**Post-Primary Education Initiative**

**Application Form and Instructions**

*Policy Outreach Event*

**Round 14**

**Instructions:** Applications for policy outreach support funds consist of (i) an application form and (ii) documentation of the research results to be disseminated in the form of a published paper, working paper, or two-page summary of preliminary results. These materials should be submitted to [PPE@povertyactionlab.org](mailto:PPE@povertyactionlab.org) and are due on **Sunday, March 22, 2020 at 11:59 pm ET** for round 14 **consideration** (but can also be accepted on a **rolling** basis).

**Application:** In addition to basic information about the outreach activities, organizers, and amount requested, the application form includes:

1. A 1-2 paragraph description of the outreach activities, objectives, and participants.
2. A discussion of the outreach activities’ connection to PPE’s research themes (as described in the [Post-Primary Education Review Paper](https://www.povertyactionlab.org/sites/default/files/publications/PPE%20Review%20Paper%20April%202013.pdf)) and how they contribute to PPE’s goal of disseminating policy-relevant research results on what works to improve access, quality, equity, and relevance of post-primary education throughout low- and middle-income countries.
3. A discussion of the concrete goals of the outreach activities and the metrics you will use to evaluate whether or not the outreach activities have been successful.
4. Potential participation and/or support from J-PAL affiliates, J-PAL PPE staff, and/or J-PAL regional office staff. Please note that actual participation is contingent on availability and that J-PAL is unable take on significant event-planning responsibilities.
5. A budget narrative justifying the amount requested (see below).

**Budget:** While we do not require a detailed budget, please provide a budget narrative describing:

1. Approximate amounts to be spent on travel, accommodations, meals, venues, and other related costs (please enumerate).
2. If there are co-funders, how the portion to be funded by PPE relates to the total outreach activities budget.

J-PAL staff may reach out for further information about event costs. While not required, please feel free to include an event budget (in Excel format), if available.

Please note that these funds will be paid on a cost-reimbursable basis. The institution receiving the funds must send J-PAL an invoice for payment. The institution and a contact person must be indicated in the application. Please factor indirect charges into your budget according to J-PAL guidelines as needed. (\*Indirect charges are limited to 10% of direct costs for universities from high-income countries, and 15% for independent non-profits regardless of location or universities from low- or middle-income countries).

**Documentation of Research Results:** Please provide information on the research results to be discussed and disseminated at the event in the form of a published paper, working paper, or two-page summary of preliminary results.

These materials should be submitted to [PPE@povertyactionlab.org](mailto:PPE@povertyactionlab.org) and are accepted on a rolling basis. PPE staff and co-chairs will review these applications and make a decision within 4-5 weeks.

**PPE Application**

**Policy Outreach Grant**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Principal Investigator (Affiliation) and/OR J-PAL REgional OFFICE | | | | |
|  | | | | |
| CO-Investigator(s) (AFFILIATION) | | | | |
|  | | | | |
| outreach activity title | | | Country | |
|  | | |  | |
| R**ELATED PPE-FUNDED STUDY OR STUDIES ON PPE RESEARCH THEMES TO BE PRESENTED** | | | | |
|  | | | | |
| PROPOSED outreach activity DATE(S) | | Format:(yyyy-mm-dd) |  | |
| PROPOSED Partner(s) | | | | |
|  | | | | |
| Requested FUNDING | **$** | | **TOTAL OUTREACH ACTIVITY BUDGET** | **$** |
| **CO-FUNDER** | | | **AMOUNT FUNDED** | |
|  | | | **$** | |
|  | | | **$** | |
|  | | | **$** | |
| **INSTITUTION TO RECEIVE AWARD** | | | **CONTACT (Name, Email, Phone)** | |
|  | | |  | |
| **outreach activity Description** | | | | |
| *Please briefly describe the workshop, conference, or other outreach activity for which you are requesting PPE support, indicating major activities, key objectives, what research will be discussed, and who will participate.* | | | | |
| **CONNECTION TO PPE THEMES** | | | | |
| *How do these outreach activities connect to PPE’s priority areas and cross-cutting themes, as outlined in the PPE RFP Overview document and contribute to PPE’s goal of disseminating policy-relevant research results on what works to improve access, quality, equity, and relevance of post-primary education throughout low- and middle-income countries?* | | | | |
| **Goals and metrics of success** | | | | |
| *What concrete goals are you are hoping to achieve with these outreach activities, and why do you believe the set of planned participants/attendees will have an impact? What metrics will you use to determine whether the outreach activities were successful?* | | | | |
| **PoTENTIAL fOR J-PAL PARTICIPATION** | | | | |
| *How might J-PAL affiliates, J-PAL PPE staff, and/or staff from J-PAL regional offices be able to participate in these activities? (Please note that actual participation is contingent on availability, and that, in the case of events, J-PAL is unable to take on significant event-planning responsibilities.)* | | | | |

|  |
| --- |
| **BUDGET NARRATIVE** |
| *Please describe how you plan to use the requested funds, giving approximate amounts for travel, accommodations, meals, venues, and other related costs (please enumerate). If PPE will fund only a portion of the total cost, how does the PPE portion relate to the full outreach activity budget?* |

**Appendix:** Please attach additional information of the research results to be disseminated in the form of a published paper, working paper, or two-page summary of preliminary results.