PROPOSAL GUIDELINES: FULL RCTS

This document contains an Overview, Budget Guidelines, Application Checklist, and Application Questions Preview for RCTs. Please read this document carefully before submitting your proposal.

OVERVIEW

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

Strong RCT proposal applicants will demonstrate:
- a clear research question that is clearly discussed in relation to one or more Initiative themes (as outlined in the Initiative's RFP Overview in the [RFP page](#).)
- **a robust research design, well-defined research instruments, and sample size estimates justified by pilot data presented in the proposal and how specific available data informs detailed power calculations for any impacts you plan to measure.** Where studies are designed to detect differential impacts for men and women, there should be evidence that large differences in outcomes are anticipated, informing statistical power calculations and justifying increased data-collection costs to allow for gender-disaggregated comparisons of impacts.
- a feasible implementation plan, and
- a strong partnership commitment from implementing organizations (e.g., agreement to research design, sharing of costing information), including indications of the potential for significant scale-up of research findings by partners or scaling organizations.

Please note: if J-PAL has already funded part of, or precursors to, this project in a past competition round for any initiative, the project will not be eligible to receive additional funding unless some preliminary data (e.g. take-up rates from a pilot, etc.) from the previously funded work is available and shared in the proposal. You may submit this additional material as an addendum to your submission via the online application.

Funding per Full RCT award: You can apply for any award amount up to a maximum of $200,000. The review board puts great value on the cost-effectiveness of the proposals as well as efforts and success in raising co-funding. **The finance team carefully checks whether the budget size accurately reflects the scope of work proposed.** Note the guidelines on

allowable and unallowable costs in the Budget Guidelines section.

Timeline: Due to prime award dates, all expenses under the subaward must be completed and invoiced by September 30, 2027.

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 an __RCT__ proposal budget: Please submit a detailed project budget using the RCT Budget Template provided at the RFP release page. To reduce processing time, please keep the following in mind:

- **Institute to Receive Award (ITRA) and Principal Investigator (PI) Alignment**:
    - o The ITRA must employ the PI formally named in the award. This formally-named PI will be the researcher responsible for the subaward agreement, as authorized by the Letter of Transmission. The formally-named PI must be:
        - ▪ An employee of the ITRA
        - ▪ PI named in the Letter of Transmission
        - ▪ The main PI named in the IRB approval and IRB application
- **Institutional Review Board (IRB) Requirements**:
    - o The IRB is held by the institution that enters into the subaward agreement with MIT. The IRB must have IORG status and FWA, or
    - o If the institution does not have its own IRB, the institution must engage the services of a commercial IRB or third party IRB to review and provide oversight for the research activities.
- **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.
- 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

---

[1] If the organization allows you to submit your proposal without such a letter (due to time constraints or some other reason), please let the initiative know. Please note 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.

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.** Full RCTs may cover up to $8,000 per LMIC researcher PI/co-PI per year, but the total budgeted amount for LMIC researcher PI time in aggregate across all co-PIs should not exceed $20,000 per year.

● **Project Implementation Costs: For full research projects, implementation costs are expected to be borne by the project partners.** 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 SMS 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 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.

    o Purchase of Assets: Depending on the source of your J-PAL funding and should your proposal be successful, you may be required to remove any assets (i.e., laptops, tablets, etc.) from your budget. Please create your budget with this in mind. Rentals of such items are allowed and the preferred way to address needs for assets like laptops.

- 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.

1. **Proposal Narrative:** Guidance pertaining to the narrative prompts is included in the Application Questions Preview below. Please note that this section requires detailed power calculations.
2. **Reporting Requirements**: Project Costing Exercise: Full RCT grantees are requested to collect and share detailed program cost data following the J-PAL Costing Guidelines. Please read these guidelines carefully to confirm that you are willing to adhere to these guidelines, as your submission assumes you have.[2] Your proposal should help us understand the potential for a very rough, back-of-the-envelope cost-effectiveness calculation.
3. **Proposal Budget**: Carefully review the Budget Guidelines in this document, then use the RCT 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) for upload to the application.
4. **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) for upload to the application. This document is required in addition to the Proposal Budget—i.e. notes included in the Excel sheet do not suffice.
5. **Letter(s) of Support**: It is your responsibility to obtain a letter of support from the following, ensuring that the language meets the conditions as listed. The review board values the partner/institution/adviser confirmation of willingness to work with the research team in review of the proposals. The initiative team will carefully check the language of each letter and that it has been received on time. Save each letter as a single PDF file with the title [PI Last Name, First Name] [Name of Organization Letter of Support].pdf. If any of your letters are not in English, please upload a version that has been translated to English.
   a. A letter from each implementing partner, indicating the details of their commitment to partner on the research, and their willingness to share relevant program cost data. Consider including letter(s) from any tech partner(s).
   b. A letter from the institution to receive the award that states that they have reviewed your proposal and accepted your budget

---

[2] For more information on comparative cost-effectiveness analysis, see: https://www.povertyactionlab.org/resource/conducting-cost-effectiveness-analysis-cea. If you have feedback on this exercise, the template, or the underlying rationale, please submit feedback online.

