully before submitting your proposal.

OVERVIEW

Submission instructions: To respond to this RFP, all applicants must first **submit the required Letter of Intent on WizeHive, using the relevant application link from the [RFP webpage](#), and following the [Applicant Instructions](#).** Successful applicants will receive an invitation to proceed with their full proposal materials.

Pilot grants are for studies with a clear research question, but for which the design and implementation requires further testing and pilot data. Pilots are not required to include randomized methodology as long as they test for the logistics or first stage results of a treatment/policy intervention using administrative data or surveys or build a monitoring system. The expectation is that these projects will ultimately develop into full-scale randomized evaluations. The maximum amount awarded for a pilot study is $75,000.

In addition, pilot proposals should:
- have a very clear research question that assesses the feasibility of using a randomized evaluation to answer this question.
- **clearly articulate the conceptual and methodological distinction between the pilot study and any future follow-on studies, and what exactly the pilot will enable researchers to learn.** The narrative should include a **solid justification for why a pilot is needed, what will be learned, and what a future RCT informed by this exploratory research could contribute to specific topics addressed in GI's** Governance Review Paper and executive summary.

If your research design includes randomization to assess the impact of an intervention, please apply for full RCT funding.

Funding per Pilot award: limited to $75,000 or less.

Timeline: Grantees must complete their pilot work and submit final reports within twelve months of receiving the award. Grantees whose projects are exclusively about state capacity or corruption and leakages must complete research activities by 12/31/2027. Grantees whose projects are primarily about political participation must complete research activities by 5/31/2028.

BUDGET GUIDELINES

Funding awarded by GI is conditional on continued support from our own core donors. If GI's scheduled or anticipated funding is reduced, GI may need to reduce or cancel your award. We strongly encourage every funded project to prioritize completing the necessary steps outlined in your award letter to establish your subaward and begin invoicing as soon as possible. If you anticipate any major delays to your project timeline, please notify us immediately.

It is your responsibility that your budget follows your host institution's policies for costs, and **you must submit a letter from the institution to receive the award that states that they have reviewed your proposal and accepted your budget.[1]**

Guidelines for completing a <u>Pilot</u> proposal budget: Please submit a detailed project budget using the <u>RCT/Pilot Budget Template</u> provided on the <u>RFP release page</u>. To reduce processing time, please keep the following in mind:

- **Institute to Receive Award (ITRA) and Principal Investigator (PI) Alignment:**
  - The ITRA must employ the PI formally named in the award. This formally-named PI will be the researcher responsible for the subaward agreement, as authorized by the Letter of Transmission. The formally-named PI must be:
    - An employee of the ITRA
    - PI named in the Letter of Transmission
    - The main PI named in the IRB approval and IRB application
- **Institutional Review Board (IRB) Requirements:**
  - The IRB is held by the institution that enters into the subaward agreement with MIT. The IRB must have <u>IORG</u> status and <u>FWA</u>, or
  - If the institution does not have its own IRB, the institution must engage the services of a commercial IRB or third party IRB to review and provide oversight for the research activities.
- Please refer to the Grant Conditions section in the RFP Overview, available at the RFP release page, to review all of GI's award requirements in detail as part of preparing your submission.
- Only projects with co-funding should complete both Excel sheets in the template, i.e. both "Total Project Budget" AND "Initiative Budget" (i.e. what you're requesting from the Initiative) in the budget template. **If the project has other funders, the proposal should clearly explain the marginal contribution of the requested funds from the Initiative.**
- **Applications must include a brief budget narrative document detailing the major costs within the budget in addition to the Excel template.**

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[1] If the organization allows you to submit your proposal without such a letter (due to time constraints or some other reason), please describe this in the notes section. <u>Please note</u> that this applies to all projects, including those going through J-PAL and IPA offices. You should contact them in advance to make sure you are aware of their policies for proposal review and give them enough time to meet the proposal deadline.

