Humanitarian Protection Initiative

RFP III: Pilot Study Application Instructions

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Overview

The third Request for Proposals (RFP) of [Humanitarian Protection Initiative](#) (HPI), managed by J-PAL in collaboration with Innovations for Poverty Action (IPA) and supported by the Foreign, Commonwealth and Development Office from the UK Government, is now open. **Letters of Interest (LOI) are due by Tuesday April 22, 2025 at Noon ET, and full proposals are due by Tuesday June 3, 2025 at Noon ET.**

Those interested in applying are asked to first read the initiative's [RFP document](#) and consult the information available on the [RFP webpage](#). Applicants must carefully consider whether their team composition and project comply with the following requirements outlined in the aforementioned document:

- HPI scope (see RFP section *II. Scope*)
- Research team eligibility (see RFP section *V. Eligibility*)
- Choice of grant type (see RFP section *III. Grant Types and Purpose*)
- HPI funding criteria (see RFP section *IV. Funding Criteria*)

Please reach out to hpi@povertyactionlab.org with any questions

I. Letter of Interest (LOI) Instructions

All applicants can first access the LOI questions on the [website](#) and submit the required LOI by **Tuesday April 22, 2025** at 12:00 PM/Noon US Eastern Time via WizeHive. All instructions can be found on the RFP [Webpage](#).

The information provided as part of the LOI will help determine research team eligibility, whether the proposed project fits HPI's scope and addresses its research priorities, and whether it fits the selected grant type. Successful applicants will receive an invitation to proceed with their full proposal materials within three weeks.

II. Full Proposal Instructions for Pilot Study Grants

After submitting the LOI and receiving an invitation to submit the full proposal for a Pilot Study grant, complete the online application and submit the materials found in the Pilot Study Application checklist below by **Monday June 3, 2025** through WizeHive.

See information below to prepare for a Pilot Study submission: Pilot Study Overview, Application Checklist, Narrative Proposal Guidelines, Pilot Study Budget Guidelines for randomized evaluations or randomized controlled trials (RCTs).

III. Pilot Study Overview

These grants are for studies with a clear research question, but which require substantial upfront investments in design, measurement, and/or implementation before a full impact evaluation proposal can be submitted. Activities could include A/B testing, developing new measurement strategies or instruments, analysis of existing data, piloting survey questions, or new data development or collection.

Strong applicants will demonstrate:
   A. The research should account for ethical research preparation, design and measurement considerations as outlined under "Designing Responsible Research Projects" in the RFP section *IV. Funding Criteria*.
   B. A feasible implementation plan which ensures the safety and security of research participants and the research team in line with the requirements outlined under "Designing Responsible Research Projects" in the RFP section *IV. Funding Criteria*. To substantiate that adequate risk assessment and management systems are in place, applicants are required to:
      a. Complete a risk management matrix by using the template available on the RFP webpage.
      b. Attach your project's safety and security plan. This document should define how security incidents and potential harm to research participants and research teams, including enumerators, during data collection or research procedures, will be managed and treated. Where applicable, the safety and security plan of the implementing partner may be attached in lieu of a

separately developed protocol, along with an explanation on the extent to which research participants and staff are covered.

c. Submit the materials that have been or will be submitted to IRB.

Please refer to section *IV. Funding Criteria* in the [RFP document](#) for a full overview of the proposal evaluation criteria and additional considerations.

Funding per full pilot study: The award limit for randomized impact evaluations is up to US$75,000. PhD candidates supervised by an eligible J-PAL affiliate or invited researcher can apply for funding of up to $50,000. We expect projects of various sizes, and will carefully check whether the budget size accurately reflects the scope of work proposed. Note the guidelines on allowable and unallowable costs in the Budget Guidelines section.

Timeline: Funding requests cannot extend beyond January 31, 2027.

Funding awarded by HPI is conditional on continued support from our own core donors. If HPI's scheduled funding is reduced, HPI may need to reduce or cancel your award.

