

TRAVEL AND PROJECT DEVELOPMENT GRANT APPLICATION FORM AND INSTRUCTIONS

ELIGIBILITY

J-PAL affiliates, J-PAL postdocs, and J-PAL invited researchers may apply for a travel/proposal development grant.

Graduate students who have a J-PAL affiliate on their thesis committee may also apply (please note that having an invited researcher on a student's thesis committee **does not** satisfy this criterion). The J-PAL affiliate does not need to be based at the same university as the applicant. Graduate students will be asked to provide a letter from both the J-PAL affiliate and department confirming that the J-PAL affiliate is on their formal thesis committee.

Pre-thesis PhD students who do not have an official thesis committee may also apply. Pre-thesis students are required to submit a **formal letter of confirmation from an affiliate that explicitly states:** "I am actively responsible for supervising this project/research and anticipate being on the student's thesis committee."

COVERED EXPENSES

Expenses covered under this award are intended for travel and other reimbursable costs incurred while doing fieldwork or building relationships with policymakers, industry, or nonprofit leaders that could lead to a future randomized evaluation. Funds are awarded for a maximum of one year.

These activities include, but are not limited to:

- Domestic travel^{1*} (flights, ground transportation, etc.)
- Accommodations*
- Computing services (hardware/software)
- Survey administration

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- Printing and mailing

Expenses that will not be covered include:

- Expenses without itemized receipts
- Salaries or wages for any party
- Travel expenses for conferences or academic meetings
- Costs of purchasing datasets

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.

- Indirect Costs
- Incentives for focus group participants
- Any activity that would require review by an IRB

HOW TO APPLY

To apply, please submit the following:

- The cover sheet (included below)
- A concise statement of topic: These grants are intended to facilitate very preliminary, exploratory research. Proposals need only address the general topic of interest and current ideas on how the question might be explored. They do not need to include a detailed program or evaluation design.

A budget for up to \$5,000 using the template at:

<https://www.povertyactionlab.org/initiative/socialpolicy-research-initiative-request-proposals>

- [Graduate Students only] A letter of support from a J-PAL affiliate and department.

Please submit these documents to NA_RFP@povertyactionlab.org.

REVIEW PROCESS

Applications for travel/proposal development grants will be reviewed by a member of the Social Policy Research Initiative (SPRI) Review Board on a rolling basis. Proposals will be evaluated on their academic contribution, policy relevance, and feasibility of the project.

GRANT REQUIREMENTS

1. Grantees are required to submit a report within 30 days of the end of the award
2. Grantees must be willing to participate in one of J-PAL NA's activities on a mutually agreed date and at a mutually agreed place. This activity could be an evidence workshop, a matchmaking conference, or a presentation to donors.

GRANT ADMINISTRATION

Travel/development grants are **paid by direct reimbursement to the PI**. Expenses will only be reimbursed upon submission of an expense report. **Travel/development grants will not cover any activity that requires review by an IRB.**

- Expenses must be supported by receipts.
- All expenses must be claimed within 30 days of trip completion.

Application Cover Sheet

PRINCIPAL INVESTIGATOR AND INSTITUTIONAL AFFILIATION			
CO-INVESTIGATOR(S) AND INSTITUTIONAL AFFILIATION			
TITLE OF PROPOSAL		COUNTRY	
PROPOSED DATES OF EXPLORATORY WORK			
START DATE: (mm-dd)		END DATE: (mm-dd)	
PROPOSED PARTNER(S)			
REQUESTED	\$		