- o **We also strongly encourage applicants to include budget notes in the column provided in the budget template, specifying input costs for line items within the budget.** Travel costs should include a breakdown of how many trips are planned, the estimated cost per trip, number of people on a given trip, etc. 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.
- Applicants should review J-PAL best practices on questionnaire design and data collection/management in the [J-PAL Research Protocol Checklist](#), to ensure they have budgeted for expenses associated with piloting and surveyor training, survey translation, field spot checks, and back checking.
- **Awards are paid on a cost-reimbursable basis.** However, MIT may agree to advance payments via a milestone payment structure to Institutes to Receive Award that are based in low- and middle-income countries on a case-by-case basis if requested by the research team. Please note that preparing an advance payment model requires additional time and additional coordination between MIT and the Institute to Receive Award.

Allowable Direct and Indirect Costs
- **Please note that J-PAL Initiatives do not cover PI salaries with the exception of PIs who completed a PhD and are based at an academic institution in a middle- or low- income country.** Pilots may cover up to $8,000 per LMIC researcher PI/co-PI, but the total budgeted amount for LMIC researcher PI time should not exceed 25% of the total budget.
- **Project Implementation Costs: For full research projects, implementation costs are expected to be borne by the project partners.** J-PAL funds the costs of the evaluation, not the intervention. However, under some circumstances, initiatives can fund implementation costs where it is a marginal addition to an existing program to offset costs from an experiment (e.g., adding an additional treatment arm or the costs of an encouragement design). These types of costs might include travel, small participant incentives, and/or texting fees.
  - o Proposals requesting funds for implementation are **required to explain why the implementer cannot bear the costs in the budget narrative and must also justify the input costs** (e.g., if texting fees are requested as an implementation cost, the budget narrative should include a breakdown of how many texts are planned, the estimated cost per texts, number of people on a given campaign, etc.).
  - o The approval of implementation costs rests solely at the discretion of the Initiative. Submission of a justification does not guarantee that such costs will be deemed allowable.
- Universities in high-income countries (according to the [World Bank classification](#)) can charge up to 10% in indirect costs, applied to total direct costs.
- Non-university 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.

o We understand that the cap on overhead or indirect costs 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 narrative.
- Unallowable costs include those labeled as "incidental," "miscellaneous," or "contingency." Any costs for rent should be explained in the budget narrative.
  o Purchase of Assets: Depending on the source of your J-PAL funding and should your proposal be successful, you may be required to remove any assets (i.e., laptops, tablets, etc.) from your budget. Please create your budget with this in mind. Rentals of such items are allowed and the preferred way to address needs for assets like laptops.
- J-PAL will only reimburse the lowest-cost available economy/cabin/coach flights. Please review J-PAL's travel reimbursement policies before completing your budget.

APPLICATION CHECKLIST

Please complete all sections in WizeHive by the full proposal deadline. You must upload several documents to complete your full proposal. All templates for these documents are provided at the GI RFP release webpage and listed below.

1. **Proposal Narrative:** Guidance pertaining to the narrative prompts in the online application is included in the Application Template below. As part of the proposal narrative, you will be required to upload a research timeline.
2. **Proposal Budget**: Carefully review the Budget Guidelines in this document, then use the Pilot Budget Template, which must be completed in its entirety and saved as a single Excel file with the title: [PI Last Name, First Name][Budget].xls(x).
3. **Budget Narrative:** Detail the major costs within the budget, referring to the Budget Guidelines above, in a Word document with the title [PI Last Name, First Name][Budget Narrative].doc(x). This document is required in addition to the Proposal Budget -- i.e. notes included in the Excel sheet do not suffice.
4. **Letter(s) of Support**: Please obtain a letter of support from the following, each saved as a single PDF file with the title [PI Last Name, First Name] [Name of Organization Letter of Support].pdf. If any of your letters are not in English, please upload a version translated to English.
   a. *(required)* a letter/document stating the proposed grant host institution's approval of the proposal materials.
   b. *(recommended)* letters from each implementing partner, indicating the details of their commitment to partner on the pilot.
   c. **PhD students applying as the primary PI are required to include a letter of support from an affiliate or invited researcher who is eligible for this call.** The letter should indicate the **affiliate or invited researcher's** willingness to be an adviser and to remain involved in a supervisory role throughout the lifetime of the project. The J-PAL-affiliated researcher must be serving or be planning to serve as an advisor on the PhD student's dissertation committee.

