PROPOSAL GUIDELINES: PILOT STUDIES

This document contains an Overview, Budget Guidelines, an Application Checklist, and a Narrative Template for Pilot studies. Please read this document carefully before submitting your proposal.

OVERVIEW

Submission instructions: All applicants must first **submit the required Letter of Intent on WizeHive, using the relevant application link from the [RFP webpage](#), and following the [Applicant Instructions here](#).** Successful applicants will receive an invitation to proceed with their full proposal materials.

Pilot grants are for studies with a clear research question, but for which the design and implementation requires further testing and pilot data. Pilots are not required to include randomized methodology as long as they test for the logistics or first stage results of a treatment/policy intervention using administrative data or surveys or build a monitoring system. The expectation is that these projects will ultimately develop into full-scale randomized evaluations. The maximum amount awarded for a pilot study is $75,000. **You should apply as a pilot if the funded work lays the groundwork for a <u>future randomized evaluation</u> because it:**
- tests the efficacy of an intervention or an evaluation design, and acquires data that is qualitative or quantitative in nature, e.g. measuring take up, and/or
- facilitates access to administrative data for designing or conducting an RCT. Examples of these activities include, but are not limited to, negotiating data use agreements, conducting exploratory data analysis and cleaning, or setting up technical access mechanisms.

In addition, pilot proposals should:
- have a very clear research question that assesses the feasibility of using a randomized evaluation to answer this question.
- **clearly articulate the conceptual and methodological distinction between the pilot study and any future follow-on studies, and what exactly the pilot will enable researchers to learn.** The narrative should include a **solid justification for why a pilot is needed, what will be learned, and what a future RCT informed by this exploratory research could contribute to the understanding of AI's impacts on social outcomes.**

If your research design includes randomization to assess the impact of an intervention, please apply for full RCT funding.

Funding per Pilot award: limited to $75,000 or less.

Timeline: Due to prime award dates, projects should not extend beyond December 31, 2026.

BUDGET GUIDELINES

It is your responsibility that your budget follows your host institution's policies for costs, and **you must submit a letter from the institution to receive the award that states that they have reviewed your proposal and accepted your budget.**[1]

Guidelines for completing a <u>Pilot</u> proposal budget: Please submit a detailed project budget using the <u>Pilot Budget Template</u> provided on the [RFP release page](). To reduce processing time, please keep the following in mind:

- **Institute to Receive Award (ITRA) Requirements**: Pilots are provided under an award from MIT to the grantee's host institution. PLEASE NOTE: MIT now requires that at least one project PI be employed by the organization receiving the subaward and funds.
- **IRB Requirements:** MIT requires that the IRB determination must be held by the institution that enters into the subaward agreement with MIT. The PI at the ITRA must be listed as the main PI on the IRB. If the institution does not have its own IRB, the institution must engage the services of a commercial IRB to review and provide oversight for the research activities. [Heartland]() and [Solutions]() provide review of international research and satisfy J-PAL's IRB requirements; fees can be found on their respective websites. Furthermore, MIT requires that the PI named on the IRB must be employed by the institute receiving the award. Information about this MIT policy can be found [here]() and [here](). Please consult with J-PAL regarding including the cost of this commercial entity in the project budget.
  - 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]().
- Only projects with co-funding should complete both Excel sheets in the template, i.e. both "Total Project Budget" AND "Initiative Budget" (i.e. what you're requesting from the Initiative) in the budget template. **If the project has other funders, the proposal should clearly explain the marginal contribution of the requested funds from the Initiative.**
- **Applications must include a brief budget narrative document detailing the major costs within the budget in addition to the Excel template.**
  - **We also strongly encourage applicants to include budget notes in the column provided in the budget template, specifying input costs for line items within the budget.** Travel costs should include a breakdown of how many trips are planned, the estimated cost per trip, number of people on a given trip, etc. Any computer/equipment purchases should include a breakdown of what is

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[1] If the organization allows you to submit your proposal without such a letter (due to time constraints or some other reason), please describe this in the notes section. <u>Please note</u> that this applies to all projects, including those going through J-PAL and IPA offices. You should contact them in advance to make sure you are aware of their policies for proposal review and give them enough time to meet the proposal deadline.

being purchased (e.g., how many laptops), as well as the project staff that will be assigned to the equipment.

