

## DigiFI Africa Request for Proposals: Policy Outreach Grant Application Guide The Digital Identification and Finance Initiative in Africa (DigiFI Africa)

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### POLICY OUTREACH GRANT: PROPOSAL GUIDELINES

Policy outreach support funds are intended to co-fund conferences, workshops, events, or other policy outreach activities to disseminate evidence from DigiFI-funded evaluations or other randomized evaluation research conducted by J-PAL affiliates, DigiFI invited researchers and African scholars that address the initiative's research priorities.

While priority will be given to activities featuring randomized evaluations that have received DigiFI funding, DigiFI will consider support for activities featuring randomized evaluations by J-PAL affiliates, J-PAL invited researchers, and PhD students with J-PAL affiliates or Invited Researchers as advisers, that clearly address the research themes identified in DigiFI's RFP overview and demonstrate strong potential for policy impact. For African scholars, the evaluation must have been funded by J-PAL.

**Funding per Policy Outreach Grant award:** a maximum of \$10,000.

**Timeline:** Grantees must complete their policy outreach work and submit final reports within one year of receiving the award.

**Please note:** Researchers who have previously received funding from J-PAL and are more than two months late on any reports to any J-PAL Initiative will not be eligible for funding, and may be ineligible for funding across J-PAL initiatives. In such cases, researchers are still able to submit proposals to DigiFI Africa, but note that the proposal will not be submitted for review until all reporting requirements on previous J-PAL Initiative awards are up-to-date.

### ELIGIBILITY

All J-PAL research affiliates, DigiFI invited researchers, J-PAL postdocs, African scholars, and PhD students with a J-PAL affiliate or invited researcher adviser are eligible to apply for a policy outreach grant<sup>1</sup>.

**African Scholars:** Resident African Scholars (Researchers who have completed their PhD (in economics or a related field) and who are based at an academic institution based in Sub-Saharan Africa) AND non-resident African Scholars (researchers who (a) have completed high school in Africa, (b) have completed their PhD in economics or a related field, and (c) are based in an academic institution outside of Africa) are eligible to apply for the policy outreach grants.

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<sup>1</sup> J-PAL affiliates, J-PAL postdocs, invited researchers, African scholars and eligible PhD students are limited to being named on a maximum of three proposals to DigiFI Africa per 12-month period (either as PI or co-PI)

## APPLICATION INSTRUCTIONS

Many J-PAL initiatives, including DigiFI Africa, use an online portal for all proposal submissions, proposal reviews, invoice submissions, and grantee reporting. All proposal applications to DigiFI Africa are **reviewed on a rolling basis**.

Please note the following before beginning your application:

- Our portal works best in the latest version Google Chrome.
- If you already have an account but do not remember the password, please contact [fc\\_help@povertyactionlab.org](mailto:fc_help@povertyactionlab.org) for help retrieving or resetting your password.
- If you do not have a J-PAL portal account and need one created, please complete [this form](#) and specify that you want an applicant account. Account creation normally takes no more than two business days; you will be asked to verify your email address and set a password. For further information and troubleshooting, please get in touch with [fc\\_help@povertyactionlab.org](mailto:fc_help@povertyactionlab.org). Your J-PAL portal account credentials will allow you to apply to or review for any J-PAL initiative. Please verify your eligibility by thoroughly reading the RFP overview. Ineligible applicants will be notified during LOI reviews and will not be invited to submit proposals.
- As this portal is new, you might experience some glitches. We apologize for any inconvenience. Please reach out to [digifiafrica@povertyactionlab.org](mailto:digifiafrica@povertyactionlab.org) and [fc\\_help@povertyactionlab.org](mailto:fc_help@povertyactionlab.org) if you face any issues.

To apply to DigiFI Africa's rolling RFP, you will first need to log in via our [online portal](#). Please navigate to the portal and follow the instructions to complete your login. Once you are logged into the portal, please [click here](#) to access DigiFI's letter of interest (LOI) form.

The DigiFI Africa team will notify you via the portal once we have reviewed your LOI and you are clear to begin your proposal. In the interim, to facilitate your proposal development, please refer to this document. It outlines all the information you will be asked to provide when submitting a full proposal. **However, please do not complete or submit this to DigiFI Africa for consideration until your LOI has been accepted.** All submissions will be made through the online platform.

**The deadline for submissions is rolling until further notice.**

## NARRATIVE

In the narrative section of the online application you will be asked to provide:

1. A description of the event. This should include event objectives, major activities, key stakeholders and the evidence to be disseminated or taken-up.
2. A comment on the potential policy impact of the proposed event, including reference to existing policy windows the evidence may help inform or potential avenues for scale-up for either a proven policy or the process of using evidence in policymaking. Please indicate

whether there is a demonstrated demand from stakeholders to use evidence from this research to make a key decision or institutionalize the use of evidence in decision-making.

3. A preliminary work plan for the evidence use and policy outreach activities. If applying for a specific policy outreach event, please include a preliminary agenda with a tentative list of speakers and topics to be discussed.
4. Documentation of the research results to be disseminated or taken-up by the policymaker in the form of a published paper, working paper, or a two page summary of preliminary results for unpublished results.

## **BUDGET**

Please submit a detailed project budget using the Excel templates available on our [Request for Proposals webpage](#). To reduce the processing time, please keep the following in mind when developing your budget:

1. If there is co-funding, please complete both the “Total Cost” and the “DigiFI Funded” columns in the budget template. The maximum amount awarded for policy outreach support is \$10,000.
2. Funds will be paid on a cost-reimbursable basis. A contact person at the institution receiving the funds should be indicated in the application.
3. 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 completion of the project. examples of these expenses are listed below:
  - a. Materials and Supplies,
  - b. PPE (Facemask, Sanitizer, Hand gloves) expense,
  - c. Local travel: In-country and getting to/from airports
  - d. Expenses related to the successful execution of the project with a strong motivation in notes
4. African Scholar's salaries: DigiFI does not allow for PI salaries in policy outreach grant budgets.
5. Expenses not allowed: J-PAL is not able to cover travel or trip protection insurance, lost luggage insurance, incidental expenses, or grantees’ time if they are affiliates or invited researchers. In most cases, J-PAL is not able to directly reimburse any individuals or organizations other than the grantee’s awarded the travel/proposal development grant.