APPLICATION TEMPLATE

The text provided below each bolded subsection helps provide guidance on what the Governance Initiative Board is looking for to effectively evaluate your proposal.

LETTER OF INTEREST QUESTIONS

IMPORTANT INFORMATION

1. **Primary Eligible Researcher*** - Please identify one researcher who is eligible for J-PAL Initiative funding. This may be the principal PI or any eligible co-PI. Details for only one primary eligible researcher are required in cases where there's more than one eligible researcher. Other PIs who are eligible can be added as co-PIs.
[First Name; Last Name; Email Address]
2. **Select PI Eligibility Category*** - Indicate how the researcher is eligible for J-PAL Initiative funding. [J-PAL Affiliate; Invited Researcher; PhD Student; J-PAL Postdoc]
   a. **PhD Student Applicants*** - If you are a PhD student, please indicate the J-PAL-affiliated researcher who serves or will serve as an advisor on your dissertation committee. [First Name; Last Name; Email Address]
      ■ **Graduation Date*** – Please enter your expected graduation date/year.
3. **Organization Name of Eligible Researcher*** - Please tell us the name of the organization the eligible researcher (i.e., the professor or PhD student) is affiliated with.
4. **Organization Type of Eligible Researcher*** [University; Other]
5. **Organization Website of Eligible Researcher**
6. **Country Where Organization of Eligible Researcher is Based or Headquartered***
7. **Team Members & Roles* -** Please add all your project team members and indicate their role(s) on the project/application below. Please copy and paste the role exactly as it is written below so that it matches our internal database.
Role options are: Applicant; Primary PI; co-PI; Reporting Contact; Secondary Reporting Contact; IRB Contact; Finance Contact; Collaborator; Contact for Contracting.
If you are the applicant and a PI (or another role), indicate so by adding yourself as an applicant and then again as a PI. As the applicant, you will be receiving all notifications related to this application. [First Name; Last Name; Role or Title; Email Address; up to 10 contacts]

8. **PI Certification**
   a. I certify that any listed eligible researchers have agreed to be active, engaged, and responsive PIs or advisors on this project. Eligible researchers who are involved have confirmed they will be dedicated to guaranteeing quality control on all aspects of this research and that their participation is not merely to provide access

to resources and funding to other project team members who would otherwise be
ineligible.

   b. I certify that all eligible researchers are up to date on reporting for all existing
   grants, across all J-PAL initiatives.

   PI Certification* - Do you certify the above statements? [Yes; No]

9. **Demographic Information**

   J-PAL is collecting information about all project teams, including demographic information,
   to better understand and support our research network. As the applicant, please send the
   language and link included below to all PIs/co-PIs on your proposal research team. Provide
   your proposal name and each member's role (as you listed them on the application) when
   you send out the blurb. Completion of this step is required for all primary investigators on
   your research team. Please note that each PI/co-PI only needs to complete this survey once.
   If they have already submitted the survey for a previous application, they do not need to fill
   it out again.

   If you have any technical problems with completing this step please email
   help@povertyactionlab.org and the initiative team directly.

   Feel free to cut and paste this suggested language in an email to send to the PIs and co-PIs
   on your team:

   *J-PAL is collecting information about all project teams, including demographic information, to better
   understand and support our research network. J-PAL is requiring all PIs and co-PIs on our research team
   to complete this short form. This data will only be accessible in disaggregated, identifiable form to select
   J-PAL staff. Aggregate, anonymized data will be used to report to key partners such as donors and may be
   included on our website.*

10. **Demographic Information Confirmation* -** Please confirm that every PI/co-PI has
    completed the questions in the above-linked survey. You may select "Not Yet" so as to
    finish other questions. However, if you submit the application without "Yes" selected,
    your application will not be considered (until the surveys are complete). If you select
    "Yes" and PIs or co-PIs have not completed their surveys, their applications will not be
    considered until the surveys are complete.

