

# LAI Scaling Proposal Application Preview

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**\*\*\*Do NOT submit this form\*\*\***

Applications can only be submitted through the online portal.

See the [LAI RFP page](#) for more information.

## CONTENTS

[LAI RFP Overview](#)

[Basic Information](#)

[Narrative](#)

[Budget](#)

[Letters of Support](#)

[Partner Organization\(s\)](#)

[Manage Team Members](#)

[Institute to Receive Award](#)

[Clarification Questions](#)

## LAI RFP Overview

Scaling proposals applying to LAI must be based on direct evidence from one or more randomized evaluations, at least one of which should have been conducted by a J-PAL affiliate or invited researcher and/or funded by a J-PAL initiative. This type of support is for projects where the partner has already piloted a version of the RCT-informed solution in their context, either in a randomized evaluation or policy pilot or elsewhere, with sufficient justification that the solution has been responsibly adapted and contextualized. This type of support is for projects where, based on previous results, the government partner would like to move forward with a scale-up and would like technical support in expanding the program more widely. This grant can support a range of activities that can include but are not limited to analyzing results to help the partner secure key approvals for the scale-up, ensuring implementation and rollout protocols maintain fidelity to the evidence from randomized evaluations in terms of the key program features that drove positive impacts, and/or setting up low-cost partner-owned monitoring systems for programs at scale to report periodic progress to key decision-makers.

1. Details on the one or more randomized evaluations on which the project is based must be provided in writing to the LAI Review Board in one of the following formats, rank-ordered with the most preferred format noted first:
  - a. Peer-reviewed published paper.
  - b. Working paper that was released publicly at least six months before the date on which a project proposal is submitted to a J-PAL initiative for funding and/or the date on which a J-PAL office initiates a request to relevant decision-makers for approval to provide substantive scale support.
  - c. Working paper that is meaningfully publicly available.
  - d. Working paper not yet meaningfully publicly available.
  - e. Any other document in any format.
2. Regardless of format, the written document should provide sufficient detail on the design and results of the one or more randomized evaluations on which the project is based to enable the relevant decision-makers to understand and assess the quality and strength of the evidence base underpinning the proposed scale project, including both internal and external validity. Contents that would be useful for the relevant decision makers to make their decisions include:
  - a. Description of context, intervention, RCT design, and data sources.
  - b. Balance tables.
  - c. First-stage regression results (if the design requires a strong first stage).
  - d. Intention to treat (ITT) regression results for at least one primary outcome, robust to different specifications, including standard errors for construction of confidence intervals.
  - e. Checks for and responses to any threats to randomization: differential attrition, spillovers, etc.
  - f. Interpretation of results - An assessment of and considerations relevant to the generalizability of the evidence to the context in which the proposed project is to take place.
  - g. Policy implications/recommendations.

Please view the full RFP Overview for Instructions and Eligibility ([Research Agenda](#)) [here](#).

## Code of Conduct and Child Safeguarding

J-PAL takes safeguarding against workplace abuses and the appropriate use of funds, including any adverse effects of aid expenditure that have an undesired or unexpected result upon recipients, seriously. All Learning for All Initiative (LAI) grantees and partners must comply with the guidelines of [J-PAL's Code of Conduct](#). If your project requires your team to interact directly with children, you will be required to adhere to the [LEGO Child Safeguarding Policies](#) (regardless of funding source). If you receive funding from the LEGO Foundation, you will also be asked to follow the [LEGO Code of Conduct](#) and take these steps:

1. Share information about child safeguarding guidelines with staff working directly with children related to your work with J-PAL. Share the LEGO and J-PAL Code of Conduct with project staff.
2. If your research falls within the scope of [General Data Protection Regulation](#) (GDPR) requirements, comply with GDPR and let the Learning for All Initiative team know right away ([lai@povertyactionlab.org](mailto:lai@povertyactionlab.org)).
3. Confirm with [lai@povertyactionlab.org](mailto:lai@povertyactionlab.org) that your organization has recruitment processes in place for screening relevant candidates to prevent unsuitable individuals from working with children within activities related to your work with J-PAL.
4. Complete child safeguarding training annually for any staff with direct contact with children. If you already have robust training in place, then this will suffice. However, if you do not have one in place, we suggest this [UNICEF Online Child Safeguarding Training](#) (approx 90 minutes long). For multi-year subawards, keep accurate records of who is working on the project and the dates they completed their annual training. You will submit this information each year in your report.
5. Ensure all staff are aware of how to report incidents of abuse. Participants in this project or others can raise concerns with:
  - LEGO Foundation Whistleblower: <https://legohouse.com/en-gb/info/whistleblower-line/>
  - J-PAL: Cindy Smith, Director of Finance and Operations at J-PAL Global: [cinsmith@mit.edu](mailto:cinsmith@mit.edu); LAI Manager or the LAI Policy Associate (as listed on the [webpage](#))

