

MIT ROYBAL CENTER FOR TRANSLATIONAL RESEARCH TO IMPROVE HEALTH CARE FOR THE AGING REQUEST FOR PROPOSALS (RFP)

This document outlines the steps to submit a proposal. Please also review the “Evaluation Criteria” document for how we make funding decisions, and the “Grant Requirements” document for what’s required if the proposal is funded.

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RFP OVERVIEW

Click here for the initiative’s research priorities, RFP timeline, and contact information.

FOCUS OF THE RFP

The MIT Roybal Center seeks to identify, fund, and support low-cost, high impact trials of behavioral interventions for mid-life and older people that can inform policy solutions to ensure their care is efficient, effective, and equitable.

RFP TIMELINE

Roybal RFP Opens	October 3, 2021
Roybal RFP Full Proposals Due	January 5, 2022
Notification of J-PAL Approval	Week of March 1
Deadline to submit supplemental Roybal proposal documents for NIH review and approval	March 21, 2021
Award letters released	June, 2022*

*Contingent on securing NIH approval

Full proposals are due by January 5, 2022 5pm EST
Questions about the RFP? Email Hannah Reuter hreuter@povertyactionlab.org

PROPOSAL TYPES

Click here for criteria and funding caps for proposals accepted by this RFP.

FULL RESEARCH PROJECTS

The Roybal Center will accept pilot proposals only. Pilot studies may be awarded a **maximum of \$75,000, including the full federally-negotiated indirect cost rate of the PI's institution. The award period for NIH pilot awards should be for one year from June-May to align with the Roybal budget period.** Projects will not be able to begin enrollment or any other activities until NIH has approved the project, which will likely be in June 2022.

ELIGIBILITY CRITERIA

Click here for guidance on who is eligible to apply to the RFP.

J-PAL affiliates, J-PAL post-doctoral fellows, and researchers invited by J-PAL North America (invited researchers) to participate in HCDI are eligible to apply for funding. *Please note that graduate students are **not** eligible for Roybal funding.*

HOW TO APPLY FOR PILOT OR FULL FUNDING

Click here for the list of required documents and important administrative notes.

REQUIRED DOCUMENTS

1. Cover sheet

2. 5-page narrative

- The narrative should address each of the points listed in the "Proposal Evaluation Criteria" document. If necessary to fully address the guiding questions on Ethics and Risks, please include an addendum (details under 2A).
- The narrative should begin with an abstract of 150-200 words. The abstract should include information on the research question, hypotheses, intervention, (potential) sample size, and outcomes.
- The narrative may not exceed five pages in length.

2A. Optional: Potential Ethical Risks

- Please complete the Potential Ethical Risks tab in the portal. Additional information may be found [here](#).

3. Budget

- Please carefully review the instructions before filling out the budget.

4. Budget narrative

- Please provide justification for the expenses requested in your budget.

5. [Optional] Letter(s) of support

- Applicants for pilot funding are encouraged, but not required, to submit letters of support.
- Letters of support should indicate willingness to share cost data, when appropriate.

REVIEW PROCESS

Proposals are reviewed by two peer reviewers from J-PAL's academic network. After peer review, the HCDI RFP Review Board reviews each proposal and makes all funding decisions. The Review Board may grant an unconditional approval, a conditional approval (pending minor revisions), a request to revise and resubmit, or a rejection. After review by the Review Board, proposals will then be sent to the NIA for final approval. PIs will need to provide additional documentation for NIA review. Requirements will vary across proposals. Regardless of funding status, all applicants to the RFP will receive redacted comments from the referees.

Please note that the MIT Roybal Center will not accept off-cycle submissions.

IMPORTANT NOTES

- The same proposal (or different versions of the same proposal) may **not** be submitted to multiple J-PAL North America RFPs simultaneously unless given explicit permission to do so.
- Applicants **must have IRB approval or exemption** before MIT can establish a subaward agreement to set up funding.
- MIT requires an **official acceptance of the proposal and budget by your institution as part of its formal submission to NIH for approval**. Applicants are encouraged to submit the proposal to their office of sponsored programs or contracts department prior to receiving notice of the HCDI Review Board's decision to avoid delays and ensure that your institute will endorse your proposal and proposal budget in time for submission to NIH.
- Please see the Grant Requirements document for more detailed information about post-award requirements.

SPECIAL NOTE: COVID-19

The following modifications are in place as of October 29, 2020 until noted otherwise.

1. All applications must follow [J-PAL's Covid-19 response guidelines](#) in regard to in-person interactions with subjects.
2. If your proposed project will feature in-person interactions with subjects, vendors, or partners, please note that the evolving situation could result in changes to these guidelines at a future date. **Therefore, please be sure to include the following in your application materials, which are listed in more detail in the "How to Apply" section:**
 - **Budget Narrative:** Include a discussion of what funds will and will not be spent in what timeframes if the proposed project is paused, modified, or dissolved because of Covid-19 related disruptions.
 - **Proposal Narrative:** Outline aspects of the proposed project that can be completed right away vs aspects dependent on the status of the Covid response more broadly. The proposal should also include plans for conducting fieldwork, and how this will evolve should Covid-19 prevent in-person contact.

3. Per MIT guidance, J-PAL North America will not be sponsoring travel for the foreseeable future. However, if you wish to include travel as a line item in your budget, please address as indicated in point 2 above.