PROJECT DETAILS

1. **Full Title of Proposal*** [30 words max]
2. **Funding Amount* -** Amount of requested funding in USD.
3. **National Location* -** In which country or countries will your research project or travel
   take place?
4. **Past and Future Submissions to J-PAL* -** Have you submitted or do you plan to
   submit this proposal or a related proposal to any other J-PAL Initiative RFP, including in

any previous [Initiative] round of funding? [Yes, I have submitted or plan to submit this proposal to another initiative/Yes, I have submitted this proposal previously to this initiative/No, I have not submitted or do not plan to submit this proposal to another initiative]

    a. *[Logic-based if response is "Yes, I have submitted or plan to submit this proposal to another initiative"]* Please include the following:
- Initiative(s), year/season of RFP, and the name of the LOI/proposal you submitted or plan to submit. (e.g., GI Spring 2019 Using Mobile Phones to Improve Service Delivery)
- Are the PI team, context, and research question the same as in the previously submitted or soon to be submitted proposal?
- If this proposal is for a similar project, but would be using funds for something different, please explain the difference in terms of what research you're going to be conducting and how you're using the budget

    b. *[Logic-based if response is "Yes, I have submitted this proposal previously to this initiative"]* Please include the following:
- Year/season of RFP, and the name of the LOI/proposal you submitted or plan to submit. (e.g., GI Spring 2019 Using Mobile Phones to Improve Service Delivery)
- Are the PI team, context, and research question the same as in the previously submitted or soon to be submitted proposal?
- If this proposal is for a similar project, but would be using funds for something different, please explain the difference in terms of what research you're going to be conducting and how you're using the budget
- If the proposal you submitted previously was not funded, could you briefly explain if/how you responded to the feedback?

    c. *[Logic Based - if either "Yes" response is selected]* **Details about Past and Future Submissions*** [350 words max]

5. **Abstract* -** Write a study abstract, including the project description, research question, and intervention or treatment to be evaluated. Discuss the project's technical design, what is going to happen during the project, the practical value of your project, the conceptual value of your research, and the distributional implications of your work. Provide context about proposed partners. Please note that this abstract will be added to the Initiative's webpage if the project receives funding. [200 words max]

6. **Research Focus Areas and/or Cross-Cutting Themes*** - Please indicate which initiative focus areas or themes your proposal relates to; these are described in detail in the RFP materials. [political participation; multidisciplinary; corruption and leakages; state capacity]

Please note that GI has limited funding available for projects with corruption, leakages, and state capacity themes. This funding round will focus primarily but not exclusively on political participation and multidisciplinary themes.

7. **Initiative Alignment* -** Please briefly describe how the project aligns with the initiative's research focus areas and/or cross-cutting themes, as described in the RFP materials, initiative research agenda, or initiative review paper. [250 words max]

8. **AI Technology Type: Does the intervention being studied use AI (including machine learning, heterogeneous treatment targeting, generative AI, etc.)?*** If Yes, specifically indicate the AI technology type. [No, Yes: Supervised learning; Yes: Heterogeneous treatment targeting; Yes: Large language models (LLMs) (e.g., GPT, Claude, PaLM, etc.]

   a. **If you selected that it is based on LLMs, please also answer all of the following:**
   1) Which LLM is being used and why?
   2) Will a qualified human (e.g., teacher, healthcare worker, extension agent) review and verify the AI's output before this output is used?
   3) If yes, please describe their role and qualifications. If no human in the loop is present, explain why the intervention is still unlikely to cause harm even if the LLM's output is inaccurate. [200 words max]

PILOT APPLICATION QUESTIONS

IMPORTANT INFORMATION

1. **Full Title of Proposal*** Please enter your proposal title. If it hasn't changed since your LOI, copy the original title. [30 words max]

2. **Funding Amount* -** Please enter the amount of requested funding in USD. This should match the amount indicated in your uploaded budget.

3. **Proposed Period of Performance Start Date*** - What is the proposed start date for this J-PAL grant's subaward activities?

4. **Proposed Period of Performance End Date*** - What is the proposed end date for this J-PAL grant's subaward activities?