**PLEASE NOTE:** Please be mindful that MIT requires that the IRB approval must be held by the institution that enters into the subaward agreement with MIT. If the institution does not have its own IRB, it must engage the services of a commercial IRB to review and provide oversight for its research activities. J-PAL recommends the third-party IRB [Heartland](#). Further information about this MIT policy can be found [here](#). Consult with J-PAL regarding including the cost of this commercial entity in the project budget. If the project is exempt from IRB approval, we will need the exemption status but no other action is required. J-PAL requires that the reviewing IRB have IRB Organization (IORG) status with the US Office of Human Protections. [You can look up the IORG status of an IRB here](#).

## Basic Information

### Scaling Type

Adaptations (up to US\$75,000 and a suggested period of performance of up to one year), Policy Pilots (up to US\$200,000 and a suggested period of performance of up to two years), or Scale Projects (up to US\$300,000 and a suggested period of performance of up to three years).

## LAI Eligible Researcher

Please identify the researcher who is eligible for LAI funding. This may be the principal PI, or any eligible PI if there are multiple eligible researchers associated with the proposal.

All J-PAL affiliates invited researchers from any J-PAL initiative or regional office, and J-PAL postdoctoral fellows are eligible to apply to any research or scaling proposal type. In addition, scholars based in sub-Saharan Africa can apply for pilot or travel/proposal development funding under the **African Scholars** program (*eligibility details are provided below*). **PhD students** who have a J-PAL affiliate or invited researcher on their thesis committee are eligible to apply for up to US\$75,000 in pilot, research, or scale funding, or US\$10,000 in travel/proposal development funding. The affiliate or invited researcher can be based at the same institution as the student or a different institution. Alternatively, PhD students may also be co-PIs on grant applications submitted by a J-PAL affiliate or invited researcher, in which case the expectation is for co-PIs to be full and equal collaborators. **J-PAL and IPA offices are eligible to apply for scale funding** in collaboration with governments, NGOs, and/or private sector actors, provided at least one J-PAL eligible researcher is fully involved as an active, engaged, and responsive PI or adviser. To gauge the involvement of a J-PAL eligible researcher, we require them to complete a PI certification confirming their active engagement. All proposals may include other collaborators outside of those mentioned as long as the principal investigator is eligible. Additional consideration will be given to proposals that involve locally-based researchers and partners, as well as those with interdisciplinary co-authors.

LAI is invested in creating more opportunities for African scholars to develop and drive the research agenda on the African continent. African Scholars who have an interest in LAI's research agenda, and who are keen to run projects with a pathway to a randomized evaluation, are strongly encouraged to apply. Research teams including at least one African Scholar are eligible to apply. African Scholars include individuals who have **completed a PhD in economics or another empirical social science discipline** (including PhD-level training in quantitative methods such as statistics/econometrics) **equipping them to conduct an RCT** and are **based at an academic institution (university) in sub-Saharan Africa**. These scholars are eligible to apply for travel/proposal development grants (up to US\$10,000) and pilot grants (up to US\$75,000), with more descriptive pilots capped at US\$25,000. Targeted mentorship will be provided to African Scholars who receive funds from the initiative, have conditional/partial funding decisions, or are asked to revise and resubmit their proposals.

LAI encourages interdisciplinary study teams including both economists and researchers from other social science disciplines as co-PIs to apply.

**Any researcher can submit a maximum of three proposals, inclusive of all proposal types, within a 12-month period to LAI, either as a main PI or co-PI in the proposal.**

Applicants who are delinquent in their deliverables to any J-PAL initiative may submit proposals, but will not be eligible to receive additional funding from any J-PAL initiative. You may submit applications to LAI, but your application will not be considered for funding until your deliverables become current.