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.

6. **(Possible) Addendum:** If your proposal builds on completed pilot findings, please submit an addendum detailing the pilot results that inform your RCT design.

APPLICATION QUESTIONS PREVIEW

The online application will require you to address the below prompts.

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, Regional Scholar]
   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]
   b. **Graduation Date* – Please enter your expected graduation date/year** [15 words/70 characters max]

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. **Organization Type Details*** – If you chose "Other" instead of "University," please briefly explain your organization type. For funding eligibility requirements, see the RFP materials on the RFP website.

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

6. **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
   - Reporting Contact
   - Secondary Reporting Contact
   - IRB Contact
   - Finance Contact
   - Collaborator
   - Contact for Contracting

   If you are the applicant and a PI (or another role), indicate so by adding yourself as an applicant and then again as a PI. [First Name*; Last Name*; Role or Title*; Email Address*]. *You can enter up to 10 contacts.*

7. **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.

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

8. **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 and it has not changed, 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.

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

9. **Full Title of Proposal*** [30 words/200 characters max]

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

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

12. **Past and Future Submissions to J-PAL*** – Have you submitted or do you plan to submit this proposal or a related proposal to any other J-PAL Initiative RFP, including in any previous PAIE round of funding? [Yes, I have submitted or plan to submit this proposal to another initiative; Yes, I have submitted this proposal previously to this initiative; No, I have not submitted or do not plan to submit this proposal to another initiative]
    a. If you answered yes above, please include the following:
        i. Initiative(s), year/season of RFP, and the name of the LOI/proposal you submitted or plan to submit. (e.g., GI Spring 2019 Using Mobile Phones to Improve Service Delivery).
        ii. Are the PI team, context, and research question the same as in the previously submitted or soon to be submitted proposal?
        iii. If this proposal is for a similar project, but would be using funds for something different, please explain the difference in terms of what research you're going to be conducting and how you're using the budget.

iv. If the proposal you submitted previously was not funded, could you briefly explain if/how you responded to the feedback?

[350 words max]

13. **AI Technology*** – Please describe the AI technology that will be used in your intervention. In your response, explain the type of model or system involved, how it fits into the broader intervention (if applicable), and the extent to which humans will be included in any decision process. Please also describe any technology-specific risks you have identified and the safeguards you will put in place to manage them. [200 words max]

14. **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. Ensure that the role of AI in this project is clear. Provide context about proposed partners. Please note that this abstract will be added to the Initiative's webpage if the project receives funding. [200 words max]

15. **Initiative Alignment*** – Please briefly describe how the project aligns with the initiative's research focus area of piloting or evaluating use cases of AI in the fight against poverty. [250 words max]

FULL RCT APPLICATION QUESTIONS

IMPORTANT INFORMATION

Please note that applicants can move back and forth between sections to edit answers before submitting. Applicants can also save their applications, then come back later to make changes before submitting. For more details about how to navigate WizeHive, please see these [instructions](#).

You may reference your Letter of Interest (LOI) submission by clicking "Project AI Evidence Letter of Interest" on the blue bar on the left of the screen, or navigating to "Applications" at the top of your screen, and clicking on the LOI submission relevant to this application. Each section of the LOI has a "View" button to the right. For questions asking you to report any changes in a certain field (e.g., total funding amount) since your LOI submission, please reference and use text from the LOI where appropriate.

Applicants are encouraged to take advantage of the full space provided for questions pertaining to elements of the study that are particularly unique or complex. But for

aspects of the study that are more conventional and straightforward, concise answers (which may be well below the word limit) are appreciated.

If a question asks for information you have already provided elsewhere in this form, simply indicate this and reference the title of the question where your answer can be found.

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.

1. **Full Title of Proposal*** Please enter your proposal title. If it hasn't changed since your LOI, copy the original title. [30 words max/200 characters]

2. **Funding Amount*** Please enter the amount of requested funding in USD. This should match the amount indicated in your uploaded budget. [2 decimal places; Currency; USD]

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

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

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. [250 words max]

NARRATIVE

1. **Sectors*** – Which J-PAL sectors does this project most align with?