- Applicants should review J-PAL best practices on questionnaire design and data collection/management in the [J-PAL Research Protocol Checklist](#), to ensure they have budgeted for expenses associated with piloting and surveyor training, survey translation, field spot checks, and back checking.
- **Awards are paid on a cost-reimbursable basis.** However, MIT may agree to advance payments via a milestone payment structure to Institutes to Receive Award that are based in low- and middle-income countries on a case-by-case basis if requested by the research team. Please note that preparing an advance payment model requires additional time and additional coordination between MIT and the Institute to Receive Award.

Allowable Direct and Indirect Costs
- **Please note that J-PAL Initiatives do not cover PI salaries with the exception of PIs who completed a PhD and are based at an academic institution in a middle- or low- income country.** Pilots may cover up to $8,000 per LMIC researcher PI/co-PI, but the total budgeted amount for LMIC researcher PI time should not exceed 25% of the total budget.
- **Project Implementation Costs: For full research projects, implementation costs are expected to be borne by the project partners.** J-PAL funds the costs of the evaluation, not the intervention. However, under some circumstances, initiatives can fund implementation costs where it is a marginal addition to an existing program to offset costs from an experiment (e.g., adding an additional treatment arm or the costs of an encouragement design). These types of costs might include travel, small participant incentives, and/or texting fees.
  o Proposals requesting funds for implementation are **required to explain why the implementer cannot bear the costs in the budget narrative and must also justify the input costs** (e.g., if texting fees are requested as an implementation cost, the budget narrative should include a breakdown of how many texts are planned, the estimated cost per texts, number of people on a given campaign, etc.).
- Universities in high-income countries (according to the [World Bank classification](#)) can charge up to 10% in indirect costs, applied to total direct costs.
- Non-university non-profits from any location and universities from mid- or low-income countries may charge up to 15% in indirect costs, applied to total direct costs.
  o We understand that the cap on overhead or indirect costs is low and that grantees may have reasonable project support costs included in budgets as direct costs. Such costs should be reasonable and explained in the budget narrative.
- Unallowable costs include those labeled as "incidental," "miscellaneous," or "contingency." Any costs for rent should be explained in the budget narrative.
- J-PAL will only reimburse the lowest available economy/cabin/coach flights. Please review [J-PAL's travel reimbursement policies](#) before completing your budget.

APPLICATION CHECKLIST

Please complete all sections in WizeHive by the full proposal deadline. You must upload several documents to complete your full proposal. All templates for these documents are provided at the RFP release webpage and listed below.

1. **Proposal Narrative:** Guidance pertaining to the narrative prompts is included in the Narrative Template below.
   a. Validation and Test Accuracy data: Proposals that include Artificial Intelligence (AI) or any new specialized technology should include validation and test accuracy data in the proposal, showing that the technology successfully does what it intends.
2. **Proposal Budget**: Carefully review the Budget Guidelines in this document, then use the Pilot Budget Template, which must be completed in its entirety and saved as a single Excel file with the title: [PI Last Name, First Name][Budget].xls(x).
3. **Budget Narrative:** Detail the major costs within the budget, referring to the Budget Guidelines above, in a Word document with the title [PI Last Name, First Name][Budget Narrative].doc(x). This document is required in addition to the Proposal Budget -- i.e. notes included in the Excel sheet do not suffice.
4. **Letter(s) of Support**: Please obtain a letter of support from the following, each saved as a single PDF file with the title [PI Last Name, First Name] [Name of Organization Letter of Support].pdf:
   a. a letter/document stating the proposed grant host institution's approval of the proposal materials.
   b. letters from each implementing partner, indicating the details of their commitment to partner on the pilot.
   c. **PhD students applying as the primary PI are required to include a letter of support from an affiliate or invited researcher who is eligible for this call.** The letter should indicate the **affiliate or invited researcher's** willingness to be an adviser and to remain involved in a supervisory role throughout the lifetime of the project. The J-PAL-affiliated researcher must be serving or be planning to serve as an advisor on the PhD student's dissertation committee.