IV. Pilot Study Application Checklist

Please complete all sections in the online portal by the full proposal deadline, Friday, May 17, 2024. You must upload several documents to complete your full proposal. The most updated templates for these documents are provided at the [RFP webpage](#).

1. **Proposal Narrative**: Guidance pertaining to the narrative prompts is included in the Narrative section below. Please note that this section requires detailed power calculations.
2. **Initiative Budget**: Carefully review the Budget Guidelines in this document, then use the Initiative Budget template available on the [RFP webpage](#) to outline the budget requested from HPI, 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) for upload to the portal.
3. **Total Project Budget**: For projects that will secure or will require co-funding for their project, the Total Project Budget template available on the [RFP webpage](#) is required to provide an overview over all costs required to complete the project, including those outside of the initiative requested budget, where applicable.

4. **Budget Narrative**: Detail the major costs within the budget, referring to the Budget Guidelines, in a Word document with the title [PI Last Name, First Name][Budget Narrative].doc(x) for upload to the portal. This document is required in addition to the Proposal Budget -- i.e. notes included in the Excel sheet do not suffice.
5. **Timeline**: Please use the relevant template available on the [RFP webpage](#) to complete a milestone reporting document that outlines in detail 1) key project milestones (8-15 milestones), and 2) key policy and practice milestones (4-7 milestones) and upload it to the portal.
6. **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 for upload to the portal:
   A. A letter from each implementing partner, indicating the details of their commitment to partner on the research, their willingness to share progress on results and use of evidence, and their willingness to share relevant program cost information and indications of the potential for scale-up of research findings by partners or scaling organizations. In addition, the partner should discuss and explain what actions they expect to take under a positive, negative, or null result scenario. These letters of support should not be templates provided by the research team, but the implementing partners perspective and real understanding of the partnership.
   B. A budget letter of support or document stating that the proposed grant host institution, the Institute to Receive Award (ITRA), approves the proposal materials. Please consult the [Budget Guidelines](#) below for more detail on the requirements regarding the nature of the ITRA and the content of the ITRA's letter of support).
7. **Safe and responsible research conduct:** To substantiate that adequate risk assessment and management systems are in place, applicants are required to:
   A. Complete a risk management matrix by using the template available on the RFP webpage;
   B. Attach your project's safety and security plan. This document should define how security incidents and potential harm to research participants and research teams, including enumerators, during data collection or research procedures, will be managed and treated. Where applicable, the safety and security plan of the implementing partner may be attached in lieu of a separately developed protocol, along with an explanation on the extent to which research participants and staff are covered;
   C. Submit the materials that have been or will be submitted to IRB.

Note: In the case that this proposal is awarded initiative funding, we will further ask that you submit information on IRB approval(s) or exemption(s). It is mandatory for grantees to ensure that the project they implement has been reviewed by an IRB with status as an IRB Organization (IORG). An IRB's status can be found by consulting the [database of IORGs](). If you do not have access to an IRB or ethics review committee at your institution(s) that has IORG status, requests can be sent to PSE's IRB after projects are chosen for funding. Funding is contingent on approval or exemption from an IRB with IORG status.

V. Pilot Study Narrative Proposal Guidelines

The online portal will require you to address the below prompts. Exact wording and sequencing of questions is subject to change. *When a question title has a *****, mark it is required in WizeHive. **[word max in brackets]** refers to instructions for maximum word count applied to fields in WizeHive.*

Important Information

1. Please note that applicants can move back and forth between sections to edit answers before submitting. Applicants can also save their applications, then come back later to make changes before submitting. For more details about how to navigate WizeHive, please see [these instructions]().
   You may reference your Letter of Interest (LOI) submission by navigating, on the blue bar on the left of the screen, to "Your Applications" and click on the LOI submission relevant to this application. Each section of the LOI has a "View" button to the right. For questions asking you to report any changes in a certain field (e.g., total funding amount) since your LOI submission, please reference and use text from the LOI's "Project Details" section where appropriate.

2. Applicants are encouraged to take advantage of the full space provided for questions pertaining to elements of the study that are particularly unique or complex. But for aspects of the study that are more conventional and straightforward, concise answers (which may be well below the word limit) are appreciated.

