

BUDGET INSTRUCTIONS

Please include the following NIH budget templates ([page 1](#), [page 2](#)) with your submission to the MIT Roybal Center RFP. In addition to the template, please also include a budget narrative that provides justification for the expenses requested in your budget.

- The budget and budget narrative should be saved as two separate documents and be titled [PI Name]_Budget.pdf(x) / [PI Name]_BudgetNarrative/doc(x).
- The NIH budget template reflects direct costs only. Note that we expect applicants to include the full federal indirect cost recovery as part of their total request. The full request should be entered in the proposal coversheet and noted in the budget narrative.
- Proposals can include PI effort calculated against the NIH salary cap of \$212,100. Note that NIH requires measurable effort for key personnel.
- Project budgets should reflect the actual needs of the project.
- Enter the amount requested by line item in the budget template.
 - 1 Institution/University costs are expenses incurred directly by the university/institution receiving the award, such as a RA working at the PI's university.
 - Consortium/Contractual costs are all costs not directly incurred by the university/institution, such as a subaward to cover costs incurred by the implementing partner.
 - Travel costs should include a breakdown of how many trips are planned, the estimated cost per trip, and the purpose of the trip.
 - Any computer/equipment purchases should include an itemized list of purchases. For example, it should include how many laptops will be purchased and the purpose of the purchase.
- Budgeting for J-PAL's courses (optional):
 - 1 *Staff training*: J-PAL's staff training is designed for research staff working on randomized evaluations conducted by our network of faculty affiliates, invited researchers, or our partner organizations. This course provides technical guidance for designing, implementing, and analyzing data in randomized evaluations, with an optional focus on US-based studies that use administrative data. More details, including a sample course agenda, are available [here](#).
 - *Executive Education*: J-PAL's flagship executive education course, Evaluating Social Programs, is designed for managers and researchers from NGOs, governments, and foundations. This five-day course provides participants with a thorough understanding of randomized evaluations and a pragmatic step-by-step guidance on conducting an evaluation. More details, including a sample course agenda, are available [here](#).



MIT Roybal Center RFP Round V

Proposals due: January 3, 2024

- J-PAL will not approve costs labeled miscellaneous, contingency, or rent.
- J-PAL does not allow variance greater than 10% (by major line item) without prior approval. If modifications are needed, project staff are required to inform J-PAL and request approval in advance.
- Expenses associated with the provision of detailed information on program costs are allowable.