

PROPOSAL GUIDELINES: Risk Valuation Measurement Top-Up Fund for RCTs

This document contains an [Overview](#), [Budget Guidelines](#), [Application Checklist](#), and [Application Questions Preview](#) for J-PAL's risk valuation measurement top-up fund for RCTs. 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.

Strong Risk Valuation Measurement Top-Up proposal applicants will demonstrate:

1. A clear research question around revealed preferences individuals in low- and middle-income countries (LMICs) express over mortality risk, measuring decision-making around risk exposure and the related costs, and
2. A feasible implementation plan, including how the grant will enable data collection and/or analysis leading to a new Value of a Statistical Life (VSL) estimate, VSL methodological advances, or relevant revealed-preference measurements, and
3. An ongoing, recently completed, or fully concluded randomized evaluation funded by J-PAL and/or registered on the [AEA RCT Registry](#), and
4. A robust research design, well-defined research instruments, and detailed power calculations for any impacts the RCT measures, and
5. A strong partnership commitment from implementing organizations (e.g., agreement to top-up research design), including indications of the potential for research activities to extend in cases where implementation partner activities may be lengthened (e.g., if additional survey modules extend survey activities).

Funding per Risk Valuation Measurement Top-Up award: These awards are comparable to J-PAL's pilot range of funding, at most US\$75,000. If requesting higher funding levels, applicants will need to add justification text in the application. Funds for this RFP are limited, but we may exceptionally fund high-potential opportunities above \$75,000. The review board puts great value on the cost-effectiveness of the proposals as well as efforts and success in raising co-funding. **The finance team carefully checks 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: Proposals funded by this award are suggested to have a period of performance of six months. All expenses under the subaward must be completed and invoiced by **December 31, 2028**.

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.**¹

Guidelines for completing a Risk Valuation Measurement Top-Up proposal budget: Please submit a detailed project budget using the [Risk Valuation Measurement Top-Up Budget Template](#) provided at the [RFP release page](#). To reduce processing time, please keep the following in mind:

1. **Institute to Receive Award (ITRA) and Principal Investigator (PI) Alignment:**
 - a. [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:
 - i. An employee of the ITRA, and
 - ii. PI named in the Letter of Transmission, and
 - iii. The main PI named in the IRB approval and IRB application
2. **Institutional Review Board (IRB) Requirements:**
 - a. The IRB is held by the institution that enters into the subaward agreement with MIT. The IRB must have [IORG](#) status and [FWA](#), 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.
 - c. As noted above, the formally-named PI on the award must be the main PI named in the IRB approval and application.
 - d. If the proposal extends an existing project with an active IRB approval, that IRB approval may be applied if it complies with the above requirements.
3. **Only projects with co-funding should complete both Excel sheets in the budget template**, i.e., both “Total Project Budget” AND “Initiative Budget” (i.e., what you’re

¹ If the organization allows you to submit your proposal without such a letter (due to time constraints or some other reason), please let the initiative know. Please note 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.

requesting from the Initiative) in the budget template. If the project has other funders, the proposal should indicate names of funders and contributions, as well as clearly explain the marginal contribution of the requested funds from the Initiative.

4. Applications must also include a brief budget narrative document detailing the major costs within the budget.
5. Applicants planning to add survey modules or extend field activities under top-up grants 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.
6. **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

1. **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.**
 - a. Top-up funding may cover up to \$8,000 per LMIC researcher PI/co-PI for the entire award period, but the total budgeted amount for LMIC researcher PI time should not exceed 25% of the total budget.
2. **Project implementation costs are expected to be borne by the project partners.** 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 SMS fees.
 - a. 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).
3. Universities in high-income countries (according to the [World Bank classification](#)) can charge up to 10% in indirect costs, applied to total direct costs.
4. 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.
 - a. Grantees may have reasonable project support costs included in budgets as direct costs. Such costs should be reasonable and explained in the budget narrative.

5. Unallowable costs include those labeled as “incidental,” “miscellaneous,” or “contingency.”
 - a. Office Rent: Any requests for office rent should be explained in the budget narrative.
 - b. 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.
6. J-PAL will only reimburse the lowest available economy/cabin/coach flights. Please review [J-PAL’s travel reimbursement policies](#) before completing your budget.

APPLICATION CHECKLIST

Please complete all sections in the online application by the full proposal deadline. You must upload several documents to complete your full proposal.

