**Jobs and Opportunity Initiative Application Form and Instructions**

*Travel/Proposal Development Grants: Round 4 (Fall 2021)*

**Instructions**

Applications for travel/proposal development grants consist of (i) an application form, which includes a cover sheet and narrative; (ii) a budget form; and (iii) for graduate students, a letter of support from a J-PAL affiliate or JOI invited researcher who serves as an adviser on the applicant’s dissertation committee.[[1]](#footnote-1) These materials are available on the [JOI webpage](http://povertyactionlab.org/initiative/jobs-and-opportunity-initiative) and should be submitted viaour [online portal](http://jpal.force.com/portal) by **5:00 PM ET on Tuesday, October 12, 2021.**

**Narrative**

The narrative should not exceed two pages in length, including appendices, and use 12 point font. It should include:

1. A concise statement of topic. These grants are intended to facilitate PI travel for very preliminary, exploratory research, so proposals need only address the general topic of interest and current ideas on how the question might be explored through a randomized evaluation. They do not need to include a detailed program or evaluation design.
2. Proposed partners, if available, including J-PAL regional offices, IPA country offices, or other organizations you plan to work with for both program implementation and evaluation.
3. A discussion of the project’s connection to key questions in the Jobs and Opportunity Initiative as outlined in the RFP overview.

**Budget**

Please submit a detailed project budget using the Excel template available online. Travel/proposal development grants are intended to support costs related to PI travel and are provided as travel reimbursements in accordance with MIT travel policies. Please keep the following in mind when developing your budget:

1. Travel/proposal development grants are for a maximum of $10,000. The typical grant is $5,000 for one researcher.
2. Travel grants are paid as reimbursements.
3. Please include detailed budget notes in the column provided in the template.
4. *International travel*: J-PAL will put you in touch with an MIT travel agent who can book international travel and charge J-PAL directly. If you choose to buy your own ticket, we will not be able to reimburse you until your flights have been completed.
5. *Per diem*: A per diem stipend of $25/day-in-country can be claimed to cover food and miscellaneous expenses.
6. *Survey and other in-country expenses*: Travel/proposal development grants can be used to cover expenses for in-country costs such as hiring enumerators, procuring translation or transcription services, developing instruments, and others. If these expenses are in the budget, J-PAL will provide the forms necessary to document them with your award notice, and you can claim these expenses as reimbursement once the travel is completed. J-PAL is not able to directly reimburse survey firms or local organizations for these costs.
7. *Other expenses*: Other expenses will be reimbursed upon submission of an expense report. All expenses should be supported by receipts. If you are traveling to an area where receipts are not typically used, please purchase a receipt book before traveling and ask vendors to fill out the form. All expenses must be claimed within 30 days of your return.
8. *Medical insurance*: All grantees are required to provide proof of emergency medical insurance coverage before travel. As many universities provide this to their students, faculty, and staff at no cost, this is not a reimbursable cost under this award. J-PAL can provide information on affordable coverage if needed.
9. *Expenses not allowed*:J-PAL is not able to cover travel or trip protection insurance, lost luggage insurance, incidental expenses, or grantees’ time. In most cases, J-PAL is not able to directly reimburse any individuals or organizations other than the grantees awarded the travel/proposal development grant.
10. If a grantee plans to work with a J-PAL regional office, an IPA country office, or another implementing organization, they should notify the organization prior to submitting a travel/proposal development grant application, as these organizations may require applicants to budget for overhead or other expenses incurred.
11. Grantees must complete their travel/project development work and submit final reports within one year of receiving the award.

**Letter of Support**

Graduate student applicants are required to submit a letter of support from a J-PAL affiliate or JOI 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. If the student is pre-thesis, the letter should state “I am actively responsible for supervising this project/research and anticipate being on the student’s thesis committee.” Letters can be included in the applicant’s submission packet or sent directly to [JOI@povertyactionlab.org](mailto:GI@povertyactionlab.org).

**Submission Instructions**

Please submit your application via J-PAL’s [online portal](http://jpal.force.com/portal). The deadline for submissions is **5:00 PM ET on Tuesday, October 12, 2021.**

**JOI Coversheet**

Travel/Proposal Development Grant

Round 4 – Fall 2021

*Please note that all fields are required*

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| --- | --- | --- | --- | --- | --- | --- |
| PRINCIPAL INVESTIGATOR(S) AND INSTITUTIONAL AFFILIATION | | | | | | |
|  | | | | | | |
| CO-INVESTIGATOR(S) AND INSTITUTIONAL AFFILIATION | | | | | | |
|  | | | | | | |
| ADVISER (IF PI IS A GRADUATE STUDENT) | | | | | | |
|  | | | | | | |
| TITLE OF PROPOSAL | | | | COUNTRY | | |
|  | | | |  | | |
| PROPOSED TRAVEL DATES | | | | | | |
| START DATE:(yy-mm-dd) |  | | END DATE:(yy-mm-dd) | |  | |
| PROPOSED PARTNER(S) | | | | | | |
|  | | | | | | |
| REQUESTED | **$** | **TOTAL CO-FUNDED\*** | | | | **$** |
| ***Do you expect that you will need to set up any sub-awards for this project? (For example: a partner organization, or an organization doing field work)***  ☐ *Yes* ☐ No | | | | | | |

\* Please indicate the amount you have received in additional grants or funding for this research.

1. PhD students may apply for a maximum of two travel/proposal development grants during their time as graduate students. All else equal, priority will be given to graduate students who have not applied before. [↑](#footnote-ref-1)