

POLICY OUTREACH GRANT APPLICATION FORM AND INSTRUCTIONS

OVERVIEW

Policy outreach grants are intended to support outreach activities to disseminate study results or other findings from pilot or full studies funded by J-PAL North America. The target audiences should primarily be made up of policy stakeholders, including policymakers, practitioners, study participants and their communities, or other related audiences. Funds are not intended to support typical results dissemination activities to academic audiences, such as presenting at an annual economics conference.

If you have any questions about what is considered an appropriate activity for a policy outreach grant, or need help identifying or connecting with an audience, please reach out to Homelessness and Housing Stability manager, Bridget Mercier (bmercier@povertyactionlab.org).

GRANT SIZE & DURATION

Grants may be awarded between \$500 to \$20,000 for a period of up to one year.

ELIGIBILITY

Applicants must be a J-PAL affiliate, invited researcher, post-doc, or graduate student under the supervision of a J-PAL affiliate; and must be a PI or co-PI on the J-PAL North America funded study or studies they are seeking policy outreach funds to support. Applicants do not need to submit the proposal to the same initiative as the one that funded the relevant study. The studies may be ongoing.

Applicants may submit a maximum of three proposals per 12-month period to a single initiative. PI and co-PI status are counted towards this limit.

Note, for graduate students the total amount of funding they may receive across time is capped at \$50,000 per initiative, regardless of the number of projects funded.

COVERED EXPENSES

Expenses covered under this award are intended for travel and other reimbursable costs incurred by the researcher or members of their team while engaging in policy outreach activities. Activities may include planning and executing events such as convenings, workshops, panels, or briefings; or developing and distributing products such as policy briefs or memos, blog posts, press releases, podcasts, or video recordings.

Covered expenses include, but are not limited to:

- Domestic travel^{1*} (flights, ground transportation, etc.)
- Accommodations*
- Direct costs for events (audio-visual equipment, meals, venues, childcare, etc.)
- Consultant or contractor time
- Honoraria for event speakers
- Academic journal licensing fees to make articles open access

¹ * Travelers are expected to seek the lowest available fares and rates. We will not cover change or upgrade fees for flights. Luxury travel and accommodation will not be reimbursed.

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- Printing and mailing

Expenses that will not be covered include:

- Alcoholic beverages
- Expenses without itemized receipts
- Any activity that would require review by an IRB

HOW TO APPLY

Application materials should be submitted to Homelessness and Housing Stability manager Bridget Mercier (bmercier@povertyactionlab.org) and are accepted on a rolling basis. Co-chairs will review and make the final award decision within 3 to 4 weeks.

The application materials consist of:

- **Cover sheet (included below)**
- **Project Narrative**
 - The narrative should provide 1-2 paragraphs on each of the following points. For more details, please see the “Policy Outreach Proposal Evaluation Criteria” section below.
 - i. Key takeaways from relevant funded projects
 - ii. Intended audience
 - iii. Planned activities, including considerations for equity & inclusion
 - iv. Outreach objectives
 - v. Activities to date (if applicable)
 - The narrative may not exceed three pages in length. References are not included in page count.
 - Please save the narrative as a Word document, titled *[PI Name]_[Topic Name].doc(x)*.
- **Budget for \$500 to \$20,000**
 - Please use the template provided on the initiative’s RFP page and upload as an Excel workbook, titled *[PI Name]_[Topic Name].xls(x)*
 - Please carefully review the “instructions” tab of the budget template for guidance on what to include in the proposal budget.
- **Budget narrative**
 - Please provide justification for the expenses requested in your budget.
 - Please save the budget narrative as a Word document, titled *[PI Name]_Budget Narrative_[Topic Name].doc(x)*.
- **[Optional] Letter(s) of support**
 - You are welcome to submit letters of support from implementing partners or other stakeholders
- **[Graduate Students only] A letter of support from the supervising J-PAL affiliate.**

Please submit these documents to Homelessness and Housing Stability manager Bridget Mercier (bmercier@povertyactionlab.org)

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POLICY OUTREACH PROPOSAL EVALUATION CRITERIA

A strong policy outreach grant proposal will clearly address the following criteria, which are provided to proposal reviewers:

I. Key Takeaways

- Does the proposal provide a clear description of the study results or other key takeaways from the relevant funded project(s) to be disseminated or taken-up?
 - Other key takeaways may refer to any information that is relevant to policy development and implementation, such as an analysis of intervention costs or recommendations for providers.

