**J-PAL North America Proposal Checklist**

I have included the following in my proposal to the J-PAL North America U.S. Health Care Delivery Initiative RFP:

- ☐ **The proposal application cover sheet saved with the name** *[PI Name]_[Topic Name].pdf*
- ☐ **A 5-page narrative including:**
  - ☐ A 150-200 word abstract including information on the research question, the hypotheses, the intervention, the (potential) sample size, and the outcomes.
  - ☐ The narrative clearly describes:
    - ☐ The policy problem that motivates this research,
    - ☐ An explanation of how the study addresses a policy issue that has a significant impact for low-income or vulnerable people
    - ☐ The treatment/intervention, evaluation design, the study population (including demographics), and implementing partners.
    - ☐ Power calculations based on a minimum detectable effect (MDE) size with a clear explanation of why the MDE is realistic and decision-relevant, including enough detail for reviewers to understand how you arrived at the MDE and citing the relevant literature.
    - ☐ The expected timeline to complete the study and analysis.
    - ☐ The narrative addresses each of the topics listed in the Evaluation Criteria:
      - ☐ Relevance to Health Care Delivery Initiative policy and issues of poverty
      - ☐ Contribution
      - ☐ Value of research
      - ☐ Technical design
      - ☐ Viability of the project
      - ☐ Publishing data
  - ☐ The narrative is no longer than five pages.
  - ☐ The minimum font size is 11 points.
  - ☐ The margins may not be smaller than 1 inch.
  - ☐ The document is saved as *[PI Name]_[Topic Name].doc(x)*

- ☐ **A complete budget (template available [here](#)).**
  - ☐ Budget reflects the actual needs of the project.
  - ☐ The indirect cost rate does not exceed 9% of total direct costs.
  - ☐ There is no PI time (academic or summer) included.
  - ☐ The Grant period is for a maximum of three years
  - ☐ Each line item is detailed in accordance with the budget section of the RFP instructions (i.e. institution/university costs vs. partner costs).
  - ☐ Each item in the budget is included and justified in the budget narrative.
  - ☐ No items are labeled miscellaneous, contingency, or rent.

Questions? Contact Hannah Reuter ([hreuter@povertyactionlab.org](mailto:hreuter@povertyactionlab.org))

&#9633; If there is co-funding for the project, complete the Total Project Budget tab of the budget.

&#9633; The budget form is saved as a single excel file, titled *[PI Name]_Budget.xls(x)*

&#9633; **A budget narrative saved as** *[PI Name]_BudgetNarrative.doc(x)*

&#9633; **Letter(s) of support from the partner organizations** (Applicants for pilot funding are encouraged, but not required to submit letters of support.)

&#9633; *Optional*: Questionnaire for Short-Term Research Management.