3. **Subaward Setup:** For grants with human subject research, once all materials including IRB approvals/exemptions have been received, MIT typically takes 90 days to establish the subaward. Please provide conservative rather than optimistic

estimates for start and end dates to reduce the likelihood of needing to submit no-cost extension requests.

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

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

6. **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.)? [Yes;No]

    a. *[If Yes]* **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 the initiative. [250 words max]

Narrative

7. **Potential Policy Impact*** - Please briefly describe the potential policy impact of this intervention (policies, programs, processes, or delivery mechanisms), including whether and how the project could inform policy or program design in this context or more broadly. How will it meet the needs of your partner? [250 words]

8. **Uncertainty of Study's Results*** - 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. [250 words max]

9. **Target Population and Context*** - What population(s) does the intervention attempt to impact? What characteristics do they have? Do you have any comments on this population's alignment with the HPI's priorities? [350 words max]

10. **Intervention Details** - If applicable for your pilot, state how the intervention could potentially improve one or more of the initiative's priority outcomes and benefit people living in poverty. The intervention can be introducing new or making changes to existing programs, processes, technologies, or delivery systems. [300 words]

11. **Pilot Evaluation Design -** Please provide a brief description of the pilot evaluation design, and how it fits with the topics outlined in the RFP materials. Please include information about data collection and key outcomes: succinctly describe your data collection plan and key outcome measures of the study. Please include the data collection partner and your relationship with them. What are your intermediate and final outcomes? How will these be measured? When will you take measurements, and how frequently? [500 words]

12. **Value of Research*** - What knowledge gap does your project address, and how will it advance the field? Provide a brief literature review to highlight its novelty and make a compelling case for its value, citing prior evidence of promise or significant current or anticipated investment. You may attach a full reference list in the "Additional attachments" section. [500 words max]

13. **Outcomes of Interest*** - Beyond the initiative-specific outcomes listed under the "Intervention Details" and "Evaluation Design," please list any additional outcomes from this list to tag your evaluation with, in the case that a summary is later drafted of your evaluation. This list is the wider set of outcomes of interest for all J-PAL sectors and initiatives. Please add as many can apply to your planned study

14. **Mechanisms*** - Through what mechanisms do you expect the pilot treatment to affect outcomes of interest? How will you test these mechanisms? What is the theorized causal relationship between the pilot intervention and the outcomes to be tested? [250 words max]

15. **Implications on Equity and Social Inclusion*** - Please provide a comment on whether the research proposal addresses equity or social inclusion, in any way. Topics of social inclusion include, but are not limited to, gender, income level, location, ethnicity, race, language, citizenship status, disability, and at the intersection of those factors. Explain whether and how the project design allows us to learn about baseline differences between and differential impacts on groups mentioned above. Explain what reasons (if any) there are to expect that the intervention(s) studied may have disproportionate benefits for disadvantaged groups. [300 words max]

16. **Gender Reporting* -** Does the proposal disaggregate data and outcomes by gender? Pilot and RCT projects are required to report on gender-disaggregated impacts: Please briefly explain whether you will disaggregate gender impacts or why this would not be feasible. [250 words max]

17. **Local Researcher Involvement* -** Please describe how the project involves researchers local to the project context. [200 words max]

18. **Team Composition, Knowledge, and Lived Experience*** - Do you have any Principal Investigators or other research team members (research associates, managers,

enumerators, etc.) who either currently or in the past have been affected by conflict ? If yes, what is the scope of their involvement? Otherwise, what other efforts have been made to engage individuals who have been affected by conflict? [200 words max]

19. **In the Pathway to an RCT and Impact question below, describe how results from this pilot would inform a future RCT?**

    1. Describe, specifically, what researchers and practitioners can expect to learn from this pilot study. Will it pilot an intervention? Will it provide qualitative data to inform intervention design?

    2. How could the findings meet the needs of policymakers or development practitioners? Outline a specific plan for how you will share your findings and outputs with partners (e.g., data). How will the implementing partners and other stakeholders become aware of the findings and benefit from the data and other such outputs (e.g., descriptive statistics) generated from this pilot study?