Projects can apply to receive different types of funding over their lifecycle and receive multiple grants over time. However, applicants who are submitting a proposal for a project that has already received LAI funding

must be up to date on the project's deliverables and should be able to provide outcomes for the previously funded stage of the project, including a summary of all findings to date.

### Select LAI Eligibility Category

Indicate how the researcher identified above is eligible for J-PAL Initiative funding. If you are applying through the African Scholars program, please select "Regional Scholars."

### PI Certification

I agree that all J-PAL affiliates and invited researchers who are co-PIs on this project certify that they will be active, engaged, and responsive PIs on this project dedicated to guaranteeing the quality control on all aspects of this research; 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 invited researcher.

### Advisor of PhD Student Applicant

If you are a PhD student, please indicate the J-PAL affiliate or invited researcher who serves as an advisor on your dissertation committee.

### Identify Team Members

***[In the online application portal]*** Click the link below to add PIs, team members, or project collaborators. Include all PIs and other team members in the application. Complete and accurate assignment of collaborator roles will help LAI management to communicate with members of the research team more efficiently.

To view your project's current list of collaborators, see the Manage Team Members tab. The person who started the application will be assigned the role of applicant which will be visible on this tab. Please do not edit that assignment.

If a contact has multiple roles, add the team member and indicate the first role, then add them again to assign another role. If you are assigned the applicant role because you are completing or starting the application and you are also a PI you will need to add yourself again and identify yourself as such. When the pop-up asks if you would like to give access to this team member, select no, and move on to assigning the additional role.

### Demographic Information Step

*These are the same instructions from the LOI in case you missed anyone during the LOI phase; if you AND the members of your research team have completed this during the LOI phase, it does not need to be completed again.*

LAI is hoping to collect information about all project teams, including demographic information to support our efforts to promote diversity in our research network and funding opportunities. As the applicant, we kindly ask that you 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. Please complete the Manage Team Members section first before sending out the email(s) so that your team members are already in the system.

Completion of this step is required for all primary investigators on your research team. If you have any problems with completing this step please email [fc\\_help@povertyactionlab.org](mailto:fc_help@povertyactionlab.org).

*Feel free to cut and paste this suggested language in an email to send to the PIs and Co-PIs on your team:*

LAI is hoping to collect information about all project teams, including demographic information to support J-PAL's efforts to promote diversity in the J-PAL research network and funding opportunities. 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.

**Please confirm that every team member has completed the questions in the above-linked survey. Your submission will not be considered until this has been completed. Check here to indicate that all team members have completed this survey.**

**In what country or countries will your study take place?**

**In which cities, states, territories, or provinces will the project take place?**

Please do not abbreviate the names of the cities, states, territories, or provinces when listing them.

**Amount of Requested Funding**

Please ensure that the amount requested is in USD.

**Proposed Subaward Period of Performance Start Date**

The start date for the proposed period of funding support from J-PAL, during which invoices may be submitted. This may be different from the Project start date.

**Proposed Subaward Period of Performance End Date**

The end date for the proposed period of funding support from J-PAL, during which invoices may be submitted. This may be different from the Project end date.

**Have you submitted this or a related proposal to any J-PAL Initiative RFP?**

**If you answered yes above, please include which initiative(s), year/season of RFP, and name of proposal submitted.**

Example: SLII, Spring 2019, Using X to Evaluate Effects on Y (Max: 3,000 character limits).

**If you have previously submitted this or a similar proposal to this initiative: Are the PI team, context, and research question the same as in the previously submitted proposal?**

Please explain whether the project received funding and what type of funding it received (Travel/Proposal Development, Pilot, RCT, Scale). Additionally, please explain how the project has progressed since it was

last submitted, and explain how you addressed the feedback that was provided with your last submission.  
[250 words max]

### Primary Report Contact

Please provide the name of the person who should receive emails about upcoming reports.

### Secondary Report Contact

We recommend that you add a secondary person who will receive email alerts about upcoming reports.

### Human Subject Research

Do you plan to conduct human subject research during your project? According to US federal regulations, a human subject is a living individual about whom an investigator conducting research obtains 1) data through intervention or interaction with the individual (e.g., through an interview, focus group, or survey), or 2) identifiable private information (e.g., individual-level health or education data). If your project scope of work includes collecting this type of data, please select *Yes* below.