1. **Proposal Narrative:** Guidance pertaining to the narrative prompts is included in the [Application Questions Preview](#) below. Please note that this section requires detailed power calculations.
2. **Proposal Budget:** Carefully review the Budget Guidelines in this document, then use the [Risk Valuation Measurement Top-Up 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) for upload to the application.
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) for upload to the application. 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:** It is your responsibility to obtain a letter of support from the following, ensuring that the language meets the conditions as listed. The review board values the partner/institution/advisor confirmation of willingness to work with the research team when reviewing proposals. Please upload the file 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 that has been translated to English.
 - a. * **Only required for proposals including field activities:** A letter from each implementing partner, indicating the details of their commitment to continue to partner on the research, and their willingness to share relevant program cost data. If the proposal solely includes activities such as reanalyzing previously collected data, a letter of support from implementing partners is not required.
 - b. A letter from the institution to receive the award that states that they have reviewed

- your proposal and accepted your budget.
- c. PhD students applying as the primary PI are required to include a letter of support from a J-PAL Affiliate or Invited Researcher who is eligible for this call. The letter should indicate the Affiliate or Invited Researcher's willingness to be an advisor 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.
5. **(Possible) Addendum:** If your proposal builds on completed pilot or fully-powered RCT findings, please submit an addendum detailing the pilot or fully-powered RCT results that inform your risk-valuation measurement top-up design.

APPLICATION QUESTIONS PREVIEW

The online application will require you to address the below prompts.

Given aspects of King Climate Action Initiative review are blinded, **please refrain from using identifying language in your proposal narrative, e.g., we encourage you to use the grammatical third person when citing (co-)PIs' work.**

LETTER OF INTEREST QUESTIONS

IMPORTANT INFORMATION

1. **Primary Eligible Researcher** – Please identify one researcher eligible for J-PAL Initiative funding. This may be the principal PI and/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. Please make sure to invite the eligible researcher as a collaborator to this proposal via the multi-person icon at the top of the application. [First Name; Last Name; Email Address]
2. **PI Eligibility Category** – Indicate how the researcher is eligible for J-PAL Initiative funding. Please only select one. [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]
 - b. **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** [University, Other]
- a. **Organization Type Details** – If you chose "Other" instead of "University," please briefly explain your organization type. For funding eligibility requirements, see the RFP materials on the RFP website.

5. **Country Where Organization of Eligible Researcher is Based or Headquartered**

6. **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 the other role. Complete and accurate assignment of collaborator roles will help the initiative to communicate with members of the research team more efficiently. [First Name; Last Name; Role or Title; Email Address].

You can enter up to 10 contacts.

7. **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]

8. **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 and it has not changed, 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.

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. [Yes; Not Yet]

PROJECT DETAILS

9. **Full Title of Proposal** [30 words]
10. **Funding Amount** – Amount of requested funding in USD.
11. **National Location** – In which country or countries will your research or travel take place?
12. **Past and Future Submissions to J-PAL** – Is this top-up building on a past proposed or funded project with J-PAL? [Yes, I have submitted or plan to submit this proposal to another initiative; No, I have not submitted this proposal to another initiative]
 - a. If you answered yes above, please include the following:
 - i. 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).
 - ii. Are the PI team, context, and research question the same as in the previously submitted or soon to be submitted proposal?

- b. If you answered no above, please note:
 - i. The funding source of the RCT you are proposing to top-up, and original year of funding.
- [350 words max]

13. **Abstract** – Write a study abstract discussing how you would use observed choices to estimate how much value individuals place on mortality risk reductions associated with various choices; how the intervention is/will be designed to create a clear difference in risk such that VSL can be estimated; how you would obtain credible data for revealed preferences and VSL estimates; and/or how existing data can be re-analyzed to disaggregate by risk levels. If this top-up funding is proposed for a recently-completed or fully-completed RCT, please lightly touch on preliminary or confirmed results from the RCT. If proposed for an ongoing RCT, please touch on implementation details of the RCT and anticipated results.
- [400 words max]

RISK VALUATION MEASUREMENT TOP-UP FUND APPLICATION QUESTIONS

IMPORTANT INFORMATION

Review boards appreciate brief and concise answers (which may be well below the word limit) for aspects of the study that are more conventional and straightforward.

If a question asks for information you have already provided elsewhere in this form, simply indicate this and reference the title of the question where your answer can be found. Please do not copy and paste the answer again.

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.

To ensure that your intended ITRA/PI/IRB combination meets MIT's requirements, please thoroughly review and understand this [FAQ document](#). Reach out to kcai_grant_admin@povertyactionlab.org with any questions.

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. [2 decimal places; Currency; USD]
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? [Yes/No]
 - a. **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 you received the funding from J-PAL. If applicable, please upload your most recent narrative report for this project in the Additional Attachments section at the end of this application. [250 words max]

NARRATIVE

We recognize that proposals may evolve and change between the LOI and full proposal submission. To ensure your project's information is up to date, we request that you resubmit your answers to the next two fields.