    3. In what specific ways will the pilot prepare researchers for a full RCT project? Outline the hypothesized pathway and scope for impact. Clearly establish a plausible and promising link between the proposed approach to be tested and the hypothesized channel for impact.

    4. Do you expect these impacts to vary across geographic region, population, or context?

    5. Indicate the reliability of existing evidence from pilot studies or relevant expert opinion in your research context.

    6. Include preliminary or pilot data available in support of your hypotheses, models and/or theories of change.

20. **Pathway to an RCT and Impact*** [500 words max]

21. **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 attach it in the "additional attachments" section.

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.

1. **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]

2. **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? [150 words max]

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

4. **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?
   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)[300 words max]

5. **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? [150 words max]

Institutional Review Board and Institute to Receive Award

22. **IRB Organization (IORG) Information**
    Please be mindful that MIT requires that the Institutional Review Board (IRB) determination must be held by the institution that enters into the subaward agreement with MIT. The PI at the ITRA must be listed as the main PI on the IRB. If the institution does not have its own IRB, the institution must engage the services of a

commercial IRB to review and provide oversight for the research activities. [Heartland](#) and [Solutions](#) provide review of international research and satisfy J-PAL's IRB requirements; fees can be found on their respective websites. Furthermore, MIT requires that the PI named on the IRB must be employed by the institute receiving the award. Information about this MIT policy can be found [here](#) and [here](#). Consult with J-PAL regarding including the cost of this commercial entity in the project budget. J-PAL also requires that the reviewing IRB have IRB Organization (IORG) status with the US Office of Human Protections.

[You can look up the IORG status of an IRB here](#).

23. **Institutional Review Board (IRB) of Record**

    If the project has not received an IRB exemption and IRB review is required, please provide the name of the current or expected IRB of record. IRB Requirements - If this proposal receives initiative funding, we will ask that you submit the following in the Additional Attachments section:
    - All IRB approval(s) or exemption(s)
    - All IRB-approved protocols
    - Any IRB-approved consent forms

24. **IRB of Record** - Provide the name of the IRB of Record below

25. **Is this IRB of Record IORG certified?**

26. **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?

27. **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

28. **Institute to Receive Award (ITRA) Information**

    PLEASE NOTE: MIT now requires that at least one project PI be based at or affiliated with the institute that award funds are allocated to. Please provide the name of the ITRA here. Please see this [memo](#) and [FAQs document](#) for more information

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

30. **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

Partnership Questions

31. **Partnership Status* -** Have you established communication with relevant stakeholders including but not limited to government agencies and implementing partners, for research collaboration?

    a. **[If Yes] Name of Partner Organization*** - Indicate the name(s) of the partner organization.

    b. **Role of Partner Organization* -** Indicate the role of the organization on this project. If you are adding a co-funder as a partner, please add more details under the question "Co-funder Details" farther down. [Co-funder; Scale-up Partner; Other; Research Partner; Intervention Implementation Partner; Government Partner]

        i. If you selected "Other" above, please explain the role of your partner #1

    c. **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. Please include any potential partnership risks. [250 words max]

    d. **Point of Contact Based at the Partner Organization* -** 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*
        v. Phone number (not required)

32. **Is there an additional Partner Organization you would like to add? #2 [Yes/No]**

    a. **[If Yes] Name of Partner Organization*** - Indicate the name(s) of the partner organization.

    b. **Role of Partner Organization* -** Indicate the role of the organization on this project. If you are adding a co-funder as a partner, please add more details under the question "Co-funder Details" farther down. [Co-funder; Scale-up Partner; Other; Research Partner; Intervention Implementation Partner; Government Partner]

        i.   If you selected "Other" above, please explain the role of your partner #1

    c. **Partner Description #2*** - 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. Please include any potential partnership risks. [250 words max]

    d. **Point of Contact Based at the Partner Organization* -** 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*

        v.   Phone number (not required)

33. **Co-funder Details** - If you are adding co-funders, indicate the total amount of received or committed funding, the funded proposal or project title, and the name of the primary PI for the co-funded proposal or project.