### Institutional Review Board (IRB) of Record

If the project has not received an IRB exemption and an IRB review is required, please indicate the current or expected IRB of record.

#### Please note:

If this proposal receives initiative funding and its activities include conducting human subject research, we will ask that you submit:

- All IRB approval(s) or exemption(s)
- All IRB-approved protocols
- Any IRB-approved consent forms

Please be mindful that J-PAL requires that the reviewing IRB have [IORG status](#) with the US Office of Human Protections. You can look up the IORG status of an IRB [here](#).

The IRB approval must be held by the institution that enters into the subaward agreement with MIT. If the institution does not have its own IRB, it must engage the services of a commercial IRB to review and provide oversight for its research activities. J-PAL recommends third-party IRBs [Brany](#) and [Heartland](#). If the project is exempt from IRB approval, we will need the exemption status but no other action is required.

## Narrative

### Instructions

Some fields are only required in certain circumstances; please follow the instructions on each tab, thoroughly read the cues, and access linked documentation as necessary. Include a single-spaced response to prompts where applicable. Any field that requests the upload of documentation supports multiple attachments.

### Learning for All Initiative Theme(s)

Please indicate which LAI research theme or themes your proposal deliberately and directly relates to; these are described in detail in the RFP materials (found on the [LAI RFP page](#)). Please be selective in your choices.

- Foundational Literacy and Numeracy (Broadly)
- Large-scale Instructional Improvement for Literacy and Numeracy
- Socio-emotional Learning (SEL) and Measurement of Holistic Skills/Breadth of Skills
- Girls' Education
- Intersections of Climate and Education
- Long-term Economic and Health Impacts of Education Interventions
- Interdisciplinary Engagement
- Locally-led Research
- Gender and Social Inclusion

## Abstract

Write a 100-150 word abstract of the study. Please note that this abstract will be added to the Initiative's webpage if the project receives funding. The abstract should cover what you want to do, not just the motivation for the project.

## Intervention Details

Please describe the intervention the partner will explore adapting, piloting, and/or scaling and summarize the experimental evidence on this intervention to date. [250 words max.]

## Activities

The proposed activities that LAI will fund and how they will contribute to achieving the end goal along with a clear timeline and milestones. We particularly encourage applications that scale up RCT-informed intervention with the original implementing partner on the randomized evaluation. Researchers seeking to apply evidence in a new context should include a formal scoping process to diagnose the problem and determine whether past evidence is relevant, as well as a process for adapting, piloting, and monitoring the intervention in the new context before scaling it up. [350 words max]

## Randomized evaluations (if applicable)

Funding randomized evaluations is not the main goal of path-to-scale projects. However, we recognize that in some cases rigorous evidence of effectiveness at scale is a critical input for a scale-up decision. In these cases, LAI allows proposals that include partial funding for randomized evaluations. If your project includes a randomized evaluation that is intended to inform scale decisions, whether the evaluation is to be funded by LAI or another funder, please provide the following additional information: [500 words max.]

- Target population and context.
- Outcomes of interest.
- Research question(s).
- Evaluation design.
- How measurement tools have been validated.
- Power calculations.
- Plans to understand null effects.
- Whether the research proposal addresses gender issues in any way including analysis disaggregated by gender (note that funded research projects will be required to report on gender-disaggregated data).



- Data publication plans that are in line with the [J-PAL Data Code Availability Policy](#).

### Existing Evidence

Please upload the corresponding written document(s) about the evidence on which your scaling proposal is based. Additional information on required documentation is outlined in the RFP overview.

### Depth of Impact

Please include a brief note on the effect size(s) found in the previous RCT(s) of this intervention for these and any other relevant outcome areas, whether they were significant, and whether you expect the effect size to be similar in magnitude, lower, or higher in this context and why. [200 words max.]

### Cost-effectiveness

Project Costing Exercise – Describe your plan for how you will gather, interpret, and share program implementation cost data. Please write about a half-page that outlines the approach that you will take to collect and report costing data for the intervention you are evaluating.