NARRATIVE TEMPLATE

The online application will require you to address the below prompts. The text provided below each bolded subsection helps provide guidance on what the Initiative Board is looking for to effectively evaluate your proposal.

LETTER OF INTEREST QUESTIONS
IMPORTANT INFORMATION

1. **Primary Eligible Researcher*** – Please identify one researcher who is eligible for J-PAL Initiative funding. This may be the principal PI or any eligible co-PI. Details for only one primary eligible researcher are required in cases where there's more than one eligible researcher. Other PIs who are eligible can be added as co-PIs. [First Name; Last Name; Email Address]

2. **PI Eligibility Category*** – Indicate how the researcher is eligible for J-PAL Initiative funding. [J-PAL Affiliate; Invited Researcher; PhD Student; J-PAL Postdoc]
   a. **PhD Student Applicants***: If you are a PhD student, please indicate the J-PAL-affiliated researcher who serves or will serve as an advisor on your dissertation committee. [First Name; Last Name; Email Address]

3. **Organization Name of Eligible Researcher*** – Please tell us the name of the organization the eligible researcher (i.e., the professor or PhD student) is affiliated with.

4. **Organization Type of Eligible Researcher*** [University, Other]
   a. If you choose "Other" instead of "University," please contact the initiative team to provide more details.

5. **Organization Website of Eligible Researcher**

6. **Country Where Organization of Eligible Researcher is Based or Headquartered***

7. **Team Members & Roles**
   Please add all your project team members and indicate their role(s) on the project/application below. Please copy and paste the role exactly as it is written below so that it matches our internal database. Role options are:
   - Applicant
   - Primary PI
   - Co-PI
   - PI at Institute to Receive Award
   - Reporting Contact
   - Secondary Reporting Contact
   - IRB Contact
   - Finance Contact
   - Collaborator
   - Contact for Contracting (e.g., grant manager or research administrator)

   If the person who is the applicant has another function related to the proposal, such as PI, indicate their additional role as well. [First Name*; Last Name*; Role or Title*; Email Address*]. *You can enter up to 10 contacts.*

8. **PI Certification**
   a. I certify that any listed eligible researchers have agreed to be active, engaged, and responsive PIs or advisors on this project. Eligible researchers who are involved have confirmed they will be dedicated to guaranteeing quality control on all aspects of this research and that their participation is not merely to provide access to resources and funding to other project team members who would otherwise be ineligible.
   b. I certify that all eligible researchers are up to date on reporting for all existing grants, across all J-PAL initiatives.

9. **PI Certification*** – Do you certify the above statements? [Yes; No]

10. **Demographic Information**
    J-PAL is collecting information about all project teams, including demographic information, to better understand and support our research network. As the applicant, please 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. Completion of this step is required for all primary investigators on your research team. Please note that each PI/co-PI only needs to complete this survey once. If they have already submitted the survey for a previous application, they do not need to fill it out again.
    If you have any technical problems with completing this step please email help@povertyactionlab.org and the initiative team directly.

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

    J-PAL is collecting information about all project teams, including demographic information, to better understand and support our research network. 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.

11. **Demographic Information Confirmation* –** Please confirm that every PI/co-PI has completed the questions in the above-linked survey. You may select "Not Yet" so as to finish other questions. However, if you submit the application without "Yes" selected, your application will not be considered (until the surveys are complete). If you select "Yes" and PIs or co-PIs have not completed their surveys, their applications will not be considered until the surveys are complete. [Yes; Not Yet]

PROJECT DETAILS

12. **Full Title of Proposal***

13. **Funding Amount*** – Amount of requested funding in USD.

14. **National Location*** – In which country or countries will your research project or travel take place?