Budget

34. Download and complete the following [two templates](#): one for the Initiative-specific budget and one for the project budget. When done, please reupload both attachments in the budget tab of the online application portal. Please note that these are formatted specifically for this application. Please do not remove the formatting, change any of the formatting, or create new columns.

35. **Budget Upload***

36. **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 do not suffice.

Letters of Support & Additional Materials

37. **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.

38. **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.

39. **Are you applying as a PhD Student?***
   a. **[If 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.

      i. **Request for Letter of Support*** - Please enter the following information to send a request to your advisor to upload their letter of support. Your application cannot be submitted until they upload their letter of support. [Email; Name; Role or Title]

40. **Risk management matrix (**template available on the RFP web page)
41. **Project and Policy Timeline (**template available on the RFP web page)
42. **Additional Attachments** - Please attach any relevant materials discussed in your answers to the previous questions.

VI. Pilot Study Budget Guidelines

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. In addition, the proposed budget must follow the below guidelines to be eligible for funding.

Guidelines for Completing an Pilot Study Proposal Budget

Please submit a detailed project budget using the Budget Template provided at the RFP website and a budget narrative. To reduce processing time, please keep the following in mind:

- Institute to Receive Award (ITRA) Requirements: It is usual for the ITRA to be the university of primary affiliation of (one) of the eligible researcher(s) or one of the universities with which one of the other researchers is primarily affiliated. Under certain conditions, a non-university non-profit organization can act as the ITRA of an

award. Please reach out to hpi@povertyactionlab.org, should your team consider this set up for the proposed project. **Awards cannot be split between multiple institutions.**

- Projects which have secured or will require co-funding for their project should complete both Excel templates, i.e. both "Total Project Budget" (overview over all costs required to complete your project) AND "Initiative Budget" (what you're requesting from HPI) templates. If the project has other funders, the proposal should clearly explain the marginal contribution of the requested funds from HPI and the feasibility of your project, should another part of the activities remain unfunded.
- Applications must include a brief budget narrative document detailing the major costs within the budget. In addition:
    - Applicants must 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.

Allowable Direct and Indirect Costs

- Please note that HPI does not cover PI salaries with the exception of researchers based in a mid- or low-income country (LMIC). Full RCTs may cover up to $20,000 per year with a limit of $8,000 per PI per year. 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.
- Assets: Please note that you cannot purchase any assets with this funding. Assets are items such as laptops, computers, tablets, cell and satellite phones, monitoring devices, other devices/technology, etc. If you are uncertain of whether the item qualifies as an asset, please contact HPI's grant administrator. You may include rentals of these assets in your budget.
- Project Implementation Costs: Implementation costs are expected to be borne by the project partners. Project implementation costs are considered to be costs related to the intervention itself, rather than the evaluation of the intervention. However, under some circumstances, HPI 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 SMS fees.
- 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.

- Costs related to ensuring increased security for participants and research teams are allowed. Please detail how these relate to your safety and security plan.
- Universities in high-income countries, generally defined as OECD member countries, 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.
- We understand that the cap on overhead or indirect costs under this initiative 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.
- If your budget includes a subaward to a downstream partner, it should be included under the "field costs" section of your budget, and the same budget policies described here apply. OH to a downstream partner should be included as a direct cost.

Note: A letter or document stating approval of the proposal materials and budget is required from each ITRA. Please allow for an adequate amount of time to acquire this letter. If it is not possible to receive the letter, please justify this in the budget narrative.

