**SOCIAL PROTECTION INITIATIVE APPLICATION FORM AND INSTRUCTIONS**

*Travel/Proposal Development Grants: Round 1 (2022)*

**INSTRUCTIONS**

Applications for travel/proposal development grants consist of (i) an application form, which includes a cover sheet (found at the bottom of this document) and narrative; (ii) a budget form; and (iii) for graduate students, a letter of support from a J-PAL affiliate, EPoD faculty affiliate, or SPI invited researcher who serves as an advisor on the applicant’s dissertation committee at their host university.[[1]](#footnote-1) These materials should be submitted to [spi@povertyactionlab.org](mailto:spi@povertyactionlab.org) by **5:00 PM ET on March 18, 2022.**

**NARRATIVE**

The narrative should not exceed two pages in length, including appendices, and use 12-point font. It should include:

1. A concise statement of topic. These grants are intended to facilitate PI travel for very 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 you plan to work with for both program implementation and evaluation.
3. A discussion of the project’s connection to key questions in the Social Protection Initiative as outlined in the [SPI RFP Overview](https://www.povertyactionlab.org/initiative/social-protection-initiative-request-proposal).

**BUDGET**

Please submit a detailed project budget using the Excel template available [online](https://www.povertyactionlab.org/initiative/social-protection-initiative-request-proposal). Travel/proposal development grants are intended to support costs related to PI travel and are provided as travel reimbursements in accordance with MIT travel policies. Please keep the following in mind when developing your budget:

1. Travel/proposal development grants are for a maximum of $10,000. The typical grant is $5,000 for one researcher.
2. Travel grants are paid as travel reimbursements through MIT after travel is complete. If the budget includes expenses for in-country costs such as hiring enumerators, procuring translation or transcription services, etc., you will need to cover these costs out of pocket and submit receipts for reimbursement once travel is complete. J-PAL is not able to directly reimburse survey firms or local organizations for these costs.
3. If a grantee plans to work with a J-PAL regional office or IPA country office, they 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. J-PAL can set up a contract to a partner organization, if necessary.
4. Please include detailed budget notes in the column provided in the template.
5. *Medical insurance*: You will be asked to provide documentation of emergency medical and evacuation insurance through your host organization or employer. If no coverage is available you will be covered by MIT, however if coverage is provided from your home institution, MIT’s coverage is secondary to your host institution’s coverage. Outside travel insurance is not a reimbursable expense.
6. *Expenses not allowed*:J-PAL is not able to cover travel or trip protection insurance, lost luggage insurance, incidental expenses, or grantees’ time. In most cases, J-PAL is not able to directly reimburse any individuals or organizations other than the grantees awarded the travel/proposal development grant.
7. Grantees must complete their travel/project development work and submit final reports within one year of receiving the award.

**LETTER OF SUPPORT**

Graduate student applicants are required to submit a letter of support from a J-PAL affiliate, EPoD faculty affiliate, or SPI invited researcher who serves as an advisor on the applicant’s dissertation committee at their host university. This letter should indicate the advisor’s willingness to advise the student throughout the project’s lifetime. If the student is pre-thesis, the letter should state “I am actively responsible for supervising this project/research and anticipate being on the student’s thesis committee.”

**SUBMISSION INSTRUCTIONS**

Please submit an email with the following attachments to [spi@povertyactionlab.org](mailto:spi@povertyactionlab.org):

1. A coversheet and a 2-page narrative (12-point font) saved as a single Word or PDF file titled *[PI Name]\_[Topic Name].docx(.pdf)*
2. A completed budget form, saved as a single Excel file titled *[PI Name]\_Budget.xlsx*
3. A letter of support from an advisor who is a J-PAL affiliate, EPoD faculty affiliate, or SPI invited researcher saved as a PDF file, or the advisor may send the letter of support directly to [spi@povertyactionlab.org](mailto:spi@povertyactionlab.org) (PhD students only)

The deadline for submissions is **5:00PM ET** **March 18, 2022.**

**SPI COVER SHEET**

Round 1 – 2022

*Please note that all fields are required*

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| --- | --- | --- | --- | --- | --- | --- |
| PRINCIPAL INVESTIGATOR(S) AND INSTITUTIONAL AFFILIATION | | | | | | |
|  | | | | | | |
| CO-INVESTIGATOR(S) AND INSTITUTIONAL AFFILIATION | | | | | | |
|  | | | | | | |
| ADVISOR (IF PI IS A GRADUATE STUDENT) | | | | | | |
|  | | | | | | |
| ☐ I agree | *By checking this box, all J-PAL affiliates, J-PAL postdocs, EPoD faculty affiliates, and SPI invited researchers who are co-PIs on this project certify that they will be active, engaged and responsive PIs dedicated to guaranteeing the quality control on all aspects of this research; and that their participation in this project is not merely to provide access to J-PAL resources and funding to anyone else working on this project who is neither a J-PAL affiliate, J-PAL postdoc, EPoD faculty affiliate, nor a SPI invited researcher.* | | | | | |
| TITLE OF PROPOSAL | | | | COUNTRY | | |
|  | | | |  | | |
| PROPOSED TRAVEL DATES | | | | | | |
| START DATE:(yy-mm-dd) |  | | END DATE:(yy-mm-dd) | |  | |
| PROPOSED PARTNER(S) | | | | | | |
|  | | | | | | |
| REQUESTED (This proposal) | **$** | **TOTAL CO-FUNDED\*** | | | | **$** |
| **Do you expect that you will need to set up any sub-awards for this project?**(For example: a partner organization, or an organization doing field work)  ☐Yes☐ No | | | | | | |

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

1. PhD students may apply for a maximum of two travel/proposal development grants during their time as graduate students to SPI. All else equal, priority will be given to graduate students who have not applied before. [↑](#footnote-ref-1)