15. **Past and Future Submissions to J-PAL* -** Have you submitted or do you plan to submit this LOI and proposal to any other J-PAL Initiative RFP?
    a. **Details about Past and Future Submissions*** - If you answered yes above, please state which initiative(s), year/season of RFP, and the name of the LOI/proposal you submitted or plan to submit. Example: GI Spring 2019 Using Mobile Phones to

Improve Service Delivery. Are the PI team, context, and research question the same as in the previously submitted proposal? *[350 words max]*

16. **Role of AI*** – In addition to evaluating the impact of an AI use case, will this project also use AI in the evaluation itself? For example, will the evaluation leverage machine learning for analysis, and/or will your proposed data collection leverage AI to capture outcomes of interest? Please briefly explain how AI will be incorporated into this project. *[100 words max]*

17. **Abstract*** – Write a study abstract, including the project description, research question, and intervention or treatment to be evaluated. Discuss the project's technical design, what is going to happen during the project, the practical value of your project, the conceptual value of your research, and the distributional implications of your work. Provide context about proposed partners and a timeline. Please note that this abstract will be added to the Initiative's webpage if the project receives funding. *[250 words max]*

18. **Initiative Alignment*** – Please briefly describe how the project aligns with the initiative's research focus area of evaluating AI-based solutions on social outcomes. *[250 words max]*

PILOT APPLICATION QUESTIONS

IMPORTANT INFORMATION

1. **Subaward Setup**
   For grants with **human subject research**, once all materials including IRB approvals/exemptions have been received, MIT typically takes 90 days to establish the subaward. Please provide conservative rather than optimistic estimates for start and end dates to reduce the likelihood of needing to submit no-cost extension requests.

2. **Proposed Period of Performance Project Start Date*** – What is the proposed start date for this J-PAL grant's subaward activities?

3. **Proposed Period of Performance Project End Date*** – What is the proposed end date for this J-PAL grant's subaward activities?

4. **Timeline*** – Please write out a timeline with key project activities. *[250 words max]*

5. **Existing Research Project Funded by J-PAL*** - Are you applying to fund additional research as part of an existing research project previously funded by J-PAL (e.g., a second proposal development grant continuing from a prior proposal development grant, a pilot grant building on a travel/proposal development, a full RCT building on a pilot, etc.)? [Yes;No]

a. **Existing Research Project Details* -** Please provide the title and/or J-PAL grant number of your previously funded project. Please explain how the project has progressed since it was last submitted to J-PAL.

NARRATIVE

6. **Sectors* –** Which [J-PAL sectors](#) does this project most align with?

7. **Changes to Abstract*** – Write a study abstract, including the project description, research question, and intervention or treatment to be evaluated. Discuss the project's technical design, what is going to happen during the project, the practical value of your project, the conceptual value of your research, and the distributional implications of your work. Provide context about proposed partners. Please note that this abstract will be added to the initiative's webpage if the project receives funding. If this project takes place in a country that has a J-PAL office but it is not the host institution, please detail the reasoning. Your answer will help us understand how J-PAL offices can be more competitive and better respond to the needs of PIs.

   If nothing has substantially changed since the LOI submission, please copy the original abstract here. *[250 words max]*

8. **Policy Motivation*** – Provide a summary of the policy problem that motivates this research and how it fits with the topics outlined in the RFP materials. *[250 words]*

9. **Potential Policy Impact** – Please briefly describe the potential policy impact of this intervention (policies, programs, processes, or delivery mechanisms), including whether and how the project could inform policy or program design in this context or more broadly. How will it meet the needs of your partner? *[250 words]*

10. **Value of Research*** - What knowledge gap does your project address, and how will it advance the field? Provide a brief literature review to highlight its novelty and make a compelling case for its value, citing prior evidence of promise or significant current or anticipated investment. You may attach a full reference list in the "Additional attachments" section. *[500 words max]*

11. **Uncertainty of Study's Results** – Demonstrate meaningful ex ante uncertainty about the results of the study, i.e., that given existing evidence there are both reasons to believe the intervention(s) studied are promising and also reasons to doubt whether they will achieve their goals. *[250 words max]*