2. **Final Abstract*** – Write a brief abstract of the study. Please note that this abstract will be added to the Initiative's webpage if the project receives funding. If nothing has substantially changed since the LOI submission, please copy the original response here. [200 words max]

3. **The Policy Problem*** – Provide a summary of the policy problem that motivates this research, explaining its importance and how it aligns with the research priorities in the RFP Overview. Support your case with descriptive data, a brief literature review, or other evidence of the problem in this setting. Save finer details of the intervention for the Intervention Details question below. [400 words max]

4. **Intervention Details***
   a. **Description** – Describe the intervention or treatment to be evaluated and how it could potentially improve one or more of the initiative's priority outcomes. Please name the implementing partner(s), specify the target population and how the intervention benefits people living in poverty. 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.
   b. **Context and Population Relevance of AI Technology** – Popular AI models like ChatGPT are typically trained on global data and may not naturally reflect the linguistic, cultural, legal, or contextual nuances of specific populations. To ensure relevance and prevent harm, it is critical that AI systems used in intervention are tailored to the needs, norms, and vulnerabilities of the local context. 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.
   c. **AI: Validation and Test Accuracy Data** – Proposals that include 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. If applicable, please provide that validation and test accuracy data here, or upload it in the "additional attachments" section. If not applicable, please explain.
   [500 words max]

5. **Evaluation Design*** – Please describe your evaluation design, and how it fits with the topics outlined in the RFP materials. Describe the knowledge gap your project addresses, how it will advance the field, and why the research is valuable. In your description, please include the following:
   a. Details of your evaluation design can include, but are not limited to:
      i. What are the units of randomization and analysis (e.g., individual, household, village, etc.)?

      ii.   What is the method of randomization (e.g., lottery, phase-in, encouragement, etc.)?

      iii.   What is the sample size? How would it be divided into treatment and control?

      iv.   What is the theorized causal relationship between the intervention and the outcomes to be tested? How will you test these mechanisms? Are there threats that could compromise the validity of results? How do you plan to address those threats?

b. Please include information about data collection and key outcomes:

      i.   Succinctly describe your data collection plan and key outcome measures of the study. Please include the data collection partner and your relationship with them.

      ii.   What are your intermediate and final outcomes? How will these be measured? When will you take measurements, and how frequently? If there are more than two treatment groups, please list them using numerals.

      iii.   In the "Additional Attachments" section, you may also attach more detailed pilot data and results as an appendix (that does not count as part of the character/page limits for this proposal narrative), but please highlight in this section of your narrative the key details to ensure reviewers take them into account.

c. Power Calculations: Please provide detailed, convincing, and well-justified power calculations, e.g., based on current or past pilot data, existing literature, admin data of ongoing operations, etc., for any impacts that the research team plans to measure. Include and describe effect size, take up/compliance, variance, clusters, observations per cluster, rho). 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). Be sure to answer these two questions:

      i.   What is the minimum detectable effect size? Why do you believe this is an appropriate size?

      ii.   Clearly state what data and assumptions you use for these estimates. Please include assumptions of take-up, and do not assume take-up will be 100% for the purposes of power calculations.

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

[800 words max]

6. **Timeline*** – Please write out a timeline with key project activities. [200 words max]

7. **Policy Impact and Potential to Scale*** – What is the potential policy impact of this intervention (policies, programs, processes, or delivery mechanisms)? Please comment on the ability of this intervention to potentially scale and translate in different contexts. [400 words max]

REPORTING REQUIREMENTS

1. **Project Costing Exercise***
   If funded, you will be expected to provide cost data as a project deliverable. Please outline your approach to collect and report costing data for the intervention you are evaluating. In your response, please address:
   a. Your rough assessment of the cost per beneficiary or per benefit in a scalable, non-research setting
   b. How you will distinguish implementation costs from evaluation costs
   c. The types of cost data you plan to collect, when, and how
   d. How you will collaborate with implementing partners to gather accurate cost data
   e. Any anticipated challenges in collecting or reporting this data and how you plan to address them
   [200 words max]

2. **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. Please see J-PAL's Data and Code Availability Policy for more information about data publication. [30 words/200 characters max]

3. **Gender Analysis and Reporting***
   Does the proposal address any gender issues? For example, have you taken into account how gender considerations could affect the outcomes of the intervention? 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. [100 words max]

POTENTIAL RISKS

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:**

1. **Completion Risks*** – 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]

2. **Implementing Partners Risks*** – 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? [200 words max]

3. **Participants, Staff, Community Members, Child Safeguarding Risks*** – 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?
   a. Program and research participants
   b. Staff (e.g., implementing partners, research assistants, enumerators)
   c. 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)
   d. Child Safeguarding: Particularly for projects working with children, what child safeguarding risks exist?
   [200 words max]

4. **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? [100 words max]

PARTNERSHIP QUESTIONS

1. **Non-J-PAL Research Partner***: 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.

