

PROPOSAL GUIDELINES: TRAVEL/PROPOSAL DEVELOPMENT GRANTS

This document contains an [Overview](#), [Budget Guidelines](#), an [Application Checklist](#), and a [Narrative Template](#) for Travel/Proposal development grants. 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.

These grants are intended to facilitate very preliminary, exploratory research, and funding typically supports costs related to researcher travel and/or facilitating access to administrative data for designing or conducting a future RCT. Examples of these activities include, but are not limited to, negotiating data use agreements, conducting exploratory data analysis and cleaning, or setting up technical access mechanisms. Proposals need to contain a clear research question that is clearly discussed in relation to one or more of GI's themes, as outlined in GI's [Governance Review Paper](#) and [executive summary](#).

Funding per Travel/Proposal development grant award: a maximum of \$10,000. Travel grants without human subject research (HSR) are provided as travel reimbursements in accordance with MIT travel policies and should use the specific budget template (see details in the Budget Guidelines section, below). If you cannot bear the costs out of pocket, please reach out to gi_grant_admin@povertyactionlab.org with gi@povertyactionlab.org copied to request a Milestone-Based Payment Schedule. Milestone-Based Payment structures are provided on a case-by-case basis based on a justified need for advanced funding. Applicants should be prepared to justify and/or provide evidence that their Universities are not able to fund initial activities.

Timeline: Grantees must complete their project development work and submit final reports within one year of receiving the award.

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.

Survey and other in-country expenses: While designed for travel reimbursements, travel grants can in some cases be used to cover expenses for in-country costs such as hiring enumerators, procuring translation or transcription services, developing instruments, and others. If these expenses are in the budget, J-PAL will provide the forms necessary to document them with your award notice, and you can claim these expenses as a reimbursement once the travel is completed. **J-PAL is not able to directly reimburse survey firms or local organizations for these costs. If you need a fieldwork organization to be reimbursed for such work, we encourage you to reach out to gi@povertyactionlab.org and gi_grant_admin@povertyactionlab.org before finalizing your proposal materials** to discuss a Milestone-Based Payment Schedule.

Please note: If your scope of work requires reimbursing your Institute Receiving the Award (ITRA) (e.g., for fieldwork conducted with a partner such as focus groups or limited surveys) it is your responsibility that your budget follows the ITRA's policies for costs, and **you must submit a Letter of Transmission from the ITRA that states that they have reviewed your proposal and accepted your budget.** MIT now requires that at least one project PI be employed by the organization receiving the subaward and funds.

More information on ITRA/IRB/PI alignment and FAQs can be found [here](#).

Guidelines for completing a Travel/Proposal development grant proposal budget:

Be sure to use the Travel/Proposal Development Budget Template on the [GI RFP release page](#), providing detailed notes in the column provided in the template):

1. Travel grants are paid as reimbursements. Travel/Proposal Development grants are for a maximum of \$10,000.
2. International travel: J-PAL will put you in touch with an MIT travel agent who can book international travel and charge J-PAL directly. If you choose to buy your own ticket, we will not be able to reimburse you until your flights have been completed and receipts provided.
3. 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 and bookings.
4. Grantees must complete their work and submit final reports within one year of receiving the grant award letter. Expenses will be reimbursed upon submission of an expense report. All expenses must be claimed within 30 days of your return. Expenses should be supported by receipts whenever possible, and all expenses over \$50 must be supported by receipts.
5. **If your project includes human subject research (HSR), there will need to be an IRB determination and J-PAL must set-up the award as a subaward. IRBs must comply with the following setup. Only travel proposals without HSR can be set up as cost-reimbursable purchase orders to individuals.**

IRB Requirements

IRB approvals (including waivers) are required to be in place prior to a subaward agreement being issued and prior to any human subjects research commencing. If an IRB issues an exempt determination for the project, please submit the confirmation of the exemption status. More information on ITRA/IRB/PI alignment and FAQs can be found [here](#).

J-PAL and MIT require that the reviewing IRB has:

1. [IORG Status](#) with the US Office of Human Protections. An IRB's status can be checked by consulting the database of IORGs ([link 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. **Proof of Affiliation/Payment:** If the IRB is outside of 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). MIT will not accept an Interagency Agreement (IAA) as this documentation.
 - If the IRB is based at the ITRA and has the same name, no additional proof is required.
6. **In most cases, J-PAL is not able to directly reimburse any individuals or organizations other than the grantees awarded the travel grant. For any requested exceptions, please contact your Grant Administrator at gi_grant_admin@povertyactionlab.org prior to incurring expenses.**
7. **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 low- or middle-income country.** There are no individual PI limits, but the total budgeted amount for LMIC researcher PI time in aggregate across all co-PIs should not exceed \$3,750 per award.
8. ***Allowable Direct and Indirect Costs***
1. Unallowable costs include those labeled as “incidental,” “miscellaneous,” or “contingency.” Any costs for rent should be explained in the budget narrative.
 2. *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.
 3. *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.