II. Intended Audience

- Does the proposal provide a description of the intended audience for outreach and why they are being targeted?
 - Outreach may be public facing, for example towards a general policy audience, or restricted, for example towards a specific audience such as study participants or frontline workers.

III. Planned Activities

- Does the proposal provide a comprehensive description of the proposed policy outreach activities, and a reasonable timeline for them to be completed within one year?
 - Activities may include planning and executing events such as convenings, workshops, panels, or briefings; or developing and distributing products such as policy briefs or memos, blog posts, press releases, podcasts, or video recordings.
- Does the proposal take steps to ensure that policy outreach activities are respectful and responsive to the needs and priorities of those who are most likely to be affected by relevant research?
 - For example, will community members from the study site be included in activity planning or execution? If so, how will they be publicly recognized or compensated for their contributions?

IV. Outreach Objectives

- Does the proposal have clear objectives for policy outreach activities and a well thought-out explanation for how the proposed activities will encourage take-up of key takeaways and/or strengthen inclusive and equitable research-policy communications or partnership development?

V. Activities to Date (if applicable)

- Has the applicant previously engaged in any policy outreach activities focused on this audience? If so, how have those activities and/or the audience response informed the current proposal?

GRANT ADMINISTRATION

Policy outreach grants can be paid in several ways including:

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1. By direct reimbursement to the PI. Expenses will be reimbursed upon submission of an expense report and receipts within 30 days of purchase or trip completion.
2. By direct purchase. J-PAL may purchase items directly for larger expenses.
3. Other

Upon award approval, J-PAL staff will determine the appropriate payment mechanism for the particular activity(s) and will discuss it directly with the applicant(s).

GRANT REQUIREMENTS

1. Grantee reporting: Grantees are required to submit a progress report no later than 60 days after the completion of policy outreach activities.
2. Participation in J-PAL North America activities: Grantees must be willing to participate in one of J-PAL North America's activities on a mutually agreed upon date and at a mutually agreed upon place. This activity could be an evidence workshop, a matchmaking conference, a presentation to donors, or acting as a peer reviewer.

Any presentations, event agendas, publications, recordings, or other materials that emerge from funded policy outreach activities should credit the J-PAL Homelessness Initiative with the following text and link: "This [item] is funded by the J-PAL Homelessness Initiative."

Policy Outreach Grant Application Cover Sheet

Primary Applicant and Institutional Affiliation			
Additional Applicant(s) and Institutional Affiliation			
Type of Policy Outreach Activity or Activities			
Relevant J-PAL North America Funded Project	Original Funding Initiative		
Partner(s) if applicable	Contact (Name, Email, Phone)		
Co-Funder(s) for policy outreach activities if applicable	Total Co-funded		
	\$		
Have you submitted a policy outreach proposal for the same funded project(s) in any previous J-PAL NA round of funding?			
<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, which initiative and when?		
If yes, please provide a write up of no more than one page detailing the circumstance and any changes to the proposal since the last submission and how you have addressed any feedback you previously received from the initiative co-chairs..			
Individual to Receive Award		Administrative Contact (name & email)	

By checking this box, all J-PAL affiliates and initiative invited researchers who are co-applicants on this project certify that they will be active, engaged and responsive on this project dedicated to guaranteeing the quality control on all aspects; and that their participation in this project is not merely to provide access to J-PAL resources and funding to anyone else working on this project who is neither a J-PAL affiliate, nor an initiative special invitee.