6. **Final Abstract** – Write a study abstract discussing how you would use observed choices to estimate how much value individuals place on mortality risk reductions associated with various choices; how the intervention is/will be designed to create a clear difference in risk such that VSL can be estimated; how you would obtain credible data for revealed preferences and VSL estimates; and/or how existing data can be re-analyzed to disaggregate by risk levels. If this top-up funding is proposed for a recently-completed or fully-completed RCT, please lightly touch on preliminary or confirmed results from the RCT. If proposed for an ongoing RCT, please touch on implementation details of the RCT and anticipated results. Please note that we may use parts of this abstract on our Initiative's webpage if the project receives funding, with your approval of the final form. If nothing has substantially changed since the LOI submission, please copy the original response here.
[400 words max]
7. **Risk Valuation Measurement Design** – Please describe your risk valuation measurement approach and plan for collecting data, as well as information on the underlying RCT. In your description, please include the following:
 - a. **Details of Underlying Evaluation Design:**

- i. A summary of the existing RCT design (units of randomization, method, target population, sample size, theorized causal relationship between intervention and outcomes).
 - ii. Include any additional details on the status of the existing RCT beyond those shared in the abstract. Please note that exceptionally, the Board may accept a proposal for a new RCT that integrates Risk Valuation Measurement priorities discussed in this RFP Overview.
- b. **Details of VSL Data Collection and Methodological Approach:**
 - i. Detail how the grant will enable data collection and analysis leading to (1) a new VSL estimate and/or (2) VSL methodological advances. Some common ingredients are:
 - 1. How will you measure the risk exposure resulting from a choice?
 - 2. How will you measure the cost of that choice?
 - 3. How will you exploit some credible variation in one or the other (or both)?
 - 4. If applicable, detail any proposed novel and creative ways to test assumptions or improve methodologies for revealed preferences estimates in LMICs, such as measuring the effect of variation in the decision environment.
 - 5. Please feel free to include other data collection and analysis details.
 - ii. Note whether the revealed-preference identification strategy or VSL estimation approach would fill important gaps in the literature, such as studying new LMIC contexts or target populations, testing assumptions underlying the methodology, revealing heterogeneity in preferences across individuals and population, accounting for declining marginal utility of consumption, or investigating how people form expectations about risk.
- c. **Data Collection and Key Outcomes:**
 - i. A description of methods for gathering the necessary data for calculating VSL. Please include the data collection partner and your relationship with them.
 - ii. In the "Additional Attachments" section, you may also attach more detailed data and results as an appendix, but please highlight in this section of your narrative the key details to ensure reviewers take them into account.
- d. **Power Calculations:**
 - i. A description of what minimum detectable effect size (MDE) is considered to be relevant for calculating risk valuation.
 - ii. Please provide power calculations from the underlying RCT. Optionally, include a discussion of the current status of enrollment or attrition in the RCT that may affect the VSL power calculations.

For more detailed information about power calculations, see this resource:
<https://www.povertyactionlab.org/resource/power-calculations>.

[1,000 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]
9. **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]
10. **Local Researchers** – If relevant, describe how this project involves researchers local to the project context.
[100 words max]
11. **Implications on Equity and Social Inclusion** – Please comment on whether the research proposal addresses equity or social inclusion. Topics of social inclusion include but are not limited to: gender, income level, location, ethnicity, race, language, citizenship status, disability, and the intersection of multiple factors. Explain whether and how the project design allows us to learn about baseline between and differential impacts on groups mentioned above. Explain which reasons (if any) there are to expect that the intervention(s) studied may have disproportionate benefits for disadvantaged groups.
[200 words max]

REPORTING REQUIREMENTS

12. **Data Publication** – Upon publication, grantees are required to publish the data and code underlying GiveWell-funded research in an appropriate open-access online repository, subject to any approved exemptions. Please confirm “Yes” or “No” if you are able to comply with this requirement. If, at any point before, during, or after the grant period of performance, you envision any potential issues with complying with this requirement, please reach out to the K-CAI team at kcai@povertyactionlab.org and kcai_grant_admin@povertyactionlab.org. Researchers may request an exemption for legal, ethical, privacy, contractual, or proprietary reasons. J-PAL is willing to facilitate communication with the funder requesting an exception or waiver; however, decisions are made by GiveWell and we are not able to grant exceptions ourselves. Decisions from

GiveWell are considered final. Please see the [GiveWell Open Access Policy](#) for more information about data publication.

[30 words max]

POTENTIAL RISKS

To protect 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. 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 Risks** – Are there any technical, logistical, ethical, or political obstacles and risks that might threaten the completion of the project (e.g., technical platform not ready, 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 Risks** – Please discuss any information about the implementing partner(s) that could pose ethical, reputational, or legal risks (e.g. 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. **Participants, Staff, Community Members Risks** – 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, children, or broader communities if the treatment might have spillover or downstream effects beyond the study sample)[200 words max]
16. **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]

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

PARTNERSHIP QUESTIONS

Important Information

In this section, please provide details about the organizations or entities collaborating on your project. These may include field research implementers, government agencies, co-funders, and technology providers. You can list up to three key partners.