12. **Intervention Details** – If applicable for your pilot, state how the intervention could potentially improve one or more of the initiative's priority outcomes and benefit people living in poverty. The intervention can be introducing new or making changes to existing programs, processes, technologies, or delivery systems. Please note that in the next section "Artificial Intelligence", you will provide more detail on the AI technology that

will be used in your intervention, so please review those questions before answering this one to avoid duplication of effort. *[300 words max]*

13. **Target Population and Context*** – What population(s) does the intervention attempt to impact? What characteristics do they have? Do you have any comments on this target population and context's alignment with the initiative's priorities? *[350 words max]*

14. **Pilot Evaluation Design** – Provide a brief description of the pilot evaluation design, and how it fits with the topics outlined in the RFP materials. If applicable, please include the randomization method, treatment groups (if there are more than two treatment groups, please list them using numerals), and describe any combinations of the interventions. Please include information about data collection and key outcomes: succinctly describe your data collection plan and key outcome measures of the study. Please include the data collection partner and your relationship with them. What are your intermediate and final outcomes? How will these be measured? When will you take measurements, and how frequently? *[500 words max]*

15. **Preliminary Power Calculations** – If the pilot is a "mini-RCT," please provide power calculations for the pilot itself.

    Additionally, provide preliminary power calculations for the expected design of the eventual full-scale RCT. The power calculations should be detailed, convincing, and well-justified, e.g., based on assumptions from existing literature and/or what you learned from your travel/proposal development activities, for any impacts that the research team plans to measure.

    Power calculations should quantitatively demonstrate that the study is well-powered enough to detect effects on the outcome(s) of interest that would be practically or conceptually meaningful.

    Proposals should articulate which null hypotheses are relevant for this exercise and why (in particular, not assuming that the null of zero impact is necessarily the relevant one).

    For more detailed information about power calculations, see this resource: https://www.povertyactionlab.org/resource/power-calculations.

16. **Preliminary Power Calculations*** – Please answer the prompt above in the space below. If your pilot is not a "mini-RCT", please enter N/A. *[1000 words max]*

17. **Outcomes of Interest*** – Beyond the initiative-specific outcomes listed under the "Intervention Details" and "Evaluation Design," please list any additional outcomes from this list to tag your evaluation with, in the case that a summary is later drafted of your evaluation. This list is the wider set of outcomes of interest for all J-PAL sectors and initiatives. Please add as many can apply to your planned study.

18. **Mechanisms*** – Through what mechanisms do you expect the treatment to affect outcomes of interest? How will you test these mechanisms? What is the theorized causal relationship between the intervention and the outcomes to be tested? *[250 words max]*

19. **Gender Implications and Analysis*** – Does the proposal address any gender issues? For example, have you taken into account how gender considerations could affect the outcomes of the intervention? *[250 words max]*

20. **Gender Reporting*** – Does the proposal disaggregate data and outcomes by gender? Pilot and RCT projects are required to report on gender-disaggregated impacts: Please briefly explain whether you will disaggregate gender impacts or why this would not be feasible. *[250 words max]*

21. **Local Researcher Involvement** – Please describe how the project involves researchers local to the project context.

22. **Pathway to an RCT and Impact*** – Describe how results from this pilot would inform a future RCT:
    a. Describe, specifically, what researchers and practitioners can expect to learn from this pilot study. Will it pilot an intervention? Will it provide qualitative data to inform intervention design?
    b. How could the findings meet the needs of policymakers or development practitioners? Outline a specific plan for how you will share your findings and outputs with partners (e.g., data). How will the implementing partners and other stakeholders become aware of the findings and benefit from the data and other such outputs (e.g., descriptive statistics) generated from this pilot study?
    c. In what specific ways will the pilot prepare researchers for a full RCT project? Outline the hypothesized pathway and scope for impact. Clearly establish a plausible and promising link between the proposed approach to be tested and the hypothesized channel for impact.

    d. Do you expect these impacts to vary across geographic region, population, or context?
    e. Indicate the reliability of existing evidence from pilot studies or relevant expert opinion in your research context.
    f. Include preliminary or pilot data available in support of your hypotheses, models and/or theories of change. *[800 words max]*

ARTIFICIAL INTELLIGENCE (AI)