4. *Per diem*: A per diem stipend of \$25/day-in-country can be claimed to cover food and miscellaneous expenses.
5. Universities in high-income countries (according to the [World Bank classification](#)) can charge up to 10% in indirect costs, applied to total direct costs.
6. Non-university non-profits from any location and universities from low- or middle-income countries may charge up to 15% in indirect costs, applied to total direct costs.
7. 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.

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 [RFP release webpage](#) and listed below.

1. **Travel Narrative:** Guidance pertaining to the narrative prompts in the online application is included in the [Application Template](#) below.
2. **Proposal Budget:** Carefully review the Budget Guidelines in this document, and then use the matching excel template, [Travel/Proposal Development Budget Template](#), provided at [GI's RFP webpage](#), 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 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. (*optional*) a letter from any implementing partner(s) indicating the details of their commitment or willingness to engage in discussions to partner on the research
 - b. (*required*) a letter/document stating the proposed grant host institution's approval of the proposal materials (if anything beyond PI travel is included in the scope of work).
 - c. **Graduate students applying as the primary PI are required to include a letter of support from a researcher adviser eligible for this call.** The letter should indicate the adviser's willingness to remain involved in a supervisory role throughout the lifetime of the project.
5. **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.

APPLICATION TEMPLATE

The text provided below helps provide guidance on what the GI 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]

TRAVEL/PROPOSAL DEVELOPMENT 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

6. **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]
7. **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.
8. **Statement of Topic*** - What is your research topic?
Travel/Proposal development grants are intended to facilitate preliminary research ideas, so proposals need only address the general topic of interest and current ideas on how the question might be explored through a randomized evaluation. Proposals do not need to include a detailed program or evaluation design.
 - a. Please describe the policy problem that motivates this project and how it fits with the research priorities identified by the Initiative.
 - b. Include information about the potential population and key outcomes.
 - c. In your response, please also list any proposed partner(s), including J-PAL regional offices, IPA country offices, or other organizations you plan to work with for both program implementation and evaluation. Include the history of the partnership, and any in-kind or financial support they have committed or provided to the project.
[400 words max]
9. **Pathway to an RCT*** - How will the proposed activities inform the design of a potential follow-on pilot or full RCT grant proposal? Will this grant provide qualitative data to inform intervention design? How could the findings meet the needs of policymakers or development practitioners?
[300 words]
10. **Optional: Timeline** - Please write out a timeline with key project activities.
[200 words max]
11. **Local Researcher Involvement*** - Please describe whether/how the project involves researchers and/or PIs local to the project context.
[200 words max]

12. **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.”

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.**

13. **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]
14. **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]
15. **Child Safeguarding*** - Particularly for projects working with children, what child safeguarding risks exist? [200 words max]
16. **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)
17. **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]

INSTITUTIONAL REVIEW BOARD AND INSTITUTE TO RECEIVE AWARD

18. 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](#).

19. Institutional Review Board (IRB) to be Utilized for this Project

If the project has not received an IRB exemption and IRB review is required, please provide the current or expected IRB that will be utilized. 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

20. IRB to be Utilized for this Award* - Provide the name of the intended IRB below.

21. Is this IRB of Record IORG certified?*

[Yes;No]

22. Does this IRB have Federalwide Assurance (FWA)?*

[Yes;No]

23. 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]

24. **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]

25. **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

26. **Institute to Receive Award (ITRA)*** - Please indicate the institution that will receive the grant funds.

If your project includes HSR, there will need to be an IRB determination and J-PAL must set-up the award as a subaward. IRBs must comply with the following setup. Only travel proposals without HSR can be set up as cost-reimbursable purchase orders to individuals.

27. **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]

BUDGET

28. **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.

29. **Budget Template**

From the [RFP website](#), download and complete the Travel/Proposal Development Budget 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.

30. **Budget Upload***

31. **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

32. **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 [initiative]@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.
33. **Letter of Transmission** - For travel/proposal development projects that will be setup as subawards (i.e., those with human subject research), a letter or document stating approval of the proposal materials and budget from each proposed institute to receive award (ITRA) is required. Please note that MIT policy states that the project PI needs to be employed 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.
34. **Additional attachments** - Please attach any relevant materials discussed in your answers to the previous questions, as well as letters of support from partners.