



[Your Address]

Learning for All Initiative (LAI)
J-PAL at MIT
400 Main Street, E19-201
Cambridge, MA 02142
USA

Dear LAI Review Board,

I, [INSERT FULL NAME], am writing to provide a letter detailing my involvement in the scaling project [INSERT PROJECT TITLE]. I have discussed my role with the project team and we have agreed that my involvement would be helpful in completing the proposed project activities and strengthening J-PAL's partnerships for the duration of the project. I will provide assistance to the project in the following ways (*please check all that apply*):

- Providing advice to the project team about high-level strategy throughout project implementation
- Drawing lessons from existing evidence and guiding the project team to determine whether the proposed innovation is relevant and appropriate to adapt, pilot, or scale to the proposed context or institution, including advising on data collection and/or analysis to help make this determination
- Leading or advising on process evaluations to monitor the implementation of pilots of evidence-informed programs or evidence-informed changes to existing programs
- Participating in key high-level meetings with the partner
- Lecturing at events related to the partnership
- Considering matchmaking opportunities for evaluations developed through the partnership
- Connecting the partner with other researchers who may be interested in serving as PIs evaluations developed through the partnership
- Providing guidance on the design of possible programs and/or evaluations that result from the partnership
- With the project team, advising the partner on possible improvements to monitoring and evaluation systems for scaled-up programs
- Other (*please provide additional details in the space below*):

Sincerely,

Signature _____

[INSERT NAME, TITLE, INSTITUTION]