We acknowledge that it can be a challenge to distinguish implementation costs from evaluation costs and see the value in making a plan during the proposal phase to identify and address the challenges and potential opportunities for effectively determining the full costs of the program/intervention in question. Please use this section to outline the rationale of your approach to cost collection in light of this reporting requirement.

#### Suggested prompts:

- Discuss your rough assessment of what the intervention, in its scalable form without associated research costs, is anticipated to cost per beneficiary reached or per benefit achieved.
- Which elements will be considered costs of implementation, and which elements will be considered evaluation costs?
- What types of cost data do you anticipate collecting?
- When in the data collection process would you collect each of these types of data, and how?
- How will you partner with those organizations and staff responsible for implementing the intervention to understand and report the associated costs in these identified categories?
- Report any challenges you anticipate facing in collecting or reporting this data. How would you plan to address these challenges to make the cost collection exercise most valuable in the context of your research, given the goals of the exercise outlined above? [500 words max]

### Locally Grounded

Please include a clear rationale for why the intervention may be relevant or appropriate for the proposed context and/or institution. When possible, please include descriptive statistics about the nature and extent of the problem and aspects of local systems and institutions that make it amenable to intervention. Specify which aspects of the existing evidence are or are not likely to generalize given the proposed implementer, context, and delivery model(s). [200 words max]

### Scale-up Potential

Please provide a summary of how the partner plans to use the LAI-funded technical assistance in specific decisions about expanding or scaling an evidenced-informed innovation. Please comment on the following:

- Informing government decisions: Please provide a summary of the specific government decisions the LAI-funded technical assistance is intended to inform around piloting and/or scaling an RCT-informed innovation. Be as specific as possible, and refer to any discussions with your government partner on how the partner intends for this work to inform such decisions (including the government commitment to use the results of an RCT in a scale-up decision).
- The breadth of impact: If the partner decides to/succeeds in scaling the innovation, how many people could it potentially reach and when? Items to consider while answering:
  - (a) Your team's estimate of potential reach in the geography you see as relevant (b) Indications from your government partner about potential scale
  - (c) The total size of the population of beneficiaries in the country/state who could benefit from this innovation/policy/program and their income level(s).
- Likelihood of success: Please include your subjective assessment of how likely this scale-up is to happen (i.e., X% likely to happen) if the pilot phase goes well. What are the main factors that could prevent this innovation from scaling and how do you plan to address them?

[300 words max.]

### Implementation Partner Relationship

A brief history of the partnership, the partner's involvement in project activities, any in-kind or financial support they have committed or provided to the project, and the roles the main contacts (that you have or will indicate on the Partner Organization tab) will play throughout the project. We asked you to add this information on the Partner Organization tab and want you to use this space to elaborate on those relationships. [100 words max]

### The Institutionalization of the Partnership

Do you hope to make this a long-term partnership or is it already part of one? If the key contact is transferred, are there other stakeholders who are equally invested? Are you planning to enter into an institutional MoU?

- Is the main contact at the partner organization likely to be transferred during the project? Include the dates of upcoming elections and/or administration changes and discuss whether these are likely to affect the project.
- Since building partnerships with decision-makers requires on-the-ground presence, does the project have the necessary institutional support of the regional J-PAL office, on-the-ground research, or implementing partner such as an IPA country office, university, and/or NGO?
- What is the level of J-PAL affiliate or invited researcher involvement in terms of providing high-level leadership, guidance, and advice to staff and policy partners?
- J-PAL offices may be able to provide support in facilitating connections to policymakers, and researchers, supporting key policy partnerships, and implementing technical assistance. If this is something you are interested in, please discuss it with the relevant J-PAL Executive Director (their names can be found on the [J-PAL staff page](#)) as part of your J-PAL office letter of support to discuss what kind of support may be available. Any relevant J-PAL office support should be included in the project budget. [300 words max]

## Implications on Equity and Social Inclusion

Please provide a comment on whether the research proposal addresses equity or social inclusion, in any way. Topics of social inclusion include, but are not limited to, gender, income level, location, ethnicity, race, language, citizenship status, disability, and the intersection of those factors. [100 words max.]

## Potential Risks and Mitigation Strategies

Please answer each question below in numerical order.