23. **Rationale for AI*** – Why is AI being used as part of this intervention? Please describe the evidence underlying the theory of change by which the AI technology being evaluated will improve the outcomes targeted by this project. *[300 words max]*

24. **Context and Population Relevance of AI Technology*** – What efforts have you made to ensure that the model delivers appropriate and accurate responses for the population relevant for this RCT? Please describe the efforts you've made to ensure that the model does not deliver biased, culturally-insensitive, or otherwise ineffective or harmful information to the target population. If you are still building the tool, what additional steps does your team need to take to fine tune your model? *[300 words max]*

25. **AI Technology Type*** – Please describe the AI technology that will be used in your intervention. Specifically, indicate whether it is based on any of the following:
    (a) Supervised learning,
    (b) Heterogeneous treatment targeting, or
    (c) Large language models (LLMs) (e.g., GPT, Claude, PaLM, etc.).

    a. If you selected that it is based on LLMs, please also answer all of the following:
        i. Which LLM is being used and why? *[250 words max]*
        ii. Will a qualified human (e.g., teacher, healthcare worker, extension agent) review and verify the AI's output before it informs any decision or action?
        iii. If yes, please describe their role and qualifications. *[250 words max]*
        iv. If no human in the loop is present, explain why the intervention is still unlikely to cause harm even if the LLM's output is inaccurate. *[300 words max]*

26. **AI: Validation and Test Accuracy Data*** – Proposals that include AI or any new specialized technology should include model validation and test accuracy data in the proposal, showing that the technology successfully does what it intends. If applicable, please provide that validation and test accuracy data here, or attach it in the "additional attachments" section. If not applicable, please explain how the proposed project will assess the reliability and accuracy of the technology. *[300 words max]*

POTENTIAL RISKS

27. To protect children, research participants, staff, and community members, to comply with donor requirements, and to maintain a strong reputation for ethical research, J-PAL wants researchers to think carefully about the risks their research projects could face and how they will address such risks. The below questions provide an opportunity for researchers to do that. Successful applicants must provide updated answers in annual narrative reports only if there have been substantial changes since their proposal or last annual narrative report. **Please answer the following questions in detail:**
    a. **Completion*** – Are there any technical, logistical, ethical, or political obstacles and risks that might threaten the completion of the project (e.g., technical platform not ready, implementation capacity, government authorization, or other funding)? How do you plan to monitor and prevent/address these types of risks throughout the project? *[200 words max]*

b. **Implementing Partners*** – 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? *[150 words max]*

c. **Child Safeguarding*** – Particularly for projects working with children, what child safeguarding risks exist? *[200 words max]*

d. **Participants, Staff, Community Members*** – For each of the groups below, please describe any potential unintended consequences or risks of this project to them. What proactive measures have you taken or will you take to assess, monitor, and mitigate/prevent any such potential risks?
   i. Program and research participants
   ii. Staff (e.g., implementing partners, research assistants, enumerators)
   iii. Community members (e.g., untreated members of a household, untreated neighbors, or broader communities if the treatment might have spillover or downstream effects beyond the study sample) *[300 words max]*

e. **Contractual Limitations*** – Are there any contractual limitations on the ability of the researchers to report the results of the study? If so, what are those restrictions, and who are they from? *[150 words max]*

INSTITUTIONAL REVIEW BOARD AND INSTITUTE TO RECEIVE AWARD

28. **Institutional Review Board (IRB) of Record** – If the project has not received an IRB exemption and IRB review is required, please provide the current or expected IRB of record. IRB Requirements - If this proposal receives initiative funding, we will ask that you submit:
    a. All IRB approval(s) or exemption(s)
    b. All IRB-approved protocols
    c. Any IRB-approved consent forms

29. **IRB of Record*** – Provide the name of the IRB of Record.

