

K-CAI FALL 2021 RFP

Travel / Project Development Proposals Application Form and Instructions

INSTRUCTIONS

Instructions: Applications for travel/proposal development grants consist of (i) basic contact and logistical information; (ii) a narrative; (iii) a budget form; and (iv) for graduate students, a letter of support from a J-PAL affiliate or K-CAI invited researcher who serves as an adviser on the applicant's dissertation committee at their host university. Please note that full proposals are due by **11:59 pm ET on October 19, 2021**. Applicants are **required to submit a letter of interest** by 11:59 pm ET on September 21 before submitting a full proposal.

Please note: J-PAL initiatives, including K-CAI, have transitioned to using an online portal system for all proposal submissions and reviews, as well as for grantee reporting. All registration and application instructions can be found on [K-CAI's webpage](#). The K-CAI team will notify you via our online portal once we have received your letter of interest and you are clear to submit a full proposal. In the interim, to facilitate your proposal development, we have provided reference documents, like this one, that outline in detail all required information that applicants will be asked to provide when submitting a research or scaling proposal to K-CAI. You are welcome to begin drafting your proposal materials using these forms, as the fields and content included in these reference documents will be required in the portal system. Please do not complete or submit these reference documents to K-CAI for consideration.

Questions? Please reach out to kcai@povertyactionlab.org.

COVERSHEET AND NARRATIVE

SECTION: COVERSHEET

Please note that all fields are required.

TITLE OF PROPOSAL		COUNTRY
J-PAL AFFILIATED OR K-CAI INVITED RESEARCHER(S)		
INSTITUTION TO RECEIVE FUNDS (J-PAL REGIONAL OFFICE, IPA COUNTRY OFFICE, OR ANOTHER RESEARCH OR NGO PARTNER)*		
NON-J-PAL CO-PI(s) (Institutional Affiliation)		
<input type="checkbox"/>	<i>By checking this box, all J-PAL affiliates and K-CAI invited researchers who are co-PIs on this project certify that they will be active, engaged, and responsive PIs dedicated to guaranteeing the quality control on all aspects of this project; 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 K-CAI invited researcher.</i>	
IMPLEMENTING PARTNER(S)	CONTACT (NAME, EMAIL, PHONE)	

CO-FUNDER(S)		FUNDED AWARD (PI, Project Title, Amount)	
Have you submitted this or a related proposal to any other J-PAL funding initiative?			
<input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, which initiative and when?	
K-CAI FUNDING REQUEST			
Focus Area: Mitigation <input type="checkbox"/> Adaptation <input type="checkbox"/> Pollution Reduction <input type="checkbox"/> Energy Access <input type="checkbox"/>			
Requested	\$	Total co-funded	\$
GRANT PERIOD			
Start date: (yyyy-mm-dd)		End date: (yyyy-mm-dd)	
Institution to receive award*		Contact for contracting issues	
<i>Some projects will not be conducting research involving human subjects. However, if this project will involve research on human subjects, please fill out the two boxes below.</i>			
IRB OF RECORD		IRB CONTACT	
We are also in touch with other funders and occasionally share proposals that are relevant to their interests. If you do not want this proposal shared with them, please check this box: <input type="checkbox"/>			

* Please indicate the institution that will actually receive the grant funds. If this project is taking place in a country that has a J-PAL or an IPA office but these organizations are not the host institutions, please provide a comment detailing why in your proposal narrative.

SECTION: NARRATIVE

Instructions: Please include a short response (12pt font, single spaced) to each of the following sub-sections.

The topic: What is your research topic? These grants are intended to facilitate PI travel for very preliminary, exploratory research. You only need to address the general topic of interest and current ideas on how the question might be explored through a randomized evaluation. Do not describe your detailed program or evaluation design. [*answer format: up to 300 words*]

Proposed partners: A brief description of the implementing partner (or partners) you plan to work with for both program implementation and evaluation, including the history of the partnership, and any in-kind or financial support they have committed or provided to the project. [*answer format: up to 300 words*]

K-CAI outcomes: Which of the four K-CAI focus areas does this project fall under? [*Select One: climate change mitigation, climate change, adaptation, pollution reduction, energy access*]

BUDGET

Instructions: 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. To reduce the processing time, please follow these instructions for designing and submitting 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. Expenses should be supported by receipts whenever possible, and all expenses over \$50 must be supported by receipts. 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

LETTERS OF SUPPORT

Instructions: Graduate student applicants are required to submit a letter of support from a J-PAL affiliate or K-CAI invited researcher who serves as an adviser on the applicant's dissertation committee at their host university. This letter should indicate the adviser's willingness to advise the student throughout the project's lifetime.