1. Are there any technical, logistical, ethical, or political obstacles and risks that might threaten the completion of the project (e.g., implementation capacity, government authorization, or other funding)? How do you plan to monitor and prevent/address these types of risks throughout the project?
2. Please discuss any information about the implementing partner(s) that could pose ethical, reputational, or legal risks (e.g., child safeguarding, 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?
3. Please describe any potential unintended consequences or risks of this project for program participants. What proactive measures have you taken or will you take to assess, monitor, and mitigate/prevent any such potential risks?
4. Particularly for projects working with children, what child safeguarding risks exist?
5. Please describe any potential risks of this project for staff (e.g., implementing partners, research assistants, enumerators). What proactive measures have you taken or will you take to assess, monitor, and mitigate/prevent any such potential risks?
6. Please describe any potential unintended consequences or risks of this project for community members beyond program participants (e.g., untreated members of a household, untreated neighbors, or broader communities if treatment might have spillover or downstream effects beyond the study sample). What proactive measures have you taken or will you take to assess, monitor, and mitigate/prevent any such potential risks? 750 words limit

## Locally Based Researcher

If your project involves a locally based researcher, please describe their involvement [100 words max.]

## Timeline

Please provide a clear project timeline, including short-term markers of success; a Gantt chart is preferred.

## Additional information:

You're welcome to provide any brief additional comments about your form responses, or questions for us, here. Only a few sentences, maximum, please. If you have more detailed questions for us or information to share, you're welcome to email our staff team at [lai@povertyactionlab.org](mailto:lai@povertyactionlab.org).

## Additional Materials

If there are any documents we have not requested elsewhere that you feel may substantially strengthen your submission, please upload them here.

## Budget

**Instructions:** Please see the [LAI Budget Instructions](#) document at the bottom of the [LAI RFP Webpage](#) and reference the information for your specific proposal type. This information is critical for application processing.

### LAI Application Budget Template

Download and complete the following two templates: one for the Initiative-specific budget [LAI Budget](#) and one for the project budget: [LAI Project Budget](#). When done, please reupload both attachments here. Please note that these are formatted specifically for this application. Please do not remove the formatting, change any of the formatting, or create new columns.

### Budget Narrative

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 do not suffice.

### Allocation of External Funding

If you have other pending awards for this project, please tell us how you plan to allocate the funds received in case you are successful and receive all of these requested awards. Is J-PAL funding sufficient to run the project, or is the project contingent on whether or not additional funding is secured? [Max: 3,500 character limits]

## Letters of Support

### LAI Letter of Support from Implementing Partner

All projects are required to provide a letter of support from the government or any other implementing partners. Such letters should state:

1. The support for the activities proposed.
2. How the partner plans to use the results of the research or other activities to support specific scaling decisions and strengthen policymaking. Any details about the potential reach of the scaled-up program?
3. How and why the partner sees a long-term partnership with J-PAL to be valuable.
4. What costs will be shared by the partner and an initial total budget amount (if exact costs are not available, then a broad commitment to pay for implementation or other costs is sufficient)?
5. Willingness to share program implementation cost data with a project to conduct program cost analysis.

**Note:** We understand that in some cases it may not be feasible or appropriate to have the partner include all of the items above in their letter. In such cases, please secure a more general letter of support and address the remaining points in your proposal narrative.

## Letter of Support from Relevant J-PAL Regional Office or IPA Country Office

[If the applicant is not a [J-PAL Office](#) or [IPA Country Office](#) partnering and applying with an eligible J-PAL network PI] A letter from the relevant regional J-PAL or IPA office that has responsibility for the project country. Please email the Executive Director from the relevant J-PAL Office or the Country Manager from the relevant IPA Country Office at least 3 weeks in advance of the RFP deadline to ensure that the office has enough time to produce their letter of support, which requires a thorough review of the proposal and budget. Offices can use the [template](#) we have made available for their letter of support.

- J-PAL and IPA offices may be able to facilitate connections to policymakers and researchers, support key policy partnerships, and help implement technical assistance. If this is something you are interested in, please discuss it with the relevant J-PAL Executive Director or IPA Country Manager as part of your J-PAL/IPA office letter of support to discuss what kind of support may be available. Any relevant J-PAL/IPA office support should be included in the project budget.

## Letter of Transmission

A letter or document stating approval of the proposal materials and budget from each proposed institute to receive the award (ITRA).