5. **Existing Research Project Funded by J-PAL* -** Are you applying to fund additional research as part of an existing research project previously funded by J-PAL (e.g., a second proposal development grant continuing from a prior proposal development grant, a pilot grant building on a travel/proposal development, a full RCT building on a pilot, etc.)?

   a. *[Logic Based - if above response is Yes]* [Long Answer] **Existing Research Project Details* -** Please provide the title and/or J-PAL grant number of your previously funded project. Please explain how the project has progressed since it was last submitted to J-PAL. [250 words max]

NARRATIVE

1. **Final Abstract*** - Write a brief abstract of the study. Please note that this abstract will be added to the Initiative's webpage if the project receives funding. If nothing has substantially changed since the LOI submission, please copy the original response here.
   [200 words max]

2. **Final Research Focus Areas and/or Cross-Cutting Themes* -** Indicate which Initiative focus areas or themes your proposal relates to; these are described in detail in the RFP materials. If nothing has changed since the LOI submission, please copy the original response here.

3. **The Policy Problem*** - Provide a summary of the policy problem that motivates this research, explaining its importance and how it aligns with the research priorities in the RFP Overview. Save finer details of the intervention for the Intervention Details question below. Describe the knowledge gap your project addresses, how it will advance the field, and why the research is valuable. Support your case with descriptive data, a brief literature review, or other evidence of the problem in this setting. Demonstrate meaningful ex ante uncertainty about the results of the study, i.e., that given existing evidence there are both reasons to believe the intervention(s) studied are promising and also reasons to doubt whether they will achieve their goals.
   [500 words max]

4. **Intervention Details*** - Describe the intervention or treatment to be evaluated in the full RCT if this pilot is successful. While the final intervention design to be evaluated in a full RCT may differ from the pilot, please provide enough detail about the planned intervention for the committee to assess its potential. Please name the implementing partner(s), specify the target population and describe how the intervention will affect specific outcomes of interest that will be measured in the study.
   [400 words max]

5. **Pilot Evaluation Design* -** Provide a brief description of the pilot evaluation design. While a pilot itself does not need to be a randomized trial, it should be designed to provide the information needed to design a randomized trial that can be implemented effectively. What information is needed to show that a good trial can be run will vary by study.
   a. Describe what information you aim to gather through this pilot and how the activities proposed will help fill key design or implementation gaps.
   b. Describe how the proposed activities inform the relevance and design of a potential follow-on proposal for a full RCT.
   c. Please also discuss anticipated treatment groups, data collection and measurement plans, key outcomes, and your theory of change.
      [500 words max]

6. *Optional:* **Timeline -** Please write out a timeline with key project activities. If you have a graphic for your timeline, please upload it in the last section of the application, under "Additional Attachments."
[200 words max]

7. **Local Researchers* -** Describe how this project involves researchers and/or PIs local to the project context.
[100 words max]

8. **AI: Validation and Test Accuracy Data** - Proposals that include Artificial Intelligence (AI) or any new specialized technology should include validation and test accuracy data in the proposal, showing that the technology successfully does what it intends. If applicable, please provide that validation and test accuracy data here, or please upload it in the last section of the application, under "Additional Attachments." If not applicable, please write "N/A."
[200 words max]

POTENTIAL RISKS

To protect children, research participants, staff, and community members, to comply with donor requirements, and to maintain a strong reputation for ethical research, J-PAL wants researchers to think carefully about the risks their research projects could face and how they will address such risks. The below questions provide an opportunity for researchers to do that. Successful applicants must provide updated answers in annual narrative reports only if there have been substantial changes since their proposal or last annual narrative report. **Please answer the following questions in detail.**

9. **Completion*** - Are there any technical, logistical, ethical, or political obstacles and risks that might threaten the completion of the project (e.g., implementation capacity, government authorization, or other funding)? How do you plan to monitor and prevent/address these types of risks throughout the project? [200 words max]

10. **Implementing Partners*** - Please discuss any information about the implementing partner(s) that could pose ethical, reputational, or legal risks (e.g., child safeguarding, corruption or misuse of funds, etc). If applicable, what proactive measures have you taken or will you take to assess, monitor, and mitigate/prevent any such potential risks? [200 words max]

