Post-Primary Education (PPE) Initiative Application Form and Instructions: Travel/Proposal Development Grant Proposals

## Round 14

**Instructions:** Applications for travel/proposal development grants consist of (i) an application form, which includes a cover sheet and narrative; (ii) a budget form; and (iii) letters of support. Proposals are due by **Sunday, March 22, 2020 at 11:59 pm ET**.

**Narrative:** The narrative (not to exceed two pages in length, including appendices with 12pt font) should include:

1. A concise statement of topic. These grants are intended to facilitate preliminary, exploratory research, so proposals need only address the general topic of interest and current ideas on how the question might be explored through a randomized evaluation. They do not need to include a detailed program or evaluation design.
2. Proposed partners, if available, including J-PAL regional offices, IPA country offices, or other organizations that you plan to work with for both program implementation and evaluation.
3. A discussion of the project’s connection to key questions outlined in the PPE Request for Proposals.

**Budget:** Please submit a detailed project budget using the Excel template available online [here.](https://www.povertyactionlab.org/node/25573) Travel/proposal development grants are provided as travel reimbursements in accordance with MIT travel policies. Please keep the following in mind when developing your budget:

1. Grants are for a maximum of $10,000 for J-PAL affiliates, post-doctoral fellows, invited researchers, and graduate students.
2. While most grants are paid as travel reimbursements, please note the following:
	1. You can use the J-PAL travel agent, Rosanne McGoldrick (rmm@travelcoll.com), to book your flights, and she will put the cost on the J-PAL credit card (more information below).
	2. If you have financial difficulties in covering the other costs of travel, please let us know.
3. If you would like a grant to be awarded to your host institution for them to manage, please keep in mind:
	1. Universities in high-income countries (generally defined as the US, Canada, Western Europe, Japan, Korea, Singapore, Australia and New Zealand, Israel, and wealthy Middle Eastern countries) can charge up to 10% in indirect costs, applied to total direct costs.
	2. 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.
4. Please include detailed budget notes in the column provided in the template.
5. International travel: J-PAL will put you in touch with an MIT travel agent who can book international travel and charge J-PAL directly. If you choose to buy your own ticket, we will not be able to reimburse you until your flights have been completed.
6. Per diem: A per diem stipend of $25/day-in-country can be claimed based on days-in-country to cover food and miscellaneous expenses.
7. Survey and other in-country expenses: Travel/proposal development grants can be used to cover expenses for in-country costs, such as hiring enumerators, procuring translation or transcription services, developing instruments, and others. If these expenses are in the budget, J-PAL will provide the forms necessary to document them with your award notice, and you can claim these expenses as reimbursement once the travel is completed. J-PAL is generally not able to directly reimburse survey firms or local organizations for these costs.
8. Other expenses: Other expenses will be reimbursed upon submission of an expense report. Expenses should be supported by receipts whenever possible, and all expenses over $50 must be supported by receipts. All expenses must be claimed within 30 days of your return.
9. Medical insurance: All grantees are **required** to provide proof of emergency medical insurance coverage before travel. As many universities provide this to their students, faculty, and staff at no cost, this is not a reimbursable cost under this award. J-PAL can provide information on affordable coverage if needed. Please see [here](https://www.imglobal.com/travel-medical-insurance/patriot-travel-medical-insurance) for more details.
10. Expenses not allowed: J-PAL is unable to cover travel or trip protection insurance, lost luggage insurance, incidental expenses, or grantee’s time. In most cases, J-PAL is also unable to directly reimburse any individuals or organizations other than the grantee awarded the travel/proposal development grant.
11. If a grantee plans to work in a country with a J-PAL regional office or an IPA country office, he/she must reach out to that office at least three weeks in advance of the PPE submission deadline regarding their application. If a grantee also plans to work with another implementing organization, he/she should notify the organization prior to submitting a travel/proposal development grant application, as these organizations may require applicants to budget for overhead or other expenses incurred.
12. For proposals that include survey work, applicants should review J-PAL best practices in the [J-PAL Research Protocol Checklist](https://drive.google.com/open?id=0B1iahelPZHoVQkhlTUsxWkJDaG8) to ensure that they have budgeted for expenses associated with high-quality data collection, such as translation services, surveyor training, or back checking (to the extent they apply to this work).
13. Grantees must complete their travel/proposal development work and submit final reports within one year of receiving the award.

**Letter of support:**

* Letter(s) of support from implementing partner(s) that indicate willingness to work with the research team.
* [Graduate students applying for travel/proposal development funding] Letter of support from a J-PAL affiliate who serves as an adviser on the applicant’s thesis committee.[[1]](#footnote-1) The letter should indicate the adviser’s willingness to remain involved in a supervisory role throughout the lifetime of the project and provide an objective assessment of the project’s merits and likelihood of success. The PPE Board also expects the adviser to provide the applicant with guidance on the proposal prior to submission.
* [Applicants working in a country with a J-PAL regional office or an IPA country office] Letter of support from J-PAL or IPA office indicating willingness to provide support on travel/proposal development efforts.

**Submission instructions:** E-mail PPE@povertyactionlab.org with the following attachments:

1. Coversheet and narrative saved as a .docx file titled *[PI last name]\_[Proposal title].docx*
2. Budget template saved as a .xlsx file titled *[PI last name]\_Budget.xlsx*
3. Letter(s) of support saved as a .pdf file titled *[Organization name/Advisor name/Office name]\_[Supporter].pdf*

**PPE Initiative - Cover Sheet**

Round 14

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| --- | --- |
| **Principal investigator** | **Institutional affiliation** |
|       |  |
| **Co-PI(s) and institutional affiliation(s)** |
|       |
| **Adviser (if PI is a graduate student)** |
|       |
| **Title of proposal** | **Country** |
|       |       |
| **Proposed travel dates** |
| **Start date:**(yyyy-mm-dd) |       | **End date:**(yyyy-mm-dd) |       |
| **Proposed partner(s)** |
|       |
| **Have you submitted this or a related proposal to any previous PPE round of funding?** | **Have you submitted this or a related proposal to any other J-PAL research initiative?** |
| * **Yes**
* **No**
 | **If yes, when?** | * **Yes**
* **No**
 | **If yes, which initiative and when?** |
|  |  |
| **Requested** | **$**      | **Total co-funded:** | **$**      |

\* Please indicate the amount you have received in additional grants or funding for this research.

1. PhD students who have a J-PAL affiliate on their thesis committee at their host university are eligible for travel/proposal development grants. Students may apply for a maximum of two grants during their time as graduate students. All else equal, priority will be given to graduate students who have not applied before. [↑](#footnote-ref-1)