18. **J-PAL Regional Office Support** – If your project takes place in a country that has a J-PAL office but that office is not your research implementation partner, please explain why you chose not to work with them. Your answer will help us understand how J-PAL offices can better respond to the needs of PIs. If your research implementation partner is a J-PAL office, please write its name below. If your project is in a country without a J-PAL office, please write “N/A.” [100 words max]
19. **Name of Partner Organization** – Indicate the name(s) of the partner organization. [30 words]
20. **Role of Partner Organization** – Indicate the role of the organization on this project. [Co-funder; Scale-up Partner; Research Partner; Intervention Implementation Partner; Government Partner, Tech Partner]
21. **Partner Description** – 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. If you are adding a co-funder as a partner, please 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.
[250 words max]
22. **Point of Contact Based at the Partner Organization** – Please provide details about your point of contact at the partner organization. [First Name, Last Name, Role or Title, Email Address]
23. **Interest in Co-funding** – Below, indicate “Yes” or “No” if you are interested in applying for co-funding from [Fund for Innovation in Development \(FID\)](#) or other donors in the J-PAL network who have indicated interest in seeing promising proposals from J-PAL initiatives. J-PAL staff can provide assistance in preparing a proposal to these

donors on a case by case basis.
[150 words]

INSTITUTIONAL REVIEW BOARD AND INSTITUTE TO RECEIVE AWARD

To ensure that your intended ITRA/PI/IRB combination meets MIT's requirements, please thoroughly review this [FAQ document](#). Reach out to kcai_grant_admin@povertyactionlab.org with any questions.

Institutional Review Board (IRB)

For awards that include human subject research, IRB approvals (including exemptions) are required to be in place prior to a subaward agreement being issued and prior to any human subjects research commencing. If this proposal receives initiative funding, you will be required to submit:

1. All IRB approval(s) or exemption(s), and
2. All IRB-approved protocols, and
3. Any IRB-approved consent forms

Institutional Review Board (IRB) Requirements

Please be mindful that MIT requires that either:

1. 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), or
2. 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 an IRB to be considered allowable, it must meet all of the following criteria as determined by MIT and J-PAL:

1. [IORG status](#) with the US Office for Human Protections. An IRB's status can be checked by consulting the database of IORGs [here](#).
2. [Federalwide Assurance \(FWA\)](#) with the US Office for 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.

30. **Institutional Review Board (IRB) of Record** – Provide the name of the IRB of Record. [15 words]
31. **Is this IRB of Record IORG certified?** [Yes, No]
32. **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]
33. **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, and
 2. PI named in the Letter of Transmission, and
 3. The main PI named in the IRB approval and IRB application
- Institute to Receive Award (ITRA)** – Please indicate the institution that will receive the grant funds. [15 words]
34. **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/Title, Email Address]
35. **Unique Entity ID** – Does your ITRA have a Unique Entity ID (UEI) from the website [SAM.gov](https://sam.gov)? Please note that, if your proposal is awarded funding, all subawardees of MIT require a UEI from [SAM.gov](https://sam.gov).
[Yes, my ITRA has a UEI; No, my ITRA does not have a UEI; I am not sure]

BUDGET

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 allowable and the preferred way to address needs for assets like laptops.

Budget Template

From the [RFP webpage](#), download and complete the Risk Valuation Measurement Top-Up Budget Template. There are two tabs: one for the J-PAL 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 do not remove the template's formatting, change any of the formatting, or create new columns.

36. **Budget Upload** - Please upload a single Excel file with the title: [PI Last Name, First Name][Budget].xls(x)
37. **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

38. **Letter of Support from Implementing Partner** – Only required for proposals including field activities: Applicants are required to provide a letter from each implementing partner, indicating the details of their commitment to continue to partner on the research, and their willingness to share relevant program cost data. If the proposal solely includes activities such as reanalyzing previously collected data, a letter of support from implementing partners is not required.
39. **Optional: Letter of Support from ITRA** – Top-up applications for projects that have not previously received J-PAL funding 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.
40. **Are you applying as a PhD Student?** [Yes, No]
 - a. If yes, include the **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 advisor on the applicant's dissertation committee. This letter should indicate the advisor's willingness to advise the student throughout the project's lifetime. Please note that in some cases, the advisor may be asked to add their name to the financial award and IRB documents. If your advisor would rather submit this letter confidentially, ask them to email it to kcai@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.

41. **Additional attachments** – Please attach any relevant materials discussed in your answers to the previous questions.