## Partner Organization(s)

Please add any implementation partners, including partners in charge of delivering the intervention, evaluating partners, and research funders. If you are adding co-funders, be sure to indicate the amount of received or committed funding.

We strongly recommend including a point of contact based at each partner organization. If the organization you are searching for is not available, please send an email to [fc\\_help@povertyactionlab.org](mailto:fc_help@povertyactionlab.org) that includes the organization's name and the type of organization's website. We will respond within two business days, informing you when the requested partner has been created and is available to add to your application.

## Partner Organization Name

*[In online application portal]* Please select the organization with which you will be partnering by clicking on the magnifying glass to the right of this field. Type in at least the first three letters of the organization, and click go to find it. The specificity of the results is directly related to the text input to the search box.

If you are unable to find the organization you are looking for, please [complete this short form](#). We will create this record within two business days of your message and will notify you when the requested organization is available.

## Role of Partner Organization

Indicate the role, concerning this project, of the organization identified.

If you are adding co-funders, you will not be able to submit until you (a) indicate the amount of received or committed funding (b) add the funded proposal or project title (b) add the name of the primary PI for the co-funded proposal or project.

## Point of Contact Based at the Partner Organization

List a primary contact who is based at the identified partner organization.

*[In the online application portal]* Click on the MAGNIFYING GLASS to the right of this field, type in at least the first three letters of the contact's name, and select GO to find them. You should ONLY select someone who is based at the organization chosen above in J-PAL's Salesforce. If you cannot locate your point of contact at this organization, please enter their contact details in the fields below.

### First Name of Primary Contact

If the partner contacts you want to add do not currently exist in J-PAL's system, please provide their first name here.

### Last Name of Primary Contact

If the partner contacts you want to add do not currently exist in J-PAL's system, please provide their last name here.

### Job Title of Primary Contact

If the primary contact at the partner organization you want to add does not currently exist in J-PAL's system, please provide their job title here.

### Email Address of Primary Contact

If the primary contact at the partner organization you want to add does not currently exist in J-PAL's system, please provide their email address here.

### Co-funder Details:

Please complete the fields below if the identified organization has provided co-funding for this project.

### Indicate the total amount of funding from this organization:

Please disclose the total amount of funding provided by this organization, for this project or proposal, in USD. This should include any committed funds that have not yet been released and any awards that have been exhausted.

### Please identify the lead PI on the proposal or project that received funding from this organization:

*[In the online application portal]* Click on the magnifying glass to the right of the field. Type at least the first three characters of the name you are searching for and click GO.

### Please provide the name of the proposal or project that this organization funded

There are often variances in the name used to reference projects during their lifecycle. Please input the project or proposal title used to secure funding to ensure clarity.

## Manage Team Members

*[In online application portal]* You can manage any project team member you added from the LOI Background tab and granted access to the proposal below.

Please do not edit or change the automatically assigned "applicant" role. If you added a team member who does not have a J-PAL portal account and did not invite them to collaborate through the portal on this application, they will not be listed but will be visible to J-PAL staff reviewing your proposal. If you need to request changes to team members not listed, please send an email to [fc\\_help@povertyactionlab.org](mailto:fc_help@povertyactionlab.org) with the title of your proposal, the team member's name, and indicate the necessary change(s).

If the person who is the applicant has another function related to the proposal, such as PI, navigate back to the LOI Background tab. Scroll down to the Identify Team Members section, use the "Click here to Add Collaborators" link, type their name in the search box, click the magnifying glass, select the contact to add them, and indicate their additional role.

## Institute to Receive Award

**Please indicate the institute that will receive the award should the proposal be accepted**

PLEASE NOTE: MIT now requires that at least one project PI be based at or affiliated with the institutes that award funds allocated to.

## Clarification Questions

### Additional Information for Clarification Questions

Once your proposal has been submitted, the initiative team may follow up with additional questions before sending it for review. If you received an email requesting additional information on your proposal, please clearly provide your responses to each request in the field below.

If the message you receive requests documents, please navigate to the relevant tab and upload the files to the appropriate field.

If you were asked to identify Project Team Members please navigate to the Basic Information tab, scroll to the Project Team question, and use the provided link to do so.

You can add or edit Partner Organizations from the Partner Organization(s) tab.