VII. Terms and Conditions

General Terms and Conditions

1. This Request for Proposals (RFP) is not and shall not be construed to be a contract, offer, or request for an offer. Those responding to this RFP receive no rights whatsoever as a result of their submissions. J-PAL will not have any express or implied obligations or responsibilities to those who respond and will not otherwise be bound by any terms or conditions, except to the extent set forth in a definitive, final, written grant agreement duly executed by the recipient(s) and J-PAL. There is no commitment by J-PAL that such a final grant agreement will be executed, even if J-PAL enters into negotiations with the applicants, proposed recipient(s), or his or her institution.
2. J-PAL in its sole and exclusive discretion may reject any or all proposals with or without notice or reasons, withdraw this RFP at any time before or after delivery of proposals, or if no proposal is accepted, abandon the RFP.
3. J-PAL further reserves the right in its sole and exclusive discretion to waive irregularities or defects in any proposal, but in no event will J-PAL have any obligation to do so. Moreover, J-PAL will not be responsible for errors or omissions by anyone submitting a proposal, and J-PAL shall be the sole judge of the responsiveness, appropriateness and completeness of any and all proposals.

4. J-PAL reserves the sole and exclusive right in its discretion to modify the timeline for decision-making or otherwise modify or amend this RFP as it deems appropriate.

5. All responses to this RFP become the property of J-PAL. Regardless of any markings identifying the proposal or its content as proprietary or confidential, J-PAL reserves the right to disclose or use any information contained in the proposals and other presentations responsive to this RFP. The review board making funding decisions includes external academics and policymakers, who will receive a copy of the proposals.

6. J-PAL is not responsible for and will not reimburse any costs incurred in submitting materials or information pursuant to this RFP or in otherwise responding to this RFP, including but not limited to evaluating, responding, providing follow-up, negotiating, and otherwise complying with it.

7. Applicants agree to be bound by the terms of their proposal for at least sixty days from the date such proposals are due, and otherwise agree to negotiate in good faith any other terms for a definitive arrangement if selected by J-PAL to do so.

8. Applicants certify that the work product they propose to create or use if they are a grant recipient will not infringe on or violate the intellectual property rights (including but not limited to trademarks, copyrights, patents, trade secrets, moral rights) or privacy rights of any person or entity. Applicants submitting proposals, materials, or information further certify that they have or will have such ownership or use rights in such work product sufficient to allow J-PAL to achieve its purposes as generally provided for in this RFP.

9. Grant recipients agree that, if requested by J-PAL, they will provide additional information about any subcontractors, graduate students, research assistants, and other third parties engaged by the grant recipient to provide services. J-PALreserves the right in good faith to approve any such persons in order to ensure consistency with J-PAL's expectations of quality and character.

10. Applicants are required to disclose to J-PAL all funders of their project. Depending on the co-funders, an applicant may be ineligible for funding from J-PAL under this RFP. Further information may be requested from the HPI staff at J-PAL.

Grant Terms and Conditions

If an applicant is awarded funding by J-PAL, the grant agreement may include clauses similar to the following:

1. The Grant Recipient shall at all times comply with, and ensure that its employees, officers, contractors, subcontractors and other persons or entities involved with Partner or with the Project at all times comply with all requirements and obligations that apply pursuant to national and international laws and regulations. This shall specifically include, but not be limited to: (i) applicable data privacy law(s); (ii) any anti-bribery and anti-corruption laws and regulations that may apply; (iii) any applicable laws and regulations that prevent fraud, money laundering and financing of terrorism; and (iv) any Trade Sanctions imposed by the UN, EU or US, or any similar sanctions or restrictions.

2. Specific stipulations related to the Fair Credit Reporting Act (FCRA) in the United States:
   a. The Grant Recipient shall comply with, and ensure that its implementing partners involved in the Project (if any) comply with, FCRA and its relevant requirements.

b. The Grant Recipient shall keep J-PAL informed of the validity, as well as any changes in the status, of its FCRA registration and that of any key implementing partners. No payments shall be made by the Grant Recipient to any India-based entity that is subject to the FCRA, in relation to any period in which the entity's FCRA registration is not valid or not active.

c. The Grant Recipient shall be fully responsible for (non-)compliance with FCRA and other applicable laws, and is liable for any damages, losses, expenses and claims arising out of non-compliance by Partner or its implementing partner(s).

3. The Grant Recipient shall respect human rights and shall abide by applicable local laws, environmental legislation including multilateral environmental agreements, as well as internationally agreed core labor standards.