11. **Child Safeguarding*** - Particularly for projects working with children, what child safeguarding risks exist? [200 words max]

12. **Participants, Staff, Community Members*** - For each of the groups below, please describe any potential unintended consequences or risks of this project to them. What proactive measures have you taken or will you take to assess, monitor, and mitigate/prevent any such potential risks? [200 words max]
    a. Program and research participants
    b. Staff (e.g., implementing partners, research assistants, enumerators)

c. Community members (e.g., untreated members of a household, untreated neighbors, or broader communities if the treatment might have spillover or downstream effects beyond the study sample)

13. **Contractual Limitations*** - Are there any contractual limitations on the ability of the researchers to report the results of the study? If so, what are those restrictions, and who are they from? [200 words max]

PARTNERSHIP QUESTIONS

14. **Partnership Status* -** Have you established communication with relevant stakeholders including but not limited to government agencies and implementing partners, for research collaboration? [Yes;No]
    a. *[Logic based if answer above is Yes]* If this project takes place in a country that has a J-PAL office but it is **not** the host institution, please detail the reasoning in the Partner Description question below. Your answer will help us understand how J-PAL offices can be more competitive and better respond to the needs of PIs.
    b. *[Logic based continued]* **Name of Partner Organization #1*** - Indicate the name(s) of the partner organization.
    c. *[Logic based continued]* **Role of Partner Organization #1 -** Indicate the role of the organization on this project.
    [Co-funder; Scale-up Partner; Other; Research Partner; Intervention Implementation Partner; Government Partner]
    d. *[Logic based continued]* **Partner Description #1*** - Please provide a brief description of the partner(s), the partner's involvement in project activities, and any in-kind or financial support they have committed or provided to the project. [250 words max]
    e. *[Logic based continued]* **Point of Contact Based at the Partner Organization #1* -** Please provide details about your point of contact at the partner organization.
        i. First Name*
        ii. Last Name*
        iii. Role or Title
        iv. Email Address*

If you have more than one partner, there will be the option to add a second and third partner organization.

INSTITUTIONAL REVIEW BOARD AND INSTITUTE TO RECEIVE AWARD

15. **Institutional Review Board (IRB) Information**
    Please be mindful that MIT requires that either
    a. The IRB is held by the institution that enters into the subaward agreement with MIT. The IRB must have iOrg status and FWA (as described below). The PI at the ITRA must be listed as the main PI on the IRB, or

b. If the institution does not have its own IRB, the institution must engage the services of a commercial IRB or third party IRB to review and provide oversight for the research activities.

For the IRB to be considered allowable, it must meet the following criteria as determined by MIT and J-PAL:

1. IORG status with the US Office of Human Protections. An IRB's status can be checked by consulting the database of IORGs here.
2. Federalwide Assurance (FWA) with the US Office of Human Protections. Status can be checked by consulting the same database as above (link here).
3. If the IRB is not at the ITRA, then a proof of payment or proof of affiliation is required. Affiliation can be proven with documentation outlining the contractual relationship between the two entities (ITRA and IRB). This proof is most commonly a proof of payment from the ITRA to the IRB. MIT will not accept an Interagency Agreement (IAA) as this documentation.

Approved commercial IRB solutions are Heartland and Solutions. These IRBs provide review of international research and satisfy J-PAL's IRB requirements; fees can be found on their respective websites. Please ensure that you include the cost of the IRB in your project budget.

More information on ITRA/IRB/PI alignment and FAQs can be found here.