Please write N/A if: Your host institution is a J-PAL office, or your project takes place in a country that does not have a J-PAL office. [100 words max]

2. **Co-funding**: If you have a co-funder as a partner, please indicate the total amount of received and committed funding, the funded proposal or project title, and the name of the primary PI for the co-funded proposal or project. [100 words max]

3. **Interest in Co-funding**: Below, tell us if you are interested in applying for co-funding from Fund for Innovation in Development (FID), Schmidt Sciences, or other donors in the J-PAL network who have indicated interest in seeing promising proposals from J-PAL initiatives. We are happy to forward your proposal to such donors. If you are interested in matchmaking, please enter "Yes." If you would like to opt out of matchmaking, please enter "No." [30 words/200 characters max]

INSTITUTIONAL REVIEW BOARD AND INSTITUTE TO RECEIVE AWARD

Institutional Review Board (IRB)

For awards that include human subject research, IRB approvals (including exemptions) are required to be in place prior to a subaward agreement being issued and prior to any human subjects research commencing. If this proposal receives initiative funding, you will be required to submit:
1. All IRB approval(s) or exemption(s)
2. All IRB-approved protocols
3. Any IRB-approved consent forms

Institutional Review Board (IRB) Requirements

Please be mindful that MIT requires that either:
1. The IRB is held by the institution that enters into the subaward agreement with MIT. The IRB must have IORG status and FWA (as described below), or
2. If the institution does not have its own IRB, the institution must engage the services of a commercial IRB or third party IRB to review and provide oversight for the research activities.

For the IRB to be considered allowable, it must meet the following criteria as determined by MIT and J-PAL:
1. IORG status with the US Office for Human Protections. An IRB's status can be checked by consulting the database of IORGs here.
2. Federalwide Assurance (FWA) with the US Office for Human Protections. Status can be checked by consulting the same database as above (link here).
3. If the IRB is not at the ITRA, then a proof of payment or proof of affiliation is required. Affiliation can be proven with documentation outlining the contractual relationship between the two entities (ITRA and IRB). This proof is most

commonly a proof of payment from the ITRA to the IRB. MIT will not accept an Interagency Agreement (IAA) as this documentation.

Approved commercial IRB solutions are [Heartland](#) and [Solutions](#). These IRBs provide review of international research and satisfy J-PAL's IRB requirements; fees can be found on their respective websites. Please ensure that you include the cost of the IRB in your project budget.

More information about the policies above can be found [here](#).

4. **Institutional Review Board (IRB) of Record*** – Provide the name of the IRB of Record below. [15 words/70 characters max]

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

6. **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]

7. **Institute to Receive Award (ITRA) and Principal Investigator (PI) Alignment** The ITRA must employ the PI formally named in the award. This formally-named PI will be the researcher responsible for the subaward agreement, as authorized by the Letter of Transmission that is submitted at the Proposal and Award stages. The formally-named PI must be:
   1. An employee of the ITRA
   2. PI named in the Letter of Transmission
   3. The main PI named in the IRB approval and IRB application

   Institute to Receive Award (ITRA)* – Please indicate the institution that will receive the grant funds. [15 words/70 characters max]

8. **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. [First Name, Last Name, Role/Title, Email Address]

9. **Unique Entity ID*** – Does your ITRA have a Unique Entity ID (UEI) from the website [SAM.gov](#)? Please note that, if your proposal is awarded funding, all subawardees of MIT require a UEI from [SAM.gov](#). [Yes, my ITRA has a UEI; No, my ITRA does not have a UEI; I am not sure]

BUDGET

Purchase of Assets
Depending on the source of your J-PAL funding and should your proposal be successful, you may be required to remove any assets (i.e., laptops, tablets, etc.) from your budget. Please create your budget with this in mind. Rentals of such items are allowable and the preferred way to address needs for assets like laptops.

Budget Template
From the [RFP webpage](#), download and complete the RCT 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.

1. **Budget Upload***

2. **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

1. **Letter of Support from Implementing Partner*** – Applicants are required to provide a letter of support from their implementing partner. This letter should indicate a willingness to work with the research team and an agreement to share program cost data with J-PAL (through the PI) for the purpose of conducting a cost-effectiveness analysis.

2. **Letter of Support from Tech Partner** – Applicants are encouraged to provide a letter of support from their tech partner if there is one. This letter should indicate a willingness to work with the research team.

3. **Letter of Support from ITRA*** – Applicants 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.

4. **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.

5. **Additional attachments**: Only use these upload fields for your detailed pilot data and results (as mentioned in the Evaluation Design prompts) and/or your AI validation and test accuracy data (as mentioned in the Intervention Details prompts).
   You can upload up to two (2) attachments.