30. **Is this IRB of Record IORG certified?*** [Yes, No]

31. **Local Legal Requirements Certification*** – All PIs and Co-PIs certify that they understand they must adhere to all local legal requirements, including obtaining local IRB approval and government research permits, where applicable. Do you agree? [Yes, No]

32. **Data Publication*** – Please confirm you plan to publish data collected in an open-access, online database at the end of the evaluation. Data publication is required for projects funded by a J-PAL initiative, unless researchers request an exemption (which J-PAL has the discretion to deny) for legal, ethical, or proprietary reasons.
    📄 Data_code_availability_policy_2020.pdf [Yes, No]

33. **Institute to Receive Award (ITRA) Information** – PLEASE NOTE: MIT now requires that at least one project PI be employed by the organization receiving the subaward and funds. Please provide the name of the ITRA here. Please see this [memo](#) and [FAQs document](#) for more information.

34. **Institute to Receive Award (ITRA)*** – Please indicate the institution that will receive the grant funds.

35. **Contact at Institute to Receive Award (ITRA)** – Please provide contact information for the person who will be in charge of the contract at the ITRA.

PARTNERSHIP QUESTIONS

36. **Partnership Status*** – Have you established communication with relevant stakeholders including but not limited to government agencies and implementing or technical partners, for research collaboration? [Yes, No]
    a. If this project takes place in a country that has a J-PAL office but it is **not** the host institution, please detail the reasoning in the Partner Description question below. Your answer will help us understand how J-PAL offices can be more competitive and better respond to the needs of PIs.
    b. **Name of Partner Organization*** – If yes, indicate the name of the partner organization.
    c. **Role of Partner Organization*** – Indicate the role of the organization on this project. If you are adding a co-funder as a partner, please add more details under the question "Co-funder Details" farther down. [Co-funder; Scale-up Partner; Other; Research Implementation Partner; Intervention Implementation Partner; Government Partner]
        i. If you selected "Other" above, please explain the role of your partner.
    d. **Partner Description*** – If yes, please provide a brief description of the partner(s), the partner's involvement in project activities, and any in-kind or financial support they have committed or provided to the project. *[250 words max]*
    e. **Point of Contact Based at the Partner Organization** – If yes, please provide details about your point of contact at the partner organization.
        i. First Name*
        ii. Last Name*
        iii. Role or Title
        iv. Email Address*
    You can enter up to three partner organizations.

37. **Co-funder Details** – If you are adding co-funders, indicate the total amount of received or committed funding, the funded proposal or project title, and the name of the primary PI for the co-funded proposal or project.

BUDGET

38. From the [RFP website](), download and complete the Pilot Budget Template. There are two tabs: one for the initiative-specific budget and one for the project budget (i.e., the initiative-specific budget plus any other sources of funding you may have). When done, please upload your completed budget in the field below. Please note that the budget template is formatted specifically for this application. Do not remove the formatting, change any of the formatting, or create new columns.

39. **Budget Upload***

40. **Budget Narrative Upload*** – 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 of the budget do not suffice.

LETTERS OF SUPPORT & ADDITIONAL MATERIALS

41. **Letter of Support from Implementing Partner** – Pilot projects are recommended to provide a letter of support from their implementing partner. This letter should indicate a willingness to work with the research team.

42. **Letter of Transmission*** – Pilot projects are required to provide a letter or document stating approval of the proposal materials and budget from each proposed institute to receive award (ITRA). Please note that MIT policy states that the project PI needs to be at the ITRA and that the ITRA should provide the IRB (either using the Institute's IRB or a third party IRB). The Project PI must be the PI on the IRB.

43. **Are you applying as a PhD Student?*** [Yes, No]
    a. If yes, include the **J-PAL Affiliate or Invited Researcher Letter of Support** PhD student applicants are required to submit a letter of support from a J-PAL affiliate or invited researcher who serves as an advisor on the applicant's dissertation committee. This letter should indicate the advisor's willingness to advise the student throughout the project's lifetime. Please note that in some cases, the advisor may be asked to add their name to the financial award and IRB documents. If your advisor would rather submit this letter confidentially, ask them to email it to paie@povertyactionlab.org. If the advisor submits the letter by email, the PhD student will need to bypass this upload field by uploading a blank document.

44. **Additional attachments** – Please attach any relevant materials discussed in your answers to the previous questions.