16. **Institutional Review Board (IRB) of Record**
    If the project has not received an IRB exemption and IRB review is required, please provide the current or expected IRB of record. IRB Requirements - If this proposal receives initiative funding, we will ask that you submit:
    a. All IRB approval(s) or exemption(s)
    b. All IRB-approved protocols
    c. Any IRB-approved consent forms
17. **IRB of Record*** - Provide the name of the IRB of Record below.
18. **Is this IRB of Record IORG certified?***
    [Yes;No]
19. **Local Legal Requirements Certification*** - All PIs and co-PIs certify that they understand they must adhere to all local legal requirements, including obtaining local IRB approval and government research permits, where applicable. Do you agree? [Yes/No]
20. **Data Publication*** - Please confirm you plan to publish data collected in an open-access, online database at the end of the evaluation. Data publication is required for projects funded by a J-PAL initiative, unless researchers request an exemption (which J-PAL has the discretion to deny) for legal, ethical, or proprietary reasons. Please see J-PAL's Data and Code Availability Policy for more information about data publication:
    📄 Data_code_availability_policy_2020.pdf
    [Yes;No]

21. **Institute to Receive Award (ITRA) and Principal Investigator (PI) Alignment**
The ITRA must employ the PI formally named in the award. This formally-named PI
will be the researcher responsible for the subaward agreement, as authorized by the
Letter of Transmission that is submitted at the Proposal and Award stages. The
formally-named PI must be:
    1. An employee of the ITRA
    2. PI named in the Letter of Transmission
    3. The main PI named in the IRB approval and IRB application
22. **Institute to Receive Award (ITRA)* -** Please indicate the institution that will receive the
grant funds.
23. **Contact at Institute to Receive Award (ITRA) -** Please provide contact information for
the person who will be in charge of the contract at the ITRA. [First Name; Last Name; Role
or Title; Email Address; up to 1 contact]
24. **Unique Entity ID*** - Does your ITRA have a Unique Entity ID (UEI) from the website
SAM.gov? Please note that, if your proposal is awarded funding, all subawardees of MIT
require a UEI from SAM.gov.
    a. Yes, my ITRA has a UEI
    b. No, my ITRA does not have a UEI
    c. I am not sure

BUDGET

25. **Purchase of Assets**
Depending on the source of your J-PAL funding and should your proposal be successful,
you may be required to remove any assets (i.e., laptops, tablets, etc.) from your budget. Please
create your budget with this in mind. Rentals of such items are allowed and the preferred
way to address needs for assets like laptops.

26. **Budget Template**
From the [RFP website,](#) download and complete the Pilot Budget Template. There are two
tabs: one for the initiative-specific budget and one for the project budget (i.e., the
initiative-specific budget plus any other sources of funding you may have). When done,
please upload your completed budget in the field below. Please note that the budget template
is formatted specifically for this application. Do not remove the formatting, change any of
the formatting, or create new columns.

27. **Budget Upload***

28. **Budget Narrative Upload*** - Please justify the expenses outlined in your budget in a Word
document with the title [PI Last Name, First Name][Budget Narrative].doc(x), and upload it
here. This document is required in addition to the Proposal Budget. Notes included in the
Excel sheet of the budget do not suffice.

LETTERS OF SUPPORT & ADDITIONAL MATERIALS

29. **Letter of Support from Implementing Partner -** Pilot projects are recommended to provide a letter of support from their implementing partner. This letter should indicate a willingness to work with the research team.
30. **Letter of Transmission* -** Pilot projects are required to provide a letter or document stating approval of the proposal materials and budget from each proposed institute to receive award (ITRA). Please note that MIT policy states that the project PI needs to be at the ITRA and that the ITRA should provide the IRB (either using the Institute's IRB or a third party IRB). The Project PI must be the PI on the IRB.
31. **Are you applying as a PhD Student?***[Yes/No]
    a. *[Logic based if answer above is Yes]* **J-PAL Affiliate or Invited Researcher Letter of Support* -** PhD student applicants are required to submit a letter of support from a J-PAL Affiliate or Invited Researcher who serves as an adviser on the applicant's dissertation committee. This letter should indicate the adviser's willingness to advise the student throughout the project's lifetime. Please note that in some cases, the adviser may be asked to add their name to the financial award and IRB documents. Please upload the letter of support here. If your advisor would rather submit this letter confidentially, ask them to email it to gi@povertyactionlab.org. If the advisor submits the letter by email, the PhD student will need to bypass this upload field by uploading a blank document.
32. **Additional attachments** - Please attach any relevant materials